

# WALPOLE PARISH COUNCIL

The Minutes of the Ordinary Parish Council Meeting of Walpole Parish Council held at the Community Centre, Summer Close, Walpole St Andrew on Thursday 12<sup>th</sup> January 2017 at 6.30pm.

Present – Chairman - Cllr Richard Broden  
Councillors – Andrew Bliss, Richard Blunt, Jo Drew, Adrian Eveleigh, Richard Green (arr. 6.40pm), David Lawty, Janet Luck, Linda Matthews, Lynne Newman, James Whitaker.  
Clerk - Emma Bateman, Press – Irene Hunter (arr. 7pm).  
Members of the Public – Peter Luck, John Mills, John Stevens.

1/17 To welcome the new Co-opted Parish Councillor  
Cllr Richard Broden welcomed Jo Drew to the Parish Council.

2/17 Apologies – to accept apologies and reasons for absence.  
There were no apologies.

3/17 Declarations of Interest of any items on the agenda and to consider any requests for dispensations  
Cllr Bliss declared an interest in Finance 4/17.II.iv.

4/17 Finance:

I. Precept – to consider the parish requirement for 2017/18

All councillors received the estimated running costs for the parish for 2017/18. Cllr Whitaker made some suggestions to additional items to be included in the costs, agreed by all councillors. Councillors discussed the precept charge and the reduction of the Council Tax Support Grant and agreed to maintain the Precept charge to the Parish at £16,730 (same as 2016/17) and accept the reduced Council Tax Support Grant of £697 giving a total of £17,427. Agreed unanimously.

II. to approve payments

		Ex VAT	VAT	Inc VAT	
i.	WPFRT	Hall Hire	35.80		35.80
ii.	K&M Lighting	Streetlight Maintenance	53.73	10.75	64.48
iii.	CGM Ltd	Grass cutting Oct 2016	190.50	38.10	228.60
iv.	Mr A Bliss	Reimbursement – Fencing	56.98		56.98
v.	Royal Mail	Business Reply post	9.92	1.98	11.90
vi.	Mrs E Bateman	Reimbursement – Laptop & Norton	351.29		351.29
vii.	HMRC	PAYE	9.60		9.60
viii.	Mrs E Bateman	Wages and Expenses	340.68		340.68
ix.	British Telecom	Broadband Comm Centre 1/1/17-31/3/17	117.70	23.54	141.24
x.	E.ON	Energy charge street lighting	116.67	5.83	122.50

Councillors unanimously agreed all payments are made.

III. to record receipts

i.	Village Crier	Advertising	122.00		122.00
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IV. To view the books of Account

Cllr Luck looked at the books.

V. To consider a review of the financial regulations

Councillors looked at the Financial Regulations and agreed to raise the figure in Item 11 (i) from £100 to £250.00. Agreed unanimously.

5/17 Minutes – to approve the minutes of the Ordinary Meeting held on Thursday 8<sup>th</sup> December 2016.

The minutes of the Ordinary Parish Council Meeting held on 8<sup>th</sup> December 2016, having been previously circulated, were accepted as a true record of the meeting. Unanimously agreed.

6/17 Public Participation – to hear concerns and comments from members of the public.

Mr Mills and Mr Stevens reported concerns regarding pedestrian safety and HGVs travelling along The Marsh and Frenchs Road. Reports have been made to the Police. Councillors advised that residents continue to log dates, times. Haulier names and registration numbers and pass this information to the Police. The Parish Council will report the poor state of the road to NCC.

7/17 To receive Councillors reports of villagers' concerns

Pot holes within the parish – councillors advised that the Parish Council can report pot holes to NCC and residents can also do the same and report via 'fix my street' website.

8/17 To receive a reports from:

1. County and Borough Councillors reports  
There were no reports from the County or Borough councillors.
2. The Community Centre report  
The progress of the maintenance is weather dependent, the committee is deciding on a 5 year plan, a grant from the British Heart Foundation for a defibrillator is to be applied for, a grant from East Coast Community Fund for the car park is to be applied for (approx. cost £50K), AGM is on 11<sup>th</sup> April 2017.
3. Village Crier, Social Media & Website Editors reports  
The Crier cut off for inclusions is 15<sup>th</sup> of the month, there has been more and positive interaction on the social media site, website is running normally.

9/17 Matters Arising – to record matters arising from the last meeting

1. Heads of Terms Document for land behind Townsend Estate (garden allotment land) – this was circulated to all councillors after the last meeting. Councillors agreed for this to be signed and returned to the Borough Council. Unanimously agreed.
2. St Andrew's Churchyard Gate Pillars – one quote has been received and further quotes have been requested.
3. St Andrew's Churchyard self-seeded saplings – one quote was received last year and it was agreed to get further quotes.

