

# WALPOLE PARISH COUNCIL

The Minutes of the Annual General Meeting of Walpole Parish Council held at the Community Centre, Summer Close, Walpole St Andrew on Thursday 14<sup>th</sup> May 2015 at 7pm.

Present – Chairman - Cllr Richard Blunt  
Councillors – Andy Bliss, Richard Green, David Lawty, Janet Luck, Maureen Patrick, James Whitaker and Pat Wiseman  
Emma Bateman – Clerk, Irene Hunter – Press  
Parishioners – Gill Henderson, Lynne Newman, Kate Lawty, Sharon Buttriss and one other parishioner

## Chairman's Announcement

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Parish Council or its committees when they are open to the public. This does not extend to live verbal commentary. Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent. Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities. People under the age of 18 or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in the area designated for this purpose. Improper conduct or any disruptive behaviour could result in expulsion from the meeting.

Councillors all arrived at 6.50pm to sign the Declarations of Acceptance of Office and return completed Code of Conduct, Register of Interests and election expenses forms

## 79/15 Election of Chairman

Cllr Richard Blunt stood down as chairman and Cllr Green took this item on the agenda. Cllr Green asked for nominations for the office of Chairman of the Parish Council. Cllr Whitaker nominated Cllr Blunt and Cllr Bliss seconded the nomination. There were no other nominations for this post. A vote was taken and there were 6 votes in favour and 1 abstention. Cllr Blunt will fill the post of Chairman. Agreed.

## 80/15 Election of Vice Chairman

Cllr Blunt asked for nomination for the office of Vice Chairman. Cllr Green nominated Cllr Whitaker, Cllr Lawty seconded. There were no other nominations for this post. A vote was taken and there were 6 votes in favour and 1 abstention. Cllr Whitaker will fill the post of Vice Chairman. Agreed.

## 81/15 Apologies – to accept apologies and reasons for absence

Apologies were received from County Councillor Fred Agnew and Peter Luck, Website.

## 82/15 Declarations of Interest of any items on the agenda and to consider any requests for dispensations.

1. Cllrs Patrick declared an interest in Finance 94/15 E.1.
2. Cllr Whitaker declared an interest in Finance 94/15 C.
3. Cllr Luck declared an interest in Finance 94/15 F.2.
4. Cllr Lawty declared an interest in Planning 93/15.

## 83/15 Minutes – to approve the minutes of the last meeting held on Thursday 9<sup>th</sup> April 2015.

The minutes of the Parish Council Meeting held on Thursday 9<sup>th</sup> April, having been previously circulated were accepted as a true record of the meeting. Proposed by Cllr Wiseman, seconded by Cllr Whitaker. Agreed.

## 84/15 Matters Arising – to record matters dealt with arising from the last meeting

1. Dong Energy – Brian Jones reported that there had been issues with speeding on Walpole Bank and this is an issue for traffic exiting the site. He will be meeting with the police to discuss the matter. Councillors discussed and would like to know the outcome and also the progress of the amendment to the planning permission and the agreed HGV routes.  
*Action – clerk to contact Mr Jones for an update.*
2. Dong Energy – Deeds of Grant for Frenchs Road and Marsh Road allotments. Signatures required but Clerk to check with solicitor first regarding the premium payable on Frenchs Road but not Marsh Road. June Agenda  
*Action clerk to contact solicitor.*
3. Highway reports of faults – response from NCC, Dunces and Stickfast Lanes will be monitored and works programmed when required, pot hole filled in on Wisbech Rd opp Springfield Rd, potholes on Kirk Rd, Wisbech Rd near The Paddocks have been programmed, white lines Wisbech Rd next to Victoria House have been ordered with the contractor, Lions Services crash barriers – notice has been sent to remove within 21 days, Bustards Lane – works were programmed to make the highway safe.

4. Allotments behind Townsend Estate – Michael Walsh has responded that he will be asking the current tenant of their intentions with continuing their tenancy. MW gave no indication of how long the tenancy has to run. Cllr Blunt will look into this as Borough Councillor. Cllr Blunt asked Mrs Newman to share information – Mrs Newman advised that the access road was to be opened up by 31<sup>st</sup> January 2015 but this has not happened. The tenancy agreement for the allotments is on an annual basis. Mrs Newman has asked for the BC representative to have a site meeting as it looks like some of the borough council's land had been incorporated into the land owned by the developer and post and rail fenced off.

