

# 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> April 2018 at 7.30pm.

Present – Andy Bliss, Richard Green, Lynne Newman (*present 7.30 to 7.45pm*), Linda Matthews and Steven Rowell.  
Clerk - Emma Bateman.  
Three Members of the Public

68/1/ Election of Chairman for the meeting.

Councillors unanimously elected Cllr Green to act as Chairman of the meeting.

69/18 Apologies

Apologies were received and accepted from Cllrs Richard Blunt, Adrian Eveleigh, Jo Drew, David Lawty, James Whitaker and County Councillor Sandra Squire.

70/18 To receive any declarations of interest and request for dispensations

None received.

71/18 Minutes – to approve the minutes of the Ordinary Meeting held on Thursday 8<sup>th</sup> March 2018

There was only one councillor present who were at the meeting on 8<sup>th</sup> March and was in agreement that the minutes were an accurate record of the meeting. The acceptance of the minutes will be deferred to May when there should be more councillors present to vote.

72/18 Public Participation – to invite public participation

An update on the progress of the Parish Hall rebuilding project was received. Architect has been engaged and soil samples are to be carried out.

73/18 Matters Arising – to record matters arising from the last meeting

1. Bus shelter – one resident would like to meet a representative from the council regarding the siting. Cllr Bliss agreed to discuss.
2. 50/18.2 – Herras fencing – Drainage board will be contacted.
3. 56/18.2 – Bus shelter cleaning – Cllr Rowell will check the shelter at West Drove North. It was agreed not to clean the brick shelter.
4. 57/18.2 – Data Protection Officer – the clerk is still waiting to hear from Norfolk ALC about their options.
5. 61/18 – siting of the dog bins – queries were raised about any services under the road near the AW pumping station. The Council has public liability insurance.
6. Cllr Bliss raised issue regarding lack of broadband provision at the Community Centre as the Parish Council had not renewed the contract with British Telecom. It was noted that Cllr Eveleigh was going to look into a mobile data device.

*Cllr Newman left at 7.45pm*

75/18 Planning

1. There were no planning applications receive for consultation
2. King's Lynn Borough Council Decisions

17/02273/RMM - Land to west of Cedars Lodge, Church Road, WSP. Reserved Matters Application for proposed 10 dwellings including two affordable homes. Application Permitted, 7<sup>th</sup> March 2018, Delegated Decision.

18/00061/O - Land on the south side of Chalk Road, WSP. Outline Application: Construction of two new dwellings (semi-detached) with off-road parking and turning space and scaled as starter homes. Application Refused, 26<sup>th</sup> March 2018, Delegated Decision.

76/18 To receive Councillors reports of villagers' concerns, highway issues and street lighting faults

Hole in St Andrew's Churchyard – it was noted that the hole is still present but it is double fenced. The Churches Conservation Trust did advise that they would carry out works when they had finished works to the roof of the church.

77/18 To receive a reports from:

1. County and Borough Councillors reports – no reports received.
2. Community Centre report
  - 2.1 The WPFRT are looking at cost of a double gate into the field from the carpark and bollards by the open area next to The Chase footpath.
  - 2.2 The WPFRT has provisionally advised that they would like two picnic tables and two benches. Design will be advised by the councillors who are members of the WPFRT committee in liaison with the working group.
  - 2.3 WPFRT has also offered a patch of land at the end of Springfield Road to consider for use as a fenced dog exercise area.

3. Village Crier, Social Media & Website Editors reports – there was nothing reported.

78/18 To receive a report from the Community Contribution Working Group (Parish Projects) and discuss any proposals, and to receive details from WPFRT regarding the proposed picnic tables and seating.

1. Benches for the Swingfield have been delivered. Cllr Bliss is happy to arrange installation with help from Cllrs Eveleigh and Rowell. Church Wardens to be advised that installation will require concrete bases. Councillors unanimously approved for Cllr Bliss to purchase the necessary concrete mix and shuttering for re-imburement at a later meeting.
2. Living Christmas Trees – Cllr Bliss advised that the Nordmann Spruce look like the ideal trees and will confirm this with the Church Wardens. An approximate cost at present is £478 plus VAT and delivery for a 2.5m to 3m sized tree. Cllr Bliss will also discuss electricity provision for the trees, for Christmas lights, with the Dole Charity (from the Alms-houses).
3. Dog Exercise Area – Councillors considered the suggestion of a 50m x 50m area with a post and rail fence lined with galvanised netting, a double entry security gate, and wide enough for a grass-cutter to enter. Cllr Bliss has received two quotes ranging from £4885 to £4990 and is waiting for one or two more quotes.
4. Bus shelters – the working group are looking at several different companies for prices and design.

79/18 To review the General and Financial Risk Assessments.

