

**Walsoken Parish Council Minutes**  
**of meeting held on Tuesday 18<sup>th</sup> April 2017**  
**held in Walsoken Village Hall at 7.06pm**

**PRESENT**

Councillors Fred Leach (Chair), John Woolley (Vice Chair), Clive Bettinson, John Harwin, Barry Sisson, Andy Houghton and Jenny Snow.

Borough Cllr. Roy Groom, County Cllr Harry Humphrey and County Cllr Colin Rose

Item No.	Details
32	<b><u>Public Participation</u></b> Nothing to report.
33	<b><u>Apologies</u></b> Cllr Landall – holiday; Cllr Wiffen – feeling unwell; Cllr Joanna Woolley – baby care Borough Cllr Brian Long – Borough Council meeting
34	<b><u>Declarations of Interest</u></b> Cllrs Humphrey and Rose advised that with the forthcoming County elections they could be restricted on their comments.
35	<b><u>Urgent Matters</u></b> None reported.
36	<b><u>Approval of the Minutes</u></b> The Minutes of the meeting held 7 <sup>th</sup> March 2017 had been circulated and were approved and signed as a true copy, proposed by Cllr Sisson, seconded Cllr Bettinson.
37a.	<b><u>Matters Arising</u></b> <b>Council website counter statistics</b> – Cllr Houghton had finalised the statistics and gave instructions to the Clerk who would be able to report activity on the website at future meetings.
37b.	<b>Parking letter</b> – the Council's letter had been forwarded to PC Emily Carter and had been approved by Inspector Cant with the inclusion that it included that it is the Borough Council who enforce parking infringements not the Police. The final sentence had been deleted referring to an increase in Police patrols. Cllr Humphrey clarified that the Police deal with obstruction and the Borough Council with infringements such as parking in front of dropped pavements or parking outside schools. After discussion it was decided that the letter should go on the Parish Council's letter heading without envelopes, and a letter drop undertaken to properties in Burrett Road from Blackbear Lane to Burrettgate Road, plus the 5 properties on Broadend Road from the industrial site to the junction of Green Lane. Cllr Houghton and Cllr Sisson volunteered to do the deliveries. It was also agreed that the letter should be posted on the Council's website and the noticeboard. Cllr Houghton will draw up an editorial for the Fenland Citizen.
37c.	<b>Princes Distribution site -</b> <b>i) Signage</b> - Clerk read the email from Ian Elliott-Hughes, Logistics Manager of Princes Ltd, confirming that he was waiting for the proof of the new sign and will let the Clerk know the expected delivery date. <b>ii) Site tour</b> – Cllr Sisson and Cllr Woolley had been warmly welcomed by Jason and Ian for a site visit, which they found very interesting and noted the company is keen to work with the community. They were given details of the site operation and a tour of the facility, which was massive. They were informed that there will be some increase in activity on the site as some local depots would be closing. Princes thought a problem with some of the drivers is they are from Lowestoft so don't know the area and there are currently two postcodes for the site, one of which directs drivers to the old, non-existent Burrett Road entrance. Princes had offered to show any other councillors round if required. The style for the new sign was chosen, which will be in Princes livery.

