

WALPOLE PARISH COUNCIL

Minutes of the Annual General Meeting of Walpole Parish Council held at the Community Centre, Summer Close, Walpole St Andrew on Thursday 16th May 2019 at 7pm.

Present Chairman – Richard Green
 Councillors – Andy Bliss, William Brooks, Charlene Campion, Adrian Eveleigh, David Lawty, Ben Matthews, Linda Matthews, Heather Smith and Les Street.
 Clerk - Emma Bateman
 Six Members of the Public

80/19 Election of Chairman

1. Cllr Green opened the Annual General Meeting and stood down as Chairman.
2. Cllr Bliss took nominations for the post of Chairman. One nomination for Cllr Green to be Chairman was proposed and seconded. A vote was taken, unanimously appointing Cllr Green as Chairman.
3. Cllr Green resumed the Chairmanship of the meeting.

81/19 Election of Vice Chairman

Cllr Green asked for nominations for Vice Chairman. One nomination for Cllr Andy Bliss was proposed and seconded. A vote was taken, unanimously appointing Cllr Bliss as Vice Chairman.

82/19 Apologies – to accept apologies and reasons for absence

Apologies were received and accepted from Cllr Richard Blunt and County Cllr Sandra Squire.

83/19 Declarations of Interest of any items on the agenda and to consider any requests for dispensations.

1. Cllr Brooks declared an interest in Finance
2. Cllr Lawty declared an interest in Community Centre

84/19 To appoint representatives for weekly checks of

1. Open spaces (including Swingfield and St Andrew's Churchyard – Cllrs Bliss and Eveleigh
2. Play Park – Cllrs Campion and Smith
3. Defibrillator – Cllr Lawty and the Chairman of WPFRT will monitor

85/19 To nominate representatives for

1. Parish Council Representatives for the Community Centre Committee posts – Cllrs Lawty and Eveleigh.
2. Parish Council Liaison Representative for Parish Hall Rebuild Project – Cllr Brooks

86/19 Standing Orders – to review the Standing Orders

1. Cllr Lawty advised the meeting that he was recording the proceedings and will do so at every meeting he is in attendance at from now on. There was some discussion regarding this announcement. A councillor requested a copy of the recording and this was declined.
2. The Standing Orders having been adopted in December 2018 and previously circulated were agreed for 2019/20.

87/19 Financial Regulations – to review current Financial Regulations

The Financial Regulations having been previously circulated were agreed for 2019/20.

88/19 Programme of Meetings – to accept the proposed dates of future meetings

The meetings are held on the second Thursday of each month. It was unanimously agreed this was acceptable.

89/19 To remind all councillors of their duty to abide by the Code of Conduct

The Chairman reminded all councillors to abide by the Code of Conduct.

90/19 Minutes – to approve the minutes of the ordinary meeting held on Thursday 11th April 2019

The minutes of the Ordinary Parish Council Meeting held on Thursday 11th April 2019 having been previously circulated were proposed as a being a true record of the meeting, the proposal was seconded. Agreed.

91/19 Matters Arising – to record matters arising from the last meeting

Items are on the agenda.

92/19 Public Participation – to allow public participation

1. A member of the public expressed concerns that the recording of the meeting had not been disclosed at the very start of the meeting.
2. Church Road – it was hoped that there would be a safety barrier between the new footpath and the newly enlarged drainage dyke and it is understood that this has been turned down by KLIDB. A member of the public advised the Parish Council that this could be a safety issue and be an invitation for fly-tipping.
3. West Drove North – large ruts in the road by the verge opp Hill Farm and concerns were raised regarding the hedge.
4. Community Centre Field – a member of the public advised that the WPFRT field between Springfield Rd and Police Rd had recently been sprayed, and it was noted that there had been a lack of signage at the Springfield Road entrance to the field, which had caused issues for the member of the public's pet dog. It was advised that the field belongs to the WPFRT. Cllr Lawty advised that this will be addressed at the next WPFRT meeting and apologised to the member of the public on behalf of the WPFRT.
5. Walpole Marsh – light no 37 is not working.
6. A member of the public requested that all councillors introduce themselves. It was also reported that he was going to make a formal complaint regarding a councillor but an apology had been received so would not be following the complaints procedure. The member of the public also raised concerns regarding the spraying of the WPFRT Field, lack of signage and issues caused to the pet dog. There was some discussion with the WPFRT representative regarding this.
7. Cllr Lawty asked for a point of order to be minuted as he felt that another councillor was laughing at him.

