

# 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 14<sup>th</sup> June 2018 at 7.00pm.

Present                    Andy Bliss, Adrian Eveleigh, Richard Green and David Lawty, Richard Blunt (*arr. 8.10pm*)  
Clerk - Emma Bateman  
Six Members of the Public

114/18 To appoint a new Chairman of the Parish Council

There being only four member of the parish council present, councillors agreed to appoint a chairman for the meeting only. It was proposed and seconded that Cllr Richard Green will be the Chairman for the meeting. Agreed.

115/18 Apologies

Apologies were received and accepted from Cllrs Matthews, Webb and Whitaker. Cllr Blunt advised that he would be a late arrival.

116/18 To receive any declarations of interest and request for dispensations

None received.

117/18 Minutes – to approve the minutes of the Annual General Meeting held on Thursday 10<sup>th</sup> May 2018

The minutes of the Ordinary Parish Council Meeting held on Thursday 10<sup>th</sup> May 2018 having been previously circulated were accepted as a true record of the meeting. Unanimously agreed.

118/18 Public Participation – to invite public participation

1. A question asking for clarification about members of the Walpole Parish Foundation Recreation Trust (WPFRT) nominated by the Parish Council to act as trustees on the management committee should be involved in decision making regarding WPFRT matters raised at Parish Council meetings. There was some discussion highlighting that the WPFRT Constitution requires six members from the Parish Council, of which there are only four at present and that some of the Custodian Trustees, who are neither management trustees nor voting members, are also members of the parish council. It was noted that there was only one member of the Parish Council present this evening who is a member of the WPFRT and that member assured the meeting that any decisions will be considered from a Parish Council perspective.
2. A comment was noted from a member of the public that one group has applied for £30K from the Solar Fund and now a second group is making an application for the same amount, leaving the remaining £30K for the Parish Council to put towards smaller parish projects.

119/18 Matters Arising – to record matters arising from the last meeting

There were no matters arising not included within the agenda.

120/18 Planning - to consider Planning Applications, note Borough Council Decisions and consider any Breaches and Appeals

A. Applications for Consultation with Parish

17/02218/F - Proposed residential development comprising 2 detached dwellings at Homewood, Bustards Lane, WSP. Support with no additional comments.

18/00920/F - Single storey attached cart shed at April Rise, Walnut Road, WSP. Support with no additional comments.

18/00946/RM – Reserved Matters Application: Single 2 storey residential dwelling at Cedar View, Walnut Road, WSP. Object as the drawings available online at the time of consultation do not appear to be the correct drawings for this site.

18/00983/F Demolition of existing village hall and replacement with new village hall at Church Hall, Church Road, WSP. Support with no additional comments.

18/01004/F - Demolition of existing stable block, construction of new dwelling house and detached garage block and new stable block, land adjacent to Walnut Tree Farm at Walnut Tree Farm, Walnut Road, WSP. Support with no additional comments.

18/01046/F - Attached garage and porch at 3 Marsh Road, WSA. Support with no additional comments.

B. Borough Council Decisions

17/02174/O - Land on the south side of Walnut Road, WSP. Outline Application: Development consisting of two 2 and 3 bedroom semi-detached houses to satisfy Affordable Housing requirement for overall site G.109.1 - 1 unit for rent, 1 unit for shared ownership. Application Permitted, 25<sup>th</sup> May 2018, Committee Decision.

121/18 To receive Councillors reports of villagers' concerns, highway issues and street lighting faults

1. West Drove North – streetlight not working, number to be advised.
2. St Andrew's Churchyard – brambles and nettles need removal. Quotes to be sought.
3. Swingfield Grass – the most recent cut left an uncut swathe. CGM to be advised.
4. 30mph sign knocked down next to Beech Lodge, WSA.
5. Dunces Lane needs a cut – to be arranged.

122/18 To receive a reports from:

1. County and Borough Councillors reports – no report received from County Councillor, Borough Councillor report will be deferred to later in the meeting.
2. Community Centre report – there will be a ‘meet and greet’ on Friday 15<sup>th</sup> June, 6-9pm. A new ‘play & stay’ toddler session has started.
3. Village Crier, Social Media & Website Editors reports – The Editor of the Crier has asked if councillors would be agreeable to a Parish Councillors introduction article i.e. photo and a short written introduction. To be considered at the next meeting.

123/18 To receive any information regarding the councillor vacancies

1. There are two vacancies for co-option. There have been no responses to the recent adverts, adverts will be in August edition of The Crier, on the website and noticeboards.
2. A resignation from Cllr Steven Rowell was received and the Parish Council accepted it. The Borough Council will be advised and the advertising for a Casual Vacancy will be commenced.

124/18 To receive a report from the Community Contribution Working Group (Parish Projects) and discuss any proposals.

1. It was agreed to defer this item to the next meeting as several members of the group are not present.
2. The WPFRT will advise the Parish Council regarding choices for picnic tables and benches.