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37d. 37e.	<p>Cllr Leach thanked Cllr Sisson and Cllr Woolley for undertaking the visit and their feedback.</p> <p><b>Church maintenance contract</b> – Clerk had tried unsuccessfully to email Andy Griffiths to confirm the addition of removal of builders' bags up to 3 times during the winter, but will try to phone him. It was noted that the grass hadn't been cut yet, Clerk to report.</p> <p><b>Street lighting contract</b> – Clerk had liaised with Cllr Leach and Cllr Woolley and a 3 year contract had been agreed with Haven Power at a fixed price of 11.09p/kWh for the church light and 12.15p/kWh on the 33 x LED lights compared to 15.75p/kWh with E.On. Clerk will confirm the Direct Debit monthly payments.</p>																																																		
38a. 38b.	<p><b>Planning</b></p> <p><b>The Planning Report</b> – The Planning Report had been circulated to councillors, and was noted.</p> <p><b>Community Infrastructure Levy</b> – Clerk reminded the Council members that 15% of CIL receipts arising from development in the parish will be forwarded to the Parish Council, capped at £100 per Council Tax dwelling. The Council was asked to give consideration to how the money would potentially be spent and how the community will be engaged in this.</p> <p>Cllr Humphrey advised that if there is a Neighbourhood Plan in place, 25% will be passed on with no cap. Parishes can combine with others to draw up a Neighbourhood Plan as it involves extensive work but can give more control over the building in the parish area, although it can be overridden.</p> <p>He also clarified that the CIL replaces Section 106, which will be phased out, and applies to developers only, not individuals.</p> <p>Cllr Rose concurred that CIL payments do not apply to self-build homes.</p> <p>It was noted that a Neighbourhood Plan could be considered in the future but not at present.</p>																																																		
39a.	<p><b>Finance</b></p> <p><b>Payments</b> – the schedule below had been circulated.</p> <p>Cllr Houghton proposed the payments be accepted, seconded by Cllr Harwin</p> <table border="1" data-bbox="244 1167 1437 1518"> <thead> <tr> <th data-bbox="244 1167 587 1200">PAYMENTS</th> <th data-bbox="595 1167 1010 1200">DETAILS</th> <th data-bbox="1018 1167 1201 1200">NET AMOUNT</th> <th data-bbox="1209 1167 1329 1200">VAT</th> <th data-bbox="1337 1167 1437 1200">TOTAL</th> </tr> </thead> <tbody> <tr> <td data-bbox="244 1205 587 1238">101776 Mrs A Williams</td> <td data-bbox="595 1205 1010 1238">Net salary 5<sup>th</sup> March to 12<sup>th</sup> April 2017</td> <td data-bbox="1018 1205 1201 1238">£287.21</td> <td data-bbox="1209 1205 1329 1238">0</td> <td data-bbox="1337 1205 1437 1238">£287.21</td> </tr> <tr> <td data-bbox="244 1243 587 1276">101777 Mrs A Williams</td> <td data-bbox="595 1243 1010 1276">Expenses to 18<sup>th</sup> April 2017</td> <td data-bbox="1018 1243 1201 1276">£33.00</td> <td data-bbox="1209 1243 1329 1276">0</td> <td data-bbox="1337 1243 1437 1276">£33.00</td> </tr> <tr> <td data-bbox="244 1281 587 1314">101778 Inland Revenue</td> <td data-bbox="595 1281 1010 1314">Income tax 5<sup>th</sup> March 2017 to 12<sup>th</sup> April 2017</td> <td data-bbox="1018 1281 1201 1314">£71.60</td> <td data-bbox="1209 1281 1329 1314">0</td> <td data-bbox="1337 1281 1437 1314">£71.60</td> </tr> <tr> <td data-bbox="244 1319 587 1352">101779 Westcotec</td> <td data-bbox="595 1319 1010 1352">Maintenance April</td> <td data-bbox="1018 1319 1201 1352">£13.46</td> <td data-bbox="1209 1319 1329 1352">2.69</td> <td data-bbox="1337 1319 1437 1352">£16.15</td> </tr> <tr> <td data-bbox="244 1357 587 1391">101780 E.on</td> <td data-bbox="595 1357 1010 1391">Supply March</td> <td data-bbox="1018 1357 1201 1391">£36.50</td> <td data-bbox="1209 1357 1329 1391">£1.83</td> <td data-bbox="1337 1357 1437 1391">£38.33</td> </tr> <tr> <td data-bbox="244 1395 587 1429">101781 K.Lynn Internal Drainage</td> <td data-bbox="595 1395 1010 1429">Allotment rates year ending 31.3.2018</td> <td data-bbox="1018 1395 1201 1429">£51.20</td> <td data-bbox="1209 1395 1329 1429">£0.00</td> <td data-bbox="1337 1395 1437 1429">£51.20</td> </tr> <tr> <td data-bbox="244 1433 587 1467">101782 Norfolk County Council</td> <td data-bbox="595 1433 1010 1467">Allotment rent 11.10.2016 to 5.4.2017</td> <td data-bbox="1018 1433 1201 1467">£705.00</td> <td data-bbox="1209 1433 1329 1467">£0.00</td> <td data-bbox="1337 1433 1437 1467">£705.00</td> </tr> <tr> <td data-bbox="244 1471 587 1505">101783 Norfolk Assoc Local Councils</td> <td data-bbox="595 1471 1010 1505">Subscription renewal 2017/18</td> <td data-bbox="1018 1471 1201 1505">£268.77</td> <td data-bbox="1209 1471 1329 1505">£0.00</td> <td data-bbox="1337 1471 1437 1505">£268.77</td> </tr> <tr> <td data-bbox="244 1509 587 1543">101784 KL&amp;WNBC</td> <td data-bbox="595 1509 1010 1543">Dog waste collection y/e Feb. 2017</td> <td data-bbox="1018 1509 1201 1543">£135.20</td> <td data-bbox="1209 1509 1329 1543">£27.04</td> <td data-bbox="1337 1509 1437 1543">£162.24</td> </tr> </tbody> </table>	PAYMENTS	DETAILS	NET AMOUNT	VAT	TOTAL	101776 Mrs A Williams	Net salary 5 <sup>th</sup> March to 12 <sup>th</sup> April 2017	£287.21	0	£287.21	101777 Mrs A Williams	Expenses to 18 <sup>th</sup> April 2017	£33.00	0	£33.00	101778 Inland Revenue	Income tax 5 <sup>th</sup> March 2017 to 12 <sup>th</sup> April 2017	£71.60	0	£71.60	101779 Westcotec	Maintenance April	£13.46	2.69	£16.15	101780 E.on	Supply March	£36.50	£1.83	£38.33	101781 K.Lynn Internal Drainage	Allotment rates year ending 31.3.2018	£51.20	£0.00	£51.20	101782 Norfolk County Council	Allotment rent 11.10.2016 to 5.4.2017	£705.00	£0.00	£705.00	101783 Norfolk Assoc Local Councils	Subscription renewal 2017/18	£268.77	£0.00	£268.77	101784 KL&WNBC	Dog waste collection y/e Feb. 2017	£135.20	£27.04	£162.24
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39b.	<p><b>Accounts and Annual Return for year ended 31<sup>st</sup> March 2017</b> – Clerk explained the expenditure and income figures for 2017. A query was raised about the Hall hire figure and Clerk explained that this was because the invoice hadn't been received. Cllr Woolley made a note to raise this at the Village Hall AGM.</p> <p>Clerk explained the asset valuation which had been amended slightly to include an increase in the replacement costs of two dog waste bins, all other valuations remained the same.</p> <p>Clerk read through the Annual Governance Statement of the Annual Return which was approved and agreed by the Council as proposed by Cllr Houghton, seconded by Cllr Snow, all agreed.</p> <p>Cllr Leach asked that the Internal Auditor confirms No. 6 of the Statement to give an objective view on whether internal controls meet the needs of this smaller authority.</p> <p>The Accounts were approved by the Council as proposed by Cllr Snow, seconded Cllr Sisson, all agreed.</p>																																																		
40	<p><b>Review of Clerk's Contract</b></p> <p>Clerk reminded the Council that since February 2016 she had been claiming for the number of hours worked. She was being paid on Scale Point 21, as agreed in July 2014, and the hourly rate</p>																																																		

