

**Walsoken Parish Council Minutes**  
**of the meeting held on Tuesday 11<sup>th</sup> July 2017**  
**held in Walsoken Village Hall at 7pm**

**PRESENT**

Councillors Fred Leach (Chair), John Woolley (Vice Chair), Clive Bettinson, Andy Houghton John Harwin and Allan Landall.

Item No.	Details
64	<b><u>Public Participation</u></b> None present.
65	<b><u>Apologies</u></b> Cllr Sisson – emergency vet visit; Cllr Wiffen – NSPCC meeting; Cllr Joanna Woolley – baby care; Cllr Jenny Snow Borough Cllr Roy Groom – holiday; County Cllr Sandra Squire – alternative Parish Council meeting
66	<b><u>Declarations of Interest</u></b> None reported.
67	<b><u>Urgent Matters</u></b> Clerk had two items under Highways – blind bend at Sparrowgate/Burrett Road junction and camera at Sandy Lane/Burrettgate Road junction, plus one item under Finance – Assest valuation.
68	<b><u>Approval of the Minutes</u></b> The Minutes of the meeting held 23 <sup>rd</sup> May 2017 had been circulated and approved as a true and accurate copy, proposed by Cllr Landall, seconded Cllr Bettinson, signed by Cllr Leach.
69	<b><u>Matters Arising</u></b>
a)	<b><u>Council website</u></b>
ai)	<b><u>Counter statistics</u></b> – Clerk reported the user statistics- Today – 88, 7 <sup>th</sup> July - 262; and last 365 days to date – 11,567, to 7 <sup>th</sup> July - 11,146.
aii)	<b><u>Inclusion of link to Church website</u></b> - Cllr Landall suggested including a link to the Church website, Cllr Houghton will deal with this.
b)	<b><u>Community Speedwatch</u></b> - Clerk read letter from Mr & Mrs Granger stating they had found six volunteers and would be contacting PC Emily Carter to set up the Speedwatch project. PC Carter had notified the Clerk that to date she hadn't had a response to go forward with this.
c)	<b><u>Letter drop</u></b> – Clerk had circulated the reply from Corder Care Ltd confirming the Deputy Care Manager would endeavour to resolve the parking situation. It was acknowledged that the parking situation had now improved and noted that vehicles were parking on the road rather than on the verge. Cllr Houghton had been in contact with the Fenland Citizen who had advised they would be happy to run a Press Release if there was capacity.
d)	<b><u>War Memorial</u></b> – To be discussed under Agenda item 12 (Minute 75b).
e)	<b><u>Highway items</u></b> – Clerk reported that Highways had confirmed the following items had been dealt with - 50mph signs in Burrett Road; the potholes in Church Road; 30mph sign in Burrett Road at the junction of All Saints Avenue. The followuing items are being investigated – surface dressing in Biggs Road. Andy Wallace had advised that the Argyll Garden junction will be completed this financial year but it will depend on budgets; a letter has been issued regarding the hedge but enforcement may not take place until September, and repairs on the opposite side will take place once the hedge is cut. The fingerpost at the junction of Blackbear Lane and Burrett Road is still missing, Clerk to chase.
f)	<b><u>Grasscutting</u></b> – the grasscutting map showing areas cut by the Borough and County Councils had been circulated. It was noted that the Highway Bounday Data was incomplete. Councillors considered that the quality of cutting in the village was poor particularly Church Road, Burrett Road, Sparrowgate Road and the basket ball area which is supposed to be cut at least 12

