

**Walsoken Parish Council Minutes**  
**of meeting held on Tuesday 17<sup>th</sup> January 2017**  
**held in Walsoken Village Hall at 7pm**

**PRESENT**

Councillors Fred Leach (Chair), John Woolley (Vice Chair), Andy Houghton and John Harwin.  
 Borough Cllr. Roy Groom

Item No.	Detail
1	<p><b><u>Public Participation</u></b>            None present.</p>
2	<p><b><u>Apologies</u></b>            Cllr Landall – church commitment            Cllr Barry Sisson – hospital appointment            Cllr Joanna Woolley – baby care            Cllr Jenny Snow – family meeting            Cllr Clive Bettinson            Cllr Lisa Wiffen            Borough Cllr Brian Long            County Cllr Harry Humphrey – end of year processes</p> <p>It was established that the meeting was quorate with 4 councillors present.</p>
3	<p><b><u>Declarations of Interest</u></b>            None reported.</p>
4	<p><b><u>Urgent Matters</u></b>            None reported.</p>
5	<p><b><u>Approval of the Minutes</u></b>            The Minutes of the meeting held 13<sup>th</sup> December 2016 had been circulated.            Kings Lynn Aero Modelling Club had contacted the Clerk to notify of the following amendments in Item 91 -</p> <ul style="list-style-type: none"> <li>• Rob “Martin” was present</li> <li>• “110 inch” wing span</li> <li>• container used for storing “of grass maintenance” equipment</li> <li>• “2.5” metres wide</li> <li>• “6 metres” long</li> <li>• There “will also be a serviced Portaloo on site.”</li> </ul> <p>These amendments were agreed and Clerk instructed to alter them on the website.            The Minutes were amended and approved and signed as a true copy, proposed by Cllr Harwin, seconded Cllr Leach.</p>
6a.	<p><b><u>Matters Arising</u></b>  <b>Proposed travellers' site</b> – there had been no further developments, with the Borough Council Housing Assessment awaited.            Cllr Groom advised that Nicky Paton deals with traveller sites at the Borough Council.</p>
6b.	<p><b>Council website</b> – Clerk reported the Home Page is ongoing.            Agendas from other Parish Councils were circulated, some with payments included. After discussion it was decided to include the agreed payment schedule in the Minutes.            It was agreed that final approved Minutes should be substituted for the draft Minutes once approved at Council meetings.            Counter statistics – Cllr Houghton is looking into installing a new system as the existing one wasn't working.</p>

