The Parish Council is made up of elected and co-opted members who all live and/or work in the Walpoles and represent the Walpoles on various matters. It is the third tier of local government, the other two being the County Council and the Borough Council.

We usually meet on the second Thursday of every month at 7 p.m. at the Community Centre. We discuss a variety of issues which affect the community. The public is very welcome to attend and we encourage comments to be made during the 'Public Participation' session, part of every meeting.

We are responsible for:

- The upkeep of Walpole St Andrews Churchyard

- The children's play area outside the Community Centre

- Providing general maintenance in the Walpoles

- Some of the allotments

- Grasscutting of the recreation area outside the Community Centre

- Some litter bins and dog fouling bins

The Council makes comments on all **planning applications** and, although Kings Lynn and West Norfolk Borough Council makes the final decision, they take the Parish Council's views into account.

The Council regularly discusses local issues such as local roads.

Sometimes the Council invites topical speakers to the meetings.

The Council works with other principal authorities and can report issues such as flooding, planning concerns, overgrown trees, footpaths, drainage, roads, street signage and speeding to the relevant authority on your behalf.

How to contact your Council

Contact your Clerk in the first instance:

Emma Bateman
01945 780002
walpoleclerk@hotmail.com

There is also the opportunity to contact individual Councillors. Details are given in the Village Crier and on the website at:
http://walpolepc.norfolkparishes.gov.uk/

WALPOLE PARISH COUNCIL

A General Guide

Published by Walpole Parish Council
2015

FAQS

You are entitled to share your views with your Parish Council so that we can represent you well.

You are welcome to let your Council know if anything in the Walpoles is of concern so that action can be considered on your behalf.

This leaflet gives you advice on taking the opportunity to speak at Parish Council meetings.

Q1 At which meetings may I speak?

All public meetings of the Council will give an opportunity for members of the public to speak.

Q2 How will I know when to speak?

The Chairman will adjourn the meeting and invite public comments.

Q3 Are there items I may not discuss?

Matters that are confidential or commercially sensitive may not be addressed in public.

Q4 How do I know what is on the agenda?

The agenda is published on the website (see address on contacts page) and a number of notice boards around the Walpoles. A copy will be available at the meeting.

Q5 How do I arrange to speak?

It is preferred that you contact the Clerk prior to the meeting, or raise your hand when the Chairman invites the public to speak.

Q6 What should I say?

The Council prefers you to identify yourself and to state your concern briefly and clearly.

Q7 For how long may I speak?

You will be allowed 2 minutes. At the discretion of the Chairman, you may be allowed slightly longer, but only in exceptional circumstances.

Q8 May several people present a comment together?

Yes.

Q9 May I raise an issue that is not on the agenda?

Yes.

Q10 Can I provide written information?

Yes, material of this sort must be given to the Clerk well before the meeting for circulation.

Q11 Will the Council respond to my concerns?

Yes, on a case by case basis.

Q12 When will a decision be made?

There is no given timescale for decisions but please feel free to contact the Clerk some time after the meeting if you wish to have an update.

Q13 Am I allowed to film, photograph or record Parish Council meetings?

Yes. The law changed in August 2014 and you are now permitted to do so. It is preferred that you inform the Clerk prior to the start of the meeting.

If an item is not on the agenda, no decision can be made at that meeting. The Council may not be able to respond to your question immediately, perhaps some additional research is required, so please leave us with your contact details.