(Cllr Richard Blunt arrived at 8.10pm)

125/18 Finance

1. To receive applications for grants or donations
  - 1.1 WPFRT - Application for a £30K grant from the Solar Fund – Councillors discussed having earlier heard a presentation from the WPFRT and it was proposed and seconded to make a grant of £3,500 for priority works. This amount will form part of the any whole grant awarded at a later date. The WPFRT to return to the Parish Council with the full cost of the work to the carpark surfacing in time for the August meeting. Agreed.
  - 1.2 NARS – request for a donation. Councillors discussed and it was felt that this organisation is too far from the parish.
  - 1.3 Norfolk Age UK – request for a donation. Councillors discussed and it was proposed and seconded for a £75 S137 donation as this charity does help residents. Agreed.
2. To review the Clerk’s salary  
The salary scales had been previously circulated to councillors. It was proposed and seconded that the Clerk’s hourly rate be £10.27, backdated to 1<sup>st</sup> April 2018. Agreed.

3. To approve payments

3.1 WPFRT	Hall Hire (May overrun & extended June mtgs)	48.60		48.60
3.2 K&M Lighting Services	Streetlight Maintenance	53.73	10.75	64.48
3.3 CGM Ltd	Grass cutting (24/4, 8/5 & 21/5)	417.75	83.55	501.30
3.4 Minuteman Press	Printing Village Crier	390.00		390.00
3.5 Mrs E Bateman	Reimbursement for new printer from Curry's	74.99	15.00	89.99
3.6 Mrs E Bateman	Salary and Clerical Expenses	343.54		343.54
3.7 HMRC	PAYE	6.40		6.40
3.8 E.ON	Energy charge	145.03	7.25	152.28

It was proposed and seconded that all payments are made.

4. To record receipts

4.1 Village Crier	Adverts (BACS May)	195.00		195.00
4.2 Village Crier	Adverts (Cash)	22.00		22.00

All receipts were accepted.

5. To view the books of Account

Cllr Matthews was not present, the Books will be given at a later date.

126/18 Borough Councillor’s Report

1. Cllr Blunt advised that the Boundaries Commission has recommended that KLWNBC has 55 members.
2. Walpole is to merge with West Walton, Walsoken and Walpole Highway and will be a two member Ward.

127/18 Correspondence – to receive items for information

1. Norfolk CC - Parish Partnership Invitation letter
2. Resident - Bus services in the villages
3. Resident - Dunces Lane rubbish in dyke
4. Sir Henry Bellingham MP - Reply to invitation to play park opening

128/18 To consider Policy Documents for adoption by the Parish Council (Including GDPR, Complaints, Play Area)

Complaints Policy – it was proposed and seconded to adopt the Complaints Policy. Agreed

Play Area – this was deferred to the next meeting as Cllrs Webb and Whitaker were absent.

GDPR Privacy Notice – it was proposed and seconded to adopt the Privacy Notice. Agreed. It was also proposed and seconded that the whole Parish Council will monitor GDPR. Agreed.

129/17 To consider updates regarding footpaths in the parish

1. The new footpath sign at Eastcroft House has been knocked down and the path is blocked.
2. Bridges over the dykes – NCC Rights of Way Officer advised that they are ongoing.
3. Headland grass – NCC will carry out this grass cutting.
4. A map of the proposed circular routes has been sent to NCC Rights of Way Officer.
5. To discuss any updates regarding the Townsend Estate Allotments from KLWNBC.
6. Footpath from Kirkfield Lane to Pingle Lane has been requested
7. Eastlands Bank to Kirkfield Lane – footpath to be cut.

130/18 Cllr Green requested that the meeting is extended for 15 minutes to complete the remaining agenda items. Agreed.

131/18 To receive an update on the Townsend Estate Allotments

Cllr Blunt has not had any further updates since his last meeting with Property Services at KLWNBC. This will be followed up.

132/18 Play Park – to receive any reports of faults and maintenance required, new signage and updates on the Opening Ceremony Bark top up, paints and small repairs – This was proposed and seconded. Agreed.

133/18 To receive items for the next agenda

Review of meeting dates to improve attendance.

134/18 Date and Time of Next Meeting – Thursday 12<sup>th</sup> July 2018, the Ordinary Meeting of Walpole Parish Council meeting at 7.00pm in the Community Centre, Summer Close, Walpole St Andrew, PE14 7JW.

Meeting closed at 9.15pm

Draft

## WALPOLE PARISH COUNCIL

The notes of the Presentation from Walpole Parish Foundation Recreation Trust held at the Community Centre, Summer Close, Walpole St Andrew on Thursday 14<sup>th</sup> June 2018 at 6.30pm.

Present

Andy Bliss, Adrian Eveleigh, Richard Green and David Lawty.

Clerk - Emma Bateman

Walpole Parish Foundation Recreation Trust Chairman – Maggie Plume

Five Members of the Public

1. A power point presentation was made by the Chairman of the Walpole Parish Foundation Recreation Trust for funding from the Solar Farm Community Fund for improvements to the carpark, access to the playing field and security of the area. A 'Bodpave 85' system is being considered as the best option for the carpark surfacing which will cost in the region of £35K-£45K, other elements will include gates at the entrance of the field, bollards along the grassed area near The Chase and work to trees along the edge of the carpark. There is also a possibility of including CCTV for security. The WPFRT is applying for a grant of £30K towards the project.
2. Questions were raised regarding fencing and the WPFRT will consider this at a future date.
3. There was some discussion regarding the use of the carpark by parents/carers of pupils at the primary school.
4. The most urgent work is for the tree work, bollards and a gate.
5. Councillors thanked the WPFRT Chairman for the presentation

Presentation closed at 6.55pm