

# WALPOLE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Walpole Parish Council held via online video, on Thursday 6<sup>th</sup> of May 2021 at from 7.30pm.

Present :

Councillors – William Brooks, Claire Robinson, Richard Green, Richard Blunt, Andy Bliss, Charlene Campion, David Lawty and Adrian Eveleigh (19.32)

Councillors - Julian Kirk

Clerk – Caroline Boyden

1 member of the Public

Welcome from Richard Green, Chairman to everyone.

1. Election of Chairman:

Cllr Green was proposed by Cllr Brooks, seconded by Cllr Campion. All present approved with Cllr Lawty abstaining.

2. Election of Vice Chairman:

Cllr Bliss was proposed by Cllr Blunt, seconded by Cllr Brooks. All present approved with Cllr Lawty abstaining.

3. Signing of the Declaration of Office – as there is no change in the office of Chairman and Vice Chairman, the declaration will be signed at the face to face meeting in June.

4. Apologies – to accept apologies and reasons for absence:

Cllr Smith due to IT issues.

5. To remind all councillors of their duty to abide by the Code of Conduct.

The Chair reminded all councillors of their duty to abide by the Code of Conduct.

6. Declarations of Interest of any items on the agenda and to consider any requests for dispensations.

Cllr Lawty -Community Centre

7. Approval of the Annual Parish Council Meeting held on the 16<sup>th</sup> of May 2019

Proposed Cllr Lawty, seconded Cllr Brookes and agreed as a true record of the meeting.

8. Public Participation - to allow public participation (3 minutes allowed per speaker, up to a maximum of 15 minutes in total). None

9. 9.1 To review and approve the Annual Governance Statement section 1 (page 4), accounting statements section 2. Acceptance proposed Cllr Bliss, seconded Cllr Blunt, and unanimously

agreed. The internal auditors report was reviewed along with the 2 recommendations to check the financial risk through the year and update the councillors responsibilities information as current version is dated 2017. ACTION CB

9.2 To review and approve the Financial year end/Tr. 4 report. Acceptance proposed by Cllr Campion, seconded by Cllr Robinson, and unanimously agreed.

10. To review and approve the following documents:

10.1 Standing Orders

10.2 Financial Regulations

10.3 Financial Risk Assessments

Discussed and all proposed for acceptance by Cllr Lawty, seconded Cllr Campion and unanimously agreed.

11. Minutes – to approve the minutes of the Ordinary Parish Council Meeting held on Thursday, 8th of April 2021, having been previously circulated were proposed as a being a true record of the meeting. Proposed Cllr Bliss and seconded by Cllr Eveleigh. Unanimously agreed by those present at that meeting.

12. Matters Arising – to record matters arising from the last meeting:

12.1 Willow Trees update – these are now getting very big, and something needs to be done.

It was agreed that the Clerk will contact the Arboreal Officer at Borough – Richard Fisher.

ACTION CB

12.2 Flooding update – Cllr Kirk had met with the IDB yesterday on site and was advised that they now have the powers to insist that private land owners have to maintain ditches on their land. Any flooding should be reported directly to the IDB. Cllr Kirk very optimistic and will report back as there is an IDB Board Meeting next Friday.

12.3 Churchyard wall repairs – the clerk confirmed that it the responsibility of the Parish Council to maintain the walls and had been in contact with the Churches Conservation Trust who had provided details of approved companies in Norfolk. Clerk to arrange quotes and include Cllr Eveleigh.

ACTION CB

13. To receive reports:

13.1 Councillors' reports of villagers' concerns, highway issues, allotments, and street lighting.

Cllr Campion reported the serious fall of a parishioner yesterday outside the school entrance causing broken ribs and a potential bleed on the brain. Apparently, the school stated that the pavement was the responsibility of the Parish Council which is not correct. The Clerk to contact Highways tomorrow as a matter of urgency on this matter. ACTION CB

Drainage at the Chalk Road junction to be checked as advised to Andy Wallace.

Cllr Bliss to advise the clerk of situation.

13.2 County and Borough Councillors reports:

Cllr Blunt advised that face to face meetings were commencing again and the next Cabinet Meeting will be on Monday 10<sup>th</sup> with the planning committee meeting on the 17<sup>th</sup> – members of the public are welcome to attend in another room via video link.

The Parish Council will be invited to attend a briefing on the new Local Plan -9-10 June via zoom and recommended that 1-2 councillors attend. There will be a choice of 3 times.

13.3 Play Area – Clerk has booked the annual inspection for June.

13.4 Community Centre – Cllr Lawty advised some groups are due to come back from 17<sup>th</sup> May.

13.5 Village Crier – had a minor issue on deliveries and Cllr Campion to put a note on the PC Facebook page to see if anyone was missed. The clerk advised that any items for the next edition must be received by the editor on the 10<sup>th</sup> of May.

Website views: 791 in April with Home 275, Planning 134, Crier 106, Parish Council 49, Latest News 42, Minutes 33.

13.6 Footpaths and Circular Walks – no change from last month.

13.7 The Community Fund Projects Working Group – no change from last month.

Cllr Campion raised the option to not hold a meeting during August due to the holidays etc. This was discussed and proposed by Cllr Eveleigh, seconded by Cllr Lawty, and unanimously agreed.

Cllr Bliss advised he was still awaiting a call from Trevor Blackamore re cutting back of Wisbech Road end.

14. Planning

14.1 Cotswold Way, Kirk Road, Walpole St. Andrew – to cut back overhanging Oak branches. Discussed and TPO mentioned. No comment to planning.

15. Finance

15.1 To approve payments, record receipts, bank reconciliation and statements for April. Proposed Cllr Eveleigh, seconded Cllr Brooks and unanimously agreed.

15.2 To propose payments for May 21 – proposed Cllr Campion, seconded Cllr Eveleigh, and unanimously agreed.

15.3 The CCTV grant for the Community Centre has been approved and awaiting completion and return of the grant form. It was agreed that a limit of £250 could be included for microphone/audio equipment as identified for the face to face meetings. ACTION DL

15.4 The quote for the repair and refurb of the noticeboard discussed and clerk to find out if the board on Walnut Road is included. £1000 limit agreed. ACTION CB

16. Items for next agenda – Accident at the school/Willow Trees, Flooding/Drainage, CCTV, Church Wall.

17. The next meeting will be on Thursday 10<sup>th</sup> of May 2021 from 19.00 hrs at the Community Centre.

Meeting ended at 20.41