*Action – clerk to contact Michael Walsh*

5. Cllr Lawty advised he will respond to the letter sent from the Parish Council to him after the last meeting soon.  
6. Chalk Road Trod- there is no date yet for the work to be carried out.  
7. Green Lanes – Mr B Powers has advised that he periodically cuts the vegetation on the green lanes.  
8. Footpaths – Cllr Whitaker has been in contact with the land owner and will be meeting to discuss in the next couple of weeks.

*Action – Cllr Whitaker to update Parish Council at June meeting.*

85/15 To note the process of co-option of parish councillors for three vacancies arising from the Election held on 7<sup>th</sup> May 2015  
Advert for co-option to go onto website, Crier and noticeboards, closing date of 21<sup>st</sup> June, with time to arrange a meeting for co-option before the next parish council meeting if required. One application has been received already.

*Action – clerk to distribute adverts to website, Village Crier and noticeboards*

86/15 To appoint a Planning Committee and Terms of Reference

It was resolved that any four councillors to form a small committee if timescales do not allow for consultation at a full council meeting. Agreed.

87/15 To appoint a representative for the Community Centre

Cllr Whitaker nominated Cllr Patrick, seconded by Cllr Green. Agreed.

88/15 To appoint representatives for weekly checks of:

Open spaces – Cllr Wiseman

Swingfield and St Andrew's Churchyard – Cllr Bliss

Play park – Cllr Patrick

Proposed by Cllr Lawty, seconded by Cllr Luck. Agreed.

89/15 Standing Orders – to accept and adopt the amended Standing Orders

The Standing Orders were amended to incorporate the Chairman's Announcement on filming and recording in Order No 3L. Cllr Lawty proposed they be accepted with the new amendment, Cllr Bliss, seconded. Agreed.

90/15 Financial Regulations – to accept and adopt current Financial Regulations

Councillors agreed that the Financial Regulations were satisfactory, proposed by Cllr Green, seconded by Cllr Lawty. Agreed.

91/15 Programme of Meetings – to accept the proposed dates of future meetings

Councillors accepted the proposed dates of meetings for 2015/16, meeting on the second Thursday of each month.

92/15 Public Participation – to suspend the meeting to allow public participation

1. Sharon Buttriss – Is the parish council making any representations against the Solar Farm. Cllr Whitaker advised that the Parish Council had made comments to the Planning Inspectorate regarding the considerable public objection to the Solar Farm in the parish. The Informal Hearing in on 10<sup>th</sup> July at the Borough Council offices.
2. Sharon Buttriss – advised that cars did fill up from the roadside at Lions Services.
3. Sharon Buttriss – Walpole St Andrew cemetery on Police Road is in a very poor state and would offer to help at team of volunteers to help get it to a reasonable state. Councillors will discuss as an agenda item.
4. Sharon Buttriss – speed of vehicles using Walpole Marsh in particular cars and fastrack tractors, not lorries, are speeding. Many use it as a rat run from Sutton Bridge to Wisbech. Cllr Patrick advised that this will be brought up at the next SNAP meeting.

*Action – Cllr Patrick to advise SNAP meeting*

5. Lynn Newman – County Cllr Fred Agnew has apologised for not attending parish council meetings due to hearing issues but he should address his responsibility. Can he send a representative to report back directly to him? Councillors will discuss this item.

93/15 Planning

1. RPS Group – advice of Non Material Amendment to BCKLWN PP Ref 14/01587/F and SHDC PP Ref H18-0341-10 for Race Bank Off Shore Wind Farm.