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6c.	<p><b>Signage for HGVs travelling to Princes distribution site–</b> Clerk advised that the Logistics Manager at Princes Ltd was being very helpful and wanted to support the Council in dealing with the problem of HGVs travelling through the village. Clerk asked for councillors to notify her of the haulier name, registration number, date and time when any HGVs are seen trying to turn dangerously in the village. She will pass this information on to him to check if they are heading for Princes site.</p>
6d.	<p><b>Replanting of trees in the churchyard –</b> Clerk advised that the Woodland Trust could only provide packs of a minimum of 30 trees or 5 fruit trees, which weren't considered suitable.</p>
6e.	<p><b>Environment Odour Assessment Report –</b> the assessment undertaken by the Environment Agency on 14<sup>th</sup> September 2016 had been circulated to councillors and was noted.</p>
	<p><b>Planning</b></p>
7a.	<p><b>The Planning Report –</b> Clerk read out the Report, which had been circulated to councillors, and was noted. <b>16/02019/CU –</b> the Borough Council had stated the reason for a change of use from agricultural land was because the activity is not an agricultural use and is expected to exceed more than 28 days per calendar year.</p>
	<p><b>Finance</b></p>
8a.	<p><b>Allotment rents –</b> Clerk advised that the Council's present contract with Norfolk County Council is for 3 years with effect from 11<sup>th</sup> October 2015 for £1,417 per annum. Rates of £50.54 had also been paid by the Council. The tenant had paid rent of £1,686.25 in October 2016 for the year ending October 2017. It was considered that this was a fair rent in view of the land quality.</p>
8b.	<p><b>Budget for year ended March 2018 –</b> Clerk explained that due to her oversight, the outstanding invoice for £3,300 for tree maintenance in the churchyard hadn't been included in the Budget, and was on the schedule to be paid at tonight's meeting. The invoice related to work Andy Griffiths started in November 2015 and completed in May 2016. Idverde had forwarded the invoice to the old Council email address and was only identified as outstanding when they phoned the Clerk before Christmas. There was some confusion as the invoice was dated October and had Roddons Contract in the reference, however, on investigation, Clerk determined this hadn't been paid. The amended figures were noted on the Budget for the year ending March 2018 and it was pointed out that the £3,000 specifically set aside for tree maintenance in the churchyard would hopefully not be spent and would add to the reserves. Clerk reminded the Council that careful consideration would need to be given to future projects in view of the reduced reserve balance being carried forward. Cllr Leach will write an explanation of the year's spending for the website. Cllr Leach proposed the 2017/2018 Budget was accepted, seconded by Cllr Houghton, all in agreement.</p>
8c.	<p><b>Precept for year ended March 2018 -</b> The Precept increase comparisons of 1%, 2%, 3% and 5% were discussed. Cllr Woolley proposed the Precept is increased by 4.8% to £9,172. This percentage is in line with Norfolk County Council's increase. Seconded by Cllr Leach, all in agreement. Clerk to inquire from the Borough Council how many households there are in Walsoken.</p>
8d.	<p><b>2017 churchyard maintenance contract –</b> Clerk had obtained quotes based on the church's specification from last year and had received a quote for £525 + VAT from Idverde Ltd and approximately £1,200 from CGM Group, ISSWorld hadn't replied. A discussion took place and it was agreed that Idverde was familiar with the work and were the cheapest. It was decided that a decision had to be made at tonight's meeting as the next Council meeting isn't until March. Cllr Leach proposed that Idverde's quote is accepted, seconded Cllr Harwin, all in agreement.</p>
8e.	<p><b>Payments –</b> the schedule below had been circulated. Cllr Houghton proposed the payments be accepted, seconded by Cllr Harwin.</p>

Item No.	Detail				
PAYMENTS	DETAILS	NET AMOUNT	VAT	TOTAL	
101763	Mrs A Williams	Net salary 28 <sup>th</sup> Nov 2016 to 13 <sup>th</sup> Jan 2017	£309.34	0	£309.34
101764	Mrs A Williams	Expenses to 17 <sup>th</sup> January 2017	£28.00	0	£28.00
101765	Inland Revenue	Income tax 28 <sup>th</sup> Nov 2016 to 13 <sup>th</sup> Jan 2017	£77.40	0	£77.40
101766	Westcotec	Maintenance January	£14.73	2.95	£17.68
101767	E.on	Supply December	£35.12	£1.76	£36.88
101768	Idvere Ltd	Church grounds maintenance plus tree work completed April 2016	£3,985.00	£797.00	£4,782.00
		<b>TOTAL</b>	<b>£4,449.59</b>	<b>£801.71</b>	<b>£5,251.30</b>

9	<p><b><u>Church and War Memorial</u></b> Cllr Landall had emailed the Clerk to advise that he is awaiting quotes for the War Memorial repairs.</p>
10	<p><b><u>Highways</u></b> <b>Burrett Road</b> - Clerk reported that she had received a concern about parking on verges in Burrett Road which forces pedestrians, wheelchair users and prams to walk in the road. It was agreed a letter, setting out the concerns, will be drafted for Council approval, for a letter drop to residents.</p>
11	<p><b><u>Street lighting</u></b> Nothing to report.</p>
12	<p><b><u>Allotments</u></b> Nothing to report.</p>
13	<p><b><u>Correspondence</u></b> The only item was Clerks &amp; Councils Direct magazine.</p>
14	<p><b><u>Urgent Business</u></b> None.</p>
15	<p><b><u>Agenda items for the next meeting</u></b> None.</p> <p>The next meeting is Tuesday 7<sup>th</sup> March 2017 at 7pm at Walsoken Village Hall.</p>
	<p>The meeting closed at 8.25pm</p>

.....Chair

.....2017