93/19 Annual Assembly – to consider ways in which to improve attendance at the Annual Assembly meeting for 2020

Councillors discussed and agreed this needs to be made more of an event and publicised earlier, perhaps inviting local groups to attend.

94/19 To receive Councillors reports of villagers' concerns, highway issues and street lighting faults

1. Chalk Road – road o/s Washdyke House in poor condition
2. Chalk Rd/Church Rd junction – road surface is crumbling.
3. Church Rd – pothole o/s 31
4. West Drove North – road repairs falling apart
5. Cul-de-Sac – Chalk Rd – road surface needs attention
6. Police Rd – verge o/s Chapter House is being eaten away since the new path has been installed opposite.
7. Chalk Road – hedges at various points are overgrown.
8. Wisbech Rd/Chalk Rd footpath – inspection cover still not repaired.
9. Bin housings – bins don't fill the internal space so litter drops between bin and inside wall, refuse collectors will not pick it up. Cllrs Bliss and Eveleigh will look at what alterations can be made to the litter bin opening.

95/19 To receive a reports from:

1. County and Borough Councillors reports – both absent
2. The Community Centre report – bookings are up, spraying issues will be addressed, car park quotes still awaited, sodium lights being changed over to LED eventually.
3. Village Crier, Social Media & Website Editors reports – deadline is 18th May for inclusions in the next Crier, website viewings circulated.
4. Report of any issues at Play Park – it was agreed to have the Annual Inspection, then have a 6 month interval and have an Operational Inspection carried out. Quote received for the suspension bridge, another will be sourced. It was unanimously agreed to have the Ariel Cableway tightened and inspected at a cost of £350.
5. To receive updates regarding footpaths and circular walks – Cllr Eveleigh met with David Mills and signage points have been identified. The Bridleway to the river will have the stile removed and a 'kissing-gate' installed. It was noted that the grass on the footpaths is growing very high due to lack of footfall. It was noted that it is responsibility of NCC to maintain the green lanes and some footpaths.

96/19 To discuss issues with the incorrect bus shelter at Walnut Road

The shelter at Walnut Road is yet to be installed due to the incorrect item being installed in the first instance. Clarification regarding the price is needed.

97/19 To receive a report from the Community Fund Projects Working Group.

1. Bus shelters ongoing.
2. Christmas Trees will be an Autumn project.
3. Dog waste bins are to be installed shortly.
4. Benches will be next for installation on the Playing Field and permission was agreed for a concrete mixer to be hired to make the bases.

98/19 Planning

1. Applications for consultation

19/00751/F – West Elm, Folgate Lane, WSA. Annex extension to dwelling. Unanimously supported.

19/00367/F – Willowdene, Marsh Rd, WSA. Retrospective change of use for a mixed use of residential, dog kennels and bird aviaries. Support (9 votes in favour, 1 abstention).