2. KLWNBC – application withdrawn (15/00196/F) Erection of 6 foot fence along boundary of property in line with footpath of Springfield Rd at 49 Springfield Rd, WSA.
3. Applications (Parish Council a consultee)  
 15/00551/RM – Reserved Matters Demolition of Pear Tree Cottage and construction of 3 detached dwellings at Pear Tree Cottage, Chalk Road, WSP. Object - too intense development, rear fill development, concerns regarding the safety of the highway as there is no footpath/pavement.  
 15/00603/O – Outline Application construction of dwelling and new access at Fairlawns, 15 Kirk Road, WSA. Support.  
 15/00702/F – Amended application - Extension to bungalow, removal of conservatory at rear, demolish out building, erect new 3 bay carriage barn and minor window and door modifications to existing bungalow at Millfield, Mill Rd, WSP (re-submission on 15/00171/F. Support.
4. Decisions made by the Planning Department of King’s Lynn and West Norfolk Borough Council  
 15/00129/F – Land East of Walpole Sub Station, Walpole Bank, WSA – installation of generator bays south of approved Race Bank Sub Station (PP 14/01059/FM). Delegated Decision - Application permitted 23<sup>rd</sup> April 2015.  
 15/00181/F – Site SW The Willows, Pyecroft Lane, WSP – retention of detached dwelling (revised design). Delegated Decision - Application permitted 24<sup>th</sup> April 2015.  
 15/00336/F – 69 Springfield Road, WSA. Erection of new double garage with studio space above. Delegated Decision - Application permitted 1<sup>st</sup> May 2015

#### 94/15 Finance

- A. Consolidated Stock – HM Treasury advise that the 2½% Consolidated Stock will be redeemed in its entirety on 5<sup>th</sup> July 2015, together with any interest due. Four councillors to sign the redemption form.
- B. To accept
  1. End of Year Accounts – the accounts having been circulated to all parish councillors were accepted, proposed by Cllr Whitaker and seconded by Cllr Green. Agreed.
  2. Annual Return - the annual return having been circulated to all parish councillors were accepted, proposed by Cllr Bliss, seconded by Cllr Patrick. Agreed.
  3. The Internal Audit will be carried out by Mrs G Barnes as in previous years.
- C. To consider any request for grants and donations if received  
 Walpole sports and social club requested a donation to help pay for transport to the Village Games. Councillors discussed and agreed to pay for the coach transport as in previous years, proposed by Cllr Wiseman, seconded by Cllr Lawty. Agreed. The invoice is to be sent directly to the Parish Council.
- D. To consider quotations for Annual Insurance  
 Quotes were received from AON, Zurich and Came and Co (Hiscox). Councillors discussed and voted:  
 3 year LTA with Came and Co (Hiscox). Proposed by Cllr Whitaker, seconded by Cllr Lawty, 2 votes in favour.  
 1 year agreement with Came and Co (Hiscox). Proposed by Cllr Green, seconded by Cllr Bliss, 5 votes in favour.  
 Agreed.
- E. to approve payments
 

1.	WPFRT	Hall Hire & Broadband	101.60	101.60
2.	K&M Lighting	Streetlight Maintenance	48.31	57.97
3.	CGM Ltd	Spraying works to playing field	132.50	159.00
4.	M Stacey	Installation of new bin	65.00	65.00
5.	Fairhaven Stone	War Memorial cleaning	1830.00	2196.00
6.	KLWNBC	Annual emptying fee new bin	44.23	44.23
7.	NALC	Good Councillor Guide Booklets	26.80	26.80
8.	Mrs E Bateman	Salary and Expenses	319.29	319.29
9.	HMRC	PAYE	5.20	5.20
10.	Came & Co	Insurance Premium	880.81	880.81
Direct Debits				
11.	E.ON	Energy Charge	66.32	69.64

 Cllr Wiseman proposed all payments be made, seconded by Cllr Bliss. Agreed.
- F. to record receipts
 

1.	KLWNBC	Precept	17,800.00	17,800.00
2.	Village Crier	Advertising	556.00	556.00
- G. To view the books of Account  
 Cllr Wiseman looked at the Books of Account.