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	with effect from 1 <sup>st</sup> April 2017 increased to £10.467 from £10.363. She confirmed she had no grievances with the contract. Cllr Leach thanked her for her work.
41	<p><b><u>Church and War Memorial</u></b></p> <p>The estimate from Skillingtons for War Memorial work had been circulated as per Cllr Landall's request.</p> <p>The charge for cleaning was £1,625 + VAT, re-gilding the lettering in the region of £3,500 + VAT and restoring the rifle including strap and bayonet in the region of £3,750 + VAT.</p> <p>It was noted that the War Memorial is a listed Memorial and any work should be carried out by an approved contractor.</p> <p>Cllr Leach reminded the Council that a tree was purchased in 2014 and it had been agreed that a further tree would be purchased in 2018.</p> <p>After discussion it was decided that as Council funds are severely limited now after spending in the churchyard, grants would be relied on to fund anything other than the tree. It was agreed that Cllr Landall should investigate what funding is available and obtain a further quote if necessary, checking that all contractors are approved to work on the listed Memorial.</p>
42	<p><b><u>Highways</u></b></p> <p>Clerk to report the following items to Highways -</p> <ul style="list-style-type: none"> <li>• 2 x 50mph speed limit sheared-off signposts in Burrett Road verges</li> <li>• 1 x 30mph speed limit sign knocked over in Burrett Road near the junction with All Saints Avenue</li> <li>• Finger post signs missing at the junction of Blackbear Lane and Burrett Road</li> <li>• Pot holes in Biggs Road near Cow Lake Drove and Station Road junctions</li> </ul> <p>The following to be reported to the Borough Council -</p> <ul style="list-style-type: none"> <li>• Broadend Road street name sign mangled opposite Green Lane junction</li> <li>• Cul-de-sac sign defaced in All Saints Avenue</li> </ul> <p>The following to be reported to Highways England -</p> <ul style="list-style-type: none"> <li>• Pothole turning left off A47 junction into Broadend Road</li> </ul>
43	<p><b><u>Street lighting</u></b></p> <p>Nothing to report.</p>
44	<p><b><u>Allotments</u></b></p> <p>Nothing to report.</p>
45a. 45b.	<p><b><u>Correspondence</u></b></p> <p><b>SNAP meeting feedback</b> – nothing to report as no-one had attended.</p> <p><b>Police Newsletters</b> – Police Connect newsletters had been circulated. Clerk mentioned Norfolk Police target speeding drivers from 17<sup>th</sup> to 23<sup>rd</sup> April.</p> <p><b>County Council elections</b> – Clerk informed that the elections will be held on 4<sup>th</sup> May 2017. Norfolk County Council had advised that the turnout in May 2013 was 32.14% in Norfolk.</p>
46	<p><b><u>Urgent Business</u></b></p> <p>Nothing to report.</p>
47	<p><b><u>Agenda items for the next meeting</u></b></p> <p>None.</p> <p>The next meeting is the A.G.M. on Tuesday 23<sup>rd</sup> May 2017 at 7pm at Walsoken Village Hall.</p>
	The meeting closed at 8.30pm