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	<p>times during the year.</p> <p>Clerk to reply to Robert Wiseman, Green Space Officer at Kings Lynn Borough Council, to point this out and if an unsatisfactory response is received, invite him to meet a councillor to view the grass areas.</p>																																																																																										
70	<p><b>Share in SAM2 sign</b></p> <p>Clerk reported that Upwell Parish Council had a one-third ownership share in a SAM2 sign to offer at a maximum one off cost of £500. Insurance would be about £8 per annum. The sign would be jointly owned with Upwell and Nordelph Parish Councils so Walsoken would have use once every three months for a four week period, and would have to collect the sign.</p> <p>After discussion it was decided to wait for the results from the Community Speedwatch before committing to a SAM2, Clerk to advise the Upwell Clerk.</p>																																																																																										
71	<p><b>Boundary Review</b></p> <p>Cllr Leach thanked Cllr Houghton for attending the Review meeting on behalf of the Council. A copy of the presentation had been circulated to councillors.</p> <p>Cllr Houghton advised that the purpose of the Boundary review is to address electoral inequality across wards. He reported that whilst the meeting was informative, it gave an overview of the process rather than details of proposed changes.</p> <p>Councillors were advised to consider any concerns or queries regarding Walsoken Parish Council before the consultation closes on 4<sup>th</sup> September 2017.</p> <p>The next consultation on draft recommendations will take place from 31<sup>st</sup> October 2017 to 15<sup>th</sup> January 2018.</p>																																																																																										
72	<p><b>Planning</b></p> <p>a) <b>The Planning Report</b> – The Planning Report had been circulated to councillors, and was noted.</p>																																																																																										
73	<p><b>Finance</b></p> <p>a) <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"> <thead> <tr> <th>PAYMENTS TO BE MADE</th> <th>DETAILS</th> <th>NET AMOUNT</th> <th>VAT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>101794 Mrs A Williams</td> <td>Net salary 22nd May to 9<sup>th</sup> July 2017</td> <td>£272.18</td> <td>£0.00</td> <td>£272.18</td> </tr> <tr> <td>101795 Mrs A Williams</td> <td>Expenses to 11<sup>th</sup> July 2017</td> <td>£38.00</td> <td>£0.00</td> <td>£38.00</td> </tr> <tr> <td>101796 Inland Revenue</td> <td>Income tax 22<sup>nd</sup> May to 9<sup>th</sup> July 2017</td> <td>£68.00</td> <td>£0.00</td> <td>£68.00</td> </tr> <tr> <td>101797 Westcotec</td> <td>Maintenance June and July</td> <td>£26.92</td> <td>£5.38</td> <td>£32.30</td> </tr> <tr> <td>101798 Ashley Earl</td> <td>2 years website reg. And hosting</td> <td>£46.00</td> <td>£0.00</td> <td>£46.00</td> </tr> <tr> <td>Direct Debit Haven Power</td> <td>LED supply 1<sup>st</sup> to 30<sup>th</sup> June 2017</td> <td>£27.02</td> <td>£1.35</td> <td>£28.37</td> </tr> <tr> <td>Direct Debit Haven Power</td> <td>Church light supply 1<sup>st</sup> to 30<sup>th</sup> June 2017</td> <td>£2.70</td> <td>£0.13</td> <td>£2.83</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>SUB TOTAL</b></td> <td><b>£480.82</b></td> <td><b>£6.86</b></td> <td><b>£487.68</b></td> </tr> <tr> <td colspan="5"><b>ALREADY DEBITED</b></td> </tr> <tr> <td>Direct Debit Haven Power</td> <td>3<sup>rd</sup> May</td> <td></td> <td></td> <td>£33.00</td> </tr> <tr> <td>Direct Debit Haven Power</td> <td>22<sup>nd</sup> May</td> <td></td> <td></td> <td>£33.00</td> </tr> <tr> <td>Direct Debit Haven Power</td> <td>LED lighting supply 1<sup>st</sup> to 31<sup>st</sup> May 2017</td> <td>£27.88</td> <td>£1.39</td> <td>£29.27</td> </tr> <tr> <td>Direct Debit Haven Power</td> <td>Church light supply 1<sup>st</sup> to 31<sup>st</sup> May 2017</td> <td>£2.70</td> <td>£0.13</td> <td>£2.83</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>SUB TOTAL</b></td> <td><b>£30.58</b></td> <td><b>£1.52</b></td> <td><b>£98.10</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>TOTAL</b></td> <td><b>£511.40</b></td> <td><b>£8.38</b></td> <td><b>£585.78</b></td> </tr> <tr> <td></td> <td>Haven Power direct debit not claimed</td> <td>£9.91</td> <td>£0.49</td> <td>£10.40</td> </tr> <tr> <td></td> <td></td> <td><b>£501.49</b></td> <td><b>£7.89</b></td> <td><b>£575.38</b></td> </tr> </tbody> </table> <p>Cllr Houghton advised that the website hosting will be addressed for the future as he considered this could purchased for less.</p> <p>b) <b>Expenses and allowances</b> – Clerk read out the guidance from The Good Councillor's Guide which</p>	PAYMENTS TO BE MADE	DETAILS	NET AMOUNT	VAT	TOTAL	101794 Mrs A Williams	Net salary 22nd May to 9 <sup>th</sup> July 2017	£272.18	£0.00	£272.18	101795 Mrs A Williams	Expenses to 11 <sup>th</sup> July 2017	£38.00	£0.00	£38.00	101796 Inland Revenue	Income tax 22 <sup>nd</sup> May to 9 <sup>th</sup> July 2017	£68.00	£0.00	£68.00	101797 Westcotec	Maintenance June and July	£26.92	£5.38	£32.30	101798 Ashley Earl	2 years website reg. And hosting	£46.00	£0.00	£46.00	Direct Debit Haven Power	LED supply 1 <sup>st</sup> to 30 <sup>th</sup> June 2017	£27.02	£1.35	£28.37	Direct Debit Haven Power	Church light supply 1 <sup>st</sup> to 30 <sup>th</sup> June 2017	£2.70	£0.13	£2.83		<b>SUB TOTAL</b>	<b>£480.82</b>	<b>£6.86</b>	<b>£487.68</b>	<b>ALREADY DEBITED</b>					Direct Debit Haven Power	3 <sup>rd</sup> May			£33.00	Direct Debit Haven Power	22 <sup>nd</sup> May			£33.00	Direct Debit Haven Power	LED lighting supply 1 <sup>st</sup> to 31 <sup>st</sup> May 2017	£27.88	£1.39	£29.27	Direct Debit Haven Power	Church light supply 1 <sup>st</sup> to 31 <sup>st</sup> May 2017	£2.70	£0.13	£2.83		<b>SUB TOTAL</b>	<b>£30.58</b>	<b>£1.52</b>	<b>£98.10</b>		<b>TOTAL</b>	<b>£511.40</b>	<b>£8.38</b>	<b>£585.78</b>		Haven Power direct debit not claimed	£9.91	£0.49	£10.40			<b>£501.49</b>	<b>£7.89</b>	<b>£575.38</b>