#### 95/15 Correspondence – to receive items for information

1. Age UK Norfolk - Thank you for donation
2. Journal of local planning – now available in blog format
3. PCSO Lee – Crime stats for 9<sup>th</sup> April to 11<sup>th</sup> May, 1 x theft, 3 x assault (domestic), 1 x attempted burglary, 1 x theft of motor vehicle, 1 x sexual offence (text message). Anti-social behaviour remains minimal
4. PCSO Lee – Crime stat comparison for 10<sup>th</sup> April 2014 to 8<sup>th</sup> April 2015 Terrington St Clement 87, West Walton 66, Clenchwanton 26, Tilney St Lawrence 18, Walpole 51.

5. Robert Hall Charity - Information request on new plans for play park
6. Templeman Design – confirmation of attendance at June meeting ref Grass Paddocks at Pyecroft Lane.
7. Magpas – thank you for donation
8. Clerk and Council Direct - Newsletter

96/15 Litter bin at Parish Hall – to consider replacement of this bin with a larger bin

The litter bin has had the liner removed and the bottom of the bin outer has rotted away. There are also issues with the dumping of large amounts of eggs in the bin on several occasions. Councillors agreed to remove the old bin immediately as the contractor will not empty the bin without a liner and replace the bin with a new housing and 140 litre wheelie bin, on a weekly empty, as soon as one can be made to order. Proposed by Cllr Wiseman, seconded by Cllr Patrick. Agreed.

*Action – clerk to order new bin housing from Realise Futures Ltd same as last bin housing ordered.*

97/15 To discuss the Grass Cutting on Open Spaces, Swingfield and St Andrew’s Churchyard.

1. CGM cut the Open Spaces, Swingfield and St Andrew’s Churchyard on a different rota to the Playing field. Cllr Whitaker asked for a plan of the areas that should be cut.

*Action – clerk to send plan to Cllr Whitaker*

2. Councillors asked for CGM to be asked to cut the Triangle at Church Rd/Walnut Road as well.

*Action - clerk will contact CGM.*

3. Councillors discussed cutting verges around the village and asked for Mr B Powers to be asked to submit a quote for this work at 4-6 week intervals during the season.

*Action – clerk will contact Mr Powers*

98/15 Walpole St Andrew Cemetery – to discuss the KLWNBC Maintenance standard and the benches.

Councillors discussed the issues at the cemetery – broken railings, poor gate, whole of the frontage in a very poor state, dead trees, wooden benches in need or replacement. Cllr Blunt will bring this up with KLWNBC and Mintlyn again. Clerk to write to Chris Durham at KLWNBC and Mintlyn about the lack of maintenance. Councillors agreed to replace the wooden benches when the cemetery is up to a good standard. Cllr Whitaker volunteered to inspect the cemetery once a month.

*Action – clerk to contact KLWNBC and Mintlyn, Cllr Blunt to speak to KLWNBC.*

99/15 Play Park – to receive and discuss the amendments to the lease document.

1. The Lease document requires the parish council to agree to provision and emptying of a litter bin. Councillors agreed that this will be acceptable.

*Action – clerk to advise WPFRT Solicitors*

2. The Annual Inspection of the play area will take place in June.

100/15 WPFRT Sports Field – to note the consent to alter the watercourse.

Permission has been granted by KLIDB to alter the water course/bridge the culvert.

*Action - Cllr Bliss will arrange for 3 quotes for the access road work.*

101/15 County and Borough Councillors reports

Cllr Blunt asked if he may use ½ page in the Village Crier for a report from the Borough Council. Proposed by Cllr Lawty, seconded by Cllr Whitaker. Agreed.

102/15 Report from Village Crier & Website Editors

Accounts and Annual Return documents to be included on the website.

103/15 To receive Councillors reports of villagers’ concerns

It was reported that bus passes cannot be collected or applied for at the King’s Lynn Bus Station. Cllr Green advised that he had been able to complete a form at King’s Lynn for a bus pass.

104/15 Highways - To receive reports of road and footpath faults

Next agenda

105/15 Streetlighting – to receive reports of faulty lighting columns

Next agenda

106/15 To receive items for the next agenda

Noticeboard for The Marsh, communication and transparency.

107/15 Date and Time of Next Meeting – Thursday 11<sup>th</sup> June 2015 at 7.00pm in the Community Centre, Summer Close, Walpole St Andrew, PE14 7JW.