10/17 Planning

Cllr Blunt advised that the Borough Council is changing its website and is looking at sending emails advising of Planning Applications with a direct link to the documents.

A. Applications for Consultation with Parish

16/02131/F – Proposed extension to existing property in order to create larger kitchen and dining area at Willow Tree House, Chalk Rd, WSP. Support.

16/01944/LB – Single storey extension and alterations at Townsend House, Walnut Rd, WSP. Support.

BT Payphones – the results of the consultation across the Borough have been submitted to British Telecom.

B. Borough Council Planning Authority Decisions

16/01905/F - Berkeley House, Walnut Rd, WSP- Construction of detached garage with hobby room over. Application Permitted, 21<sup>st</sup> December 2016, Delegated Decision.

16/01910/F - Berkeley House, Walnut Rd, WSP- Alterations to attached garage to form self-contained annexe. Application Permitted, 22<sup>nd</sup> December 2016, Delegated Decision.

11/17 Correspondence – to receive items for information

1. Interprint – pricelist
2. Chris Dawson – land submitted to the BCKLWN 'Call for sites' consultation. Acknowledge and advise consideration will be given at the appropriate time.
3. Better Broadband for Norfolk – improvements to broadband in Walpole St Andrew
4. Norfolk Age UK – request for donation. Councillors agreed to £75 to be paid in February
5. KLWNBC – Grounds maintenance of Borough Council owned land.

12/17 To receive applications for the vacant allotments on Frenchs Road

Three applications were received. Councillors discussed and agreed to let the allotments to one applicant – Mr B Powers.

13/17 Play Park – to receive any updates on the progress of the project.

1. Cllr Whitaker advised that the Big Lottery is happy for the Parish Council to run the second project for the younger children's play area concurrently with the older children's play area providing each project is separately documented.
2. Cllr Whitaker provided a plan identifying the planned progress and costings and requested that the council considers placing the order at the February meeting. Councillors agreed the plan and to have the order as an agenda item for February.
3. There was further discussion about having a small committee of people to look after the play area.
4. Signage – it was agreed to ask Fenland Leisure to advise on wording of signage for both the play areas.

14/17 To receive an update on the responses from the Community Consultation and plan for the open meeting on 2<sup>nd</sup> February.

1. It was agreed to host a public meeting on 16<sup>th</sup> February not 2<sup>nd</sup> so that the advert can be included in the Village Crier and all residents will have an opportunity to see the notification.
2. Cllr Bliss has collated all the results and will consult with Cllr Drew and they will formulate a presentation. Councillors agreed that the meeting will start at 6.30pm until 8pm, tea and coffee will be available.
3. It was also agreed to print flyers for the school to insert into the pupils book bags advertising the meeting to all parents.

15/17 To consider Village Projects

1. It was agreed to discuss suggestions arising from the consultation and the public meeting.

2. Council Surgery – one person came to the Surgery. Cllrs Eveleigh and Newman will host the next surgery on Thursday 9<sup>th</sup> February from 3pm to 4pm in the Community Centre.

16/17 To discuss Parish Footpaths

Councillors agreed that this item should be included with Village Projects. Cllr Eveleigh indicated that he is willing to take this item further.

18/17 St Andrew's Churchyard - to receive information regarding the hole in the ground.

The hole has been fenced off and the Churches Conservation Trust architect has looked at the area. It is thought to be a water cistern. Email correspondence regarding the hole was circulated to all councillors. Councillors discussed. The old minutes from Walpole St Andrew Parish Council (as existing at the time of the closure of the churchyard in 1986) have been requested from the Clerk to Walpole Cross Keys Parish Council (which was the Parish Council directed to hold the minute books from the old Walpole St Andrew Parish Council).

*(Cllr Newman left the meeting at 9.10pm)*

19/17 St Peter's Churchyard War Memorial

Still awaiting a quote for the structural survey.

20/17 Highways & Streetlighting- To receive reports of road, footpath faults and reports of faulty street lighting columns

1. Fix my street website will be highlighted on the website, social media site and the Crier.
2. Councillors reminded that when a light is reported as not working, it was agreed to replace with a new LED bulb to replace the 35w SOX bulb.

21/17 To receive items for the next agenda

Neighbourhood Plan, Risk Assessment Review April agenda

22/17 Date and Time of Next Meeting - Ordinary Parish Council Meeting Thursday 9<sup>th</sup> February 2017 at 7.00pm, and Public Meeting Thursday 16<sup>th</sup> February at 6.30pm to 8pm in the Community Centre, Summer Close, Walpole St Andrew, PE14 7JW.

Meeting closed at 9.25pm

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