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c)	<p>stated the chairman can receive an allowance to support his public role. Councillors can also claim an allowance if a local council resolves to do so, taking into consideration the level recommended by the principal council's independent remuneration panel.</p> <p>A discussion followed and it was decided to look at expenses on a case by case basis.</p> <p><b>Asset valuation</b> – Clerk reported that Mazars had asked for the valuation of the dog bins to be changed back to the last year's evaluation of £70 and the total amount of assets amended accordingly to £11,918.</p>
74	<p><b><u>Young members</u></b></p> <p>It was noted that there are no vacancies on the Council at present but that the Council needs to be representative of the community, including young people.</p> <p>A discussion took place about marketing and promotion on the Council's website and to support inviting representatives from secondary schools to meetings. Clerk to contact NALC for any information and a further discussion will take place at the September meeting.</p>
75	<p><b><u>Church and War Memorial</u></b></p> <p>It was noted that the grass in the churchyard has been cut well.</p> <p>a) <b>Lime trees</b> - Cllr Landall expressed concern about the epicormic growth on the lime trees and will contact Andy Griffiths for a quote to remove this.</p> <p>b) <b>War Memorial</b> – Cllr Landall had circulated an email detailing estimated costs from Skillingtons for cleaning and re-jointing £1,700, re-gilding names £3,500 and rifle repairs £3,750, an estimated total of £8,950 + VAT.</p> <p>He advised that grant applications for more than £10,000 must have a professional architect involved and he suggested Ruth Blackman, the Church Architect. Her costs are approximately 11% of the total cost of the work, 6% at the tender stage and 5% for overseeing the site work. Architect's fees can be claimed as part of the grant application. However, if the work doesn't go ahead, the architect's fees would still have to be paid by the Parish Council.</p> <p>Cllr Landall continued that 2 more quotes would be needed for a grant application and the architect could draw up a specification to compare quotes on a like for like basis.</p> <p>A discussion took place about the now disbanded War Memorial Committee and ownership of the War Memorial. Clerk advised that Walsoken Parish Council is listed as the custodian of the Memorial.</p> <p>It was agreed that ownership of the Memorial is unclear but needs to be established .</p> <p>It was also agreed that the project would need to be overseen, and the Church Architect is better qualified than anyone else, but that could potentially cost 6% of the value of the best quote.</p> <p>After discussion it was decided Clerk to email the following to Cllr Landall for forwarding on to the Church Architect -</p> <ol style="list-style-type: none"> <li>1. Written confirmation of charges and timings for when fees are payable in respect of the grant application for the War Memorial, together with confirmation that 100% grants are available to cover architects' fees.</li> <li>2. If there is a cost to the Council can this be deferred to April 2018?</li> <li>3. From the outset, ownership is unclear, Walsoken Parish Council is listed as the custodian, does this effect the application and charges born therein?</li> </ol> <p>Cllr Landall suggested the community dimension for any grants could be information boards for schools or a professionally printed booklet, with costs included in the grant.</p> <p>It was decided to discuss this again at the September meeting based on potential costs.</p>
76	<p><b><u>Highways</u></b></p> <p>a) <b>Complaint re blind bend on Burrett Road/Burrettgate Road</b> – Mr &amp; Mrs Masrden's complaint about speeding had been circulated to councillors.</p> <p>A discussion took place about village boundary gates and it was decided that the Clerk should ask Andy Wallace at Highways what the criteria are for positioning the gates, in terms of measurements from drains, verges and highways.</p>

Item No.	Details
b)	Clerk to reply to Mr & Mrs Marsden advising them of the Community Speedwatch project, suggesting they might like to volunteer and give PC Carter's contact details. Also advise them that consideration had been given to moving the 30mph speed signs but this would be too expensive, plus tell them that the Council regularly considers various traffic calming measures. <b>Camera at Sandy Lane/Burrettgate Road junction</b> – it was reported that a camera had been seen, chained to a signpost at the junction, pointing at traffic in Sandy