2. Borough Council Decisions

19/00786/RM - Land W of Cedar Lodge Walpole St Peter Norfolk PE14 7NU - Approval of reserved matters for 'appearance'. Although this matters has already been approved under 17/02273/RMM on 7 March 2018, the applicant for plot 5 would now like to extend into the approved roof space to create a 2nd floor within the roof. The roof pitch/height remains as approved. The only external change will be 5No. roof lights on the rear roof slope. BCKLWN have confirmed that this change cannot be applied for under variation of condition on RMM application, therefore another reserved matters application is being submitted for 'appearance' only to capture the change. Application Withdrawn 2 May 2019

99/19 Cllr Green requested the meeting be extended until 9.30pm to complete the Agenda. Agreed

100/19 Finance

1. Year End Accounts and Annual Governance and Accountability Return (AGAR)

1.1 To ratify the appointment of Internal Auditor – Councillors unanimously agreed to ratify the Internal Auditor as Mrs GG Barnes.

1.2 To approve the end of year accounts – the year end accounts to 31st March 2019 were unanimously approved.

1.3 To approve the Annual Governance and Accountability Return Internal Audit – the internal audit for the year ended 31st March 2019 was unanimously approved.

1.4 To approve the Annual Governance and Accountability Return Annual Governance Statement – the Annual Governance Statement for the year ended 31st March 2019 was unanimously approved.

1.5 To approve the Annual Governance and Accountability Return Statement of Accounts – the Statement of Accounts for year ended 31st March 2019 was unanimously approved.

2. To consider any request for grants and donations if received

A vote was taken to make a grant of £1,500 for the grounds maintenance of St Peter's Churchyard (LGA 1972 S214), 9 votes in favour and one abstention. Carried

3. To consider quotations for Annual Insurance – quotes were received from BHIB and Came & Co. It was unanimously agreed to renew the Insurance Agreement with BHIB at a cost of £760.27.

4. to approve payments and to record receipts

Payments		Ex VAT	VAT	Inc VAT
4.1 WPFRT	Hall Hire May	33.75		33.75
4.2 K&M Lighting Services	Streetlight Maintenance	22.95	4.59	27.54
4.3 CGM Ltd	Grass cutting	284.66	56.94	341.60
4.4 Norfolk ALC	Annual Subs	347.06		347.06
4.5 Mrs GG Barnes	Internal Audit Fee	55.00		55.00
4.6 Wisbech Electrical	Installation of new supply for Defib Cabinet	398.08	79.62	477.70
4.7 Fraser Dawbarns	Professional Fees Grant Agreement	543.75	108.75	652.50
4.8 Walpole St Peter PCC	Grounds Maintenance Grant	1,500.00		1,500.00
4.9 BHIB	Annual Insurance Premium	760.27		760.27
4.10 HMRC	PAYE	34.60		34.60
4.11 Mrs E Bateman	Salary and Clerical Expenses	296.71		296.71
4.12 E.ON	Energy charge	60.02	3.00	63.02
4.13 EE	Mobile Phone contract	14.40	2.88	17.28

A vote was taken to approve payments, 9 votes in favour and one abstention. Carried

Receipts

4.14 KLWNBC	Precept	17,517.58		17,517.58
4.15 Various	Adverts	136.00		136.00

It was unanimously agreed to accept all receipts.

5. Cheque signatories – it was agreed to add two more signatories to the Banking Mandate – Cllr Lawty and Cllr Street.

101/19 Correspondence

Kenneth Bush Solicitors – road boundary at Lions Services, Police Rd/Walnut Rd. The Parish Council agrees with the boundary claim but feels that there is a safety issue with the barriers which force pedestrians to walk in the road when accessing Walnut Rd

and Police Rd. The Parish Council does not support the re-siting of the post box as it is in a very central position and has been there for many decades.

102/19 To discuss any updates regarding the Townsend Estate Allotments and the lease from KLWNBC
This item is deferred to June for a full discussion. Cllr Lawty advised that there is some WPFRT land that may be available. It was agreed to invite Mrs Newman to the meeting.

103/19 To receive items for the next agenda - Market Lane Speed reduction, Allotments, Clerk's Salary.

104/19 Date and Time of Next Meeting – Thursday 13th June 201 at 7.00pm in the Community Centre, Summer Close, Walpole St Andrew, PE14 7JW.

Meeting closed at 22.03.