

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 10th May 2018 at 7.00pm.

Present – Vice Chairman Cllr James Whitaker
Andy Bliss (*arr 7.12pm*), Adrian Eveleigh, David Lawty, Linda Matthews and Jo Webb (Drew).
Clerk - Emma Bateman.
Three Members of the Public

89/18 Election of Chairman

In the absence of a chairman, councillors unanimously agreed for Vice Chairman, Cllr Whitaker to act as chairman for the meeting.

Cllr Whitaker asked for nominations for Chairman. No nominations were received. This item will be deferred to the next meeting.

90/18 Election of Vice Chairman

Cllr Whitaker stood down as Vice Chairman and Cllr Lawty took the Chair for this item. Cllr Lawty asked for nominations for the post of Vice Chairman. One nomination was received for Cllr Whitaker, the proposal was made and seconded. Unanimously agreed.

Cllr Whitaker resumed the Chair for the remainder of the meeting.

Cllr Bliss arrived 7.12pm

91/18 Apologies – to accept apologies and reasons for absence

Apologies were received from Cllrs Richard Blunt and Steven Rowell, apologies were sent by Cllr Richard Green by phone message (which was heard after the meeting).

92/18 Declarations of Interest of any items on the agenda and to consider any requests for dispensations.

None declared.

93/18 To appoint representatives for weekly checks of

1. Open spaces – Cllr Bliss, unanimously agreed.
2. Swingfield and St Andrew's Churchyard – Cllr Bliss, unanimously agreed.

94/18 To nominate the Parish Council representatives for the Community Centre Committee posts

Cllrs David Lawty, Linda Matthews and Jo Webb were nominated for the WPFRT Committee Posts, unanimously agreed.

95/18 Standing Orders – to review the Standing Orders

1. It was proposed and seconded that Minutes and Agendas are sent out to members by email only, unless specifically requested or in the event that a member does not have internet access, where a hard copy will be sent. Unanimously agreed.
2. The Parish Council has considered the Standing Orders with the above amendment and accepts them in the current format. Reviews will be done if necessary during the year. Unanimously agreed.

96/18 Financial Regulations – to review current Financial Regulations

The Parish Council has considered the Financial Regulations and accepts them in the current format. Reviews will be done if necessary during the year. Unanimously agreed.

97/18 Programme of Meetings – to accept the proposed dates of future meetings

Meeting will be held on the second Thursday of each month.

2018- 14th June, 12th July, 9th August, 13th September, 11th October, 8th November, 13th December

2019 – 10th January, 14th February, 14th March (Annual Assembly), 11th April, 9th May (Annual General Meeting)

98/18 Minutes – to approve the minutes of the meetings held on Thursday 8th March and 12th April 2018

1. The minutes of the Ordinary Parish Council Meeting held on Thursday 8th March 2018 having been previously circulated were accepted as a true record of the meeting. Unanimously agreed.
2. The minutes of the Ordinary Parish Council Meeting held on Thursday 12th April 2018 having been previously circulated were accepted as a true record of the meeting. Unanimously agreed.

99/18 Matters Arising – to record matters arising from the last meeting

Bus stop at West Drove North – Councillors discussed and agreed to get prices for painting. Cllrs Lawty and Bliss will ask contractors to quote in time for the June meeting.

100/18 Public Participation – to allow public participation
No member of the public wished to participate.

101/18 To receive a councillor resignation

1. Cllr Lynne Newman has resigned from the Parish Council but did advise that she is willing to be involved in the garden plot allotment committee. Councillors accepted the resignation and the intention to help with the garden plot allotments.
2. Casual Vacancy Notices will be displayed on the noticeboards and website.

102/18 To receive updates regarding the provision of a Data Protection Officer.

1. Norfolk Association of Local Councils has advised that the Parish Councils are not required to appoint a DPO.
2. Privacy Notices and Data Protection Policy are in process

103/18 To receive Councillors reports of villagers' concerns, highway issues and street lighting faults

1. Fly-tipping on Stickfast Lane – this has been reported to the County Council. (monitor and report progress at June meeting)
2. Police attendance in the Village and concerns from local business – there have been several incidents in the last few months, County Councillor will be asked to look into this.
3. Littering – increased amounts of litter in the villages, it was agreed to start up a litter pick group. Cllr Whitaker will be a point of contact, KLWNBC will provide kit for litter picking and dispose of the rubbish. Ask IDB for a map of road facing drains/dykes and who is responsible for cleaning them.