1. General Risk Assessment – Councillor were satisfied with the current Risk Assessment and unanimously agreed for it to be carried forward for 2018/19.
2. Financial Risk Assessment – Councillors were unanimously in agreement to adopt the more specific financial risk assessment to run alongside the General Risk Assessment.
3. Internal Audit Control Officer – Councillors unanimously agreed that Cllr Linda Matthews will act as the Internal Audit Control Officer. The Internal Audit Control checks will be carried out quarterly (June, September, December and March).

80/18 Finance

1. Parish Partnership Scheme – to approve the cost of a SAM2 Mobile Speed Sign and application for funding and agree a team to be responsible for moving and maintenance of the battery and the sign. It was unanimously agreed to submit an application for a SAM2 Mobile Speed sign (instead of the fixed VAS sign) at a cost of £3428 plus VAT (sign with batteries and charger, spare brackets, 2 new posts).
2. To appoint the Internal Auditor for financial year ended 31<sup>st</sup> March 2018  
It was unanimously agreed to appoint Mrs G Barnes to carry out the Internal Audit for financial year ending 31<sup>st</sup> March 2018.
3. To receive applications for grants or donations  
It was unanimously agreed to make the grant to Walpole St Peter PCC grounds maintenance for £1,500.
4. To review the Clerk's salary  
It was agreed to defer this to the next meeting as the pay scales have not been published.

		<i>Ex VAT</i>	<i>VAT</i>	<i>Inc VAT</i>
5. To approve payments				
i.	WPFRT	Hall Hire (Feb)	21.60	21.60
ii.	K&M Lighting Services	Streetlight Maintenance	53.73	10.75 64.48
iii.	CGM Ltd	Grass cutting on 26th March 2018	139.25	27.85 167.10
iv.	Command Pest Control	Mole treatment play park	75.00	15.00 90.00
v.	KLWNBC	Litter bin emptying	154.50	154.50
vi.	Norfolk ALC	Annual Subscription	336.24	336.24
vii.	Fraser Dawbarns	Professional Fees re Townsend Est Allots	400.00	80.00 480.00
viii.	Glasdon UK Ltd	Benches and dog waste bins	2,106.00	421.20 2,527.27
ix.	Walpole St Peter PCC	Grant for grounds maintenance	1,500.00	1,500.00
x.	HMRC	PAYE	6.40	6.40
xi.	Mrs E Bateman	Salary and Clerical Expenses	313.20	313.20
xii.	E.ON	Energy charge	127.61	6.38 133.99 (DD)
xiii.	KLIDB	Drainage Rates	226.12	226.12 (DD)

Councillors unanimously agreed all payments are made. It was noted that there was only one signatories at the meeting and it was agreed that the Clerk will arrange for the cheques to be signed by two more signatories within the next week.

6. To record receipts
- i. Various Tenants Allotment Rents 2588.66 2,588.66
- ii. KLWNBC Precept 17427.00 17,427.00
7. To view the books of Account – This will now be carried out on a quarterly basis by the Internal Audit Control Officer

81/18 Correspondence – to receive items for information

Concerns had been received regarding councillor conduct at meetings. Councillors considered and agreed that any issues regarding the Councillor's Code of Conduct are dealt with by King's Lynn and West Norfolk Borough Council. Details for this are available on the King's Lynn and West Norfolk Borough Council's website.

82/18 To consider a working group/s to prepare Policy Documents for adoption by the Parish Council

1. GDPR – Policy writing in process.
2. Training – it was unanimously agreed to adopt the proposed Training Policy.
3. Play Area – policy to be referred to Cllrs Drew and Whitaker before adoption.

4. Complaints – This will be considered at the May meeting.

83/18 To consider the findings of the discussions with the Public Rights of Way Officer regarding footpaths  
This was deferred to the next meeting.

84/18 To consider the subscription and use of the ‘Get Mapping’ program  
It was unanimously agreed to continue with the subscription.

85/18 To discuss any updates regarding the Townsend Estate Allotments from KLWNBC  
This was deferred to the next meeting in the absence of both Cllr Blunt and Cllr Newman.

86/18 Play Park – to receive any reports of faults and maintenance required

1. It was reported that there is water in the bark pits that has not drained away yet, this will be monitored as the weather has been poor.
2. It was reported that the slide has a slight dent in the flat section at the bottom, probably from use over the years and rainwater now pools in it.

87/18 To receive items for the next agenda  
Defibrillator, 4G mobile router and items noted in the body of the minutes.

88/18 Date and Time of Next Meeting – Thursday 10<sup>th</sup> May 2018, the Annual General Meeting of Walpole Parish Council meeting at 7.00pm in the Community Centre, Summer Close, Walpole St Andrew, PE14 7JW.

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