104/18 To receive a reports from:

1. County and Borough Councillors reports – no reports received. Councillors requested that a report is sent if either Borough or County Councillor are unable to attend the meeting.
2. The Community Centre report – Clubs are thriving and AGM is on 15th May.
3. Village Crier, Social Media & Website Editors reports – Newsletter is carrying on, the independent Press Representative is writing a report of Parish Council meetings for each edition of the newsletter.

105/18 To receive a report from the Community Fund Projects Working Group.

1. Bus Shelters
 - 1.1 Walnut Rd - neighbouring residents are happy for a shelter to be placed there as long as they have space to cut hedge.
 - 1.2 A street furniture licence is required for Walnut Road.
 - 1.3 Wisbech Rd – Group will bring firm quotes to the next meeting.
2. Dog Enclosure – The WPFRT have yet to agree which piece of land can be made available and to decide on how to let it (lease/licence etc).
3. Working Group will be arranging another meeting shortly.

9pm Councillors agreed to a 30 minute extension to time

106/18 To consider a mobile 4G router for access to the internet for Parish Council meetings

Councillors discussed and the Clerk offered to allow the Council to have a trial test of the Clerk's own personal 4G router. Agreed.

107/18 Planning

Borough Council Decisions

17/01669/F - Caravan At Hill Farm, West Drove North, WSP. Retention of mobile home. Application Permitted, 20th April 2018 Committee Decision.

108/18 Finance

1. To approve the Annual Governance and Accountability Return –
 - 1.1 Internal Audit – Councillors unanimously accepted the Internal Audit carried out by Mrs GG Barnes.
 - 1.2 Annual Governance Statement – Councillors unanimously agreed the Annual Governance Statement.
 - 1.3 Statement of Accounts – Councillors unanimously accepted the Statement of Accounts.
 - 1.4 The end of year accounts - Councillors unanimously accepted the End of Year Accounts.
2. To consider any request for grants and donations if received – A request has been received from WPFRT for funding towards resurfacing of the Community Centre Car Park from the Solar Fund. Councillors agreed for representatives to attend the next meeting to make a presentation (similar to that of the Parish Hall Committee). Meeting will commence at 6.30pm
3. To consider quotations for Annual Insurance – Councillors considered the quotes and agreed to appoint BHIB as insurers for 2018/19 at a cost of £732.44.
4. Printer purchase – Councillors agreed for the Clerk to purchase a printer for carrying out printing of parish council documents. Investigate a printer and ink package, budget under £150.
5. Application for World War One fund – it is a requirement to have an Equality Policy for this application. Councillors agreed the previously circulated policy.
6. Parish Partnership Application – councillors agreed to include the Data Collection feature on the SAM2 sign. Data collected is date and speed of vehicle, no other data is able to be collected but it will show patterns and highlight troublespots.

		<i>Ex VAT</i>	<i>VAT</i>	<i>Inc VAT</i>
7.	to approve payments			
	7.1. WPFRT	Hall Hire (May)	21.60	21.60
	7.2. K&M Lighting	Streetlight Maintenance	53.73	10.75 64.48
	7.3. CGM Ltd	Grass cutting on 9/4 2018	139.25	27.85 167.10
	7.4. Norfolk ALC	Training GDPR	12.50	2.50 15.00
	7.5. Minuteman Press	Printing Village Crier	390.00	390.00
	7.6. Mrs G G Barnes	Internal Audit Fee	55.00	55.00
	7.7. Mrs E Bateman	Salary & Clerical Exp	266.59	266.59
	7.8. BHIB	Insurance	732.44	732.44
	7.9. E.ON	Energy charge	135.85	6.79 142.64
8.	to accept receipts			
	8.1. British Telecom	Credit	89.71	89.71
	8.2. Various Tenants	Allotment Rents	359.44	359.44
	8.3. Village Crier	Adverts	101.00	101.00

109/18 Correspondence – to receive items for information

1. Resident - Cold Calling, check with SNT regarding posters etc
2. Clerks and council direct - Newsletter
3. Norfolk Age UK - Donation request, consider next meeting
4. RAF Marham - Information Event

110/18 To discuss any updates regarding the Townsend Estate Allotments and the lease from KLWNBC
Deferred to next meeting.

111/18 Play Park – to receive any reports of faults and updates on the Official Opening ceremony.
Cllr Whitaker advised that the Opening Ceremony will be held on 24th June at 11am.

112/18 To receive items for the next agenda
Clerk's salary review, footpaths.

113/18 Date and Time of Next Meeting – Thursday 14th June 2018 at 7.00pm in the Community Centre, Summer Close, Walpole St Andrew, PE14 7JW.

Meeting closed at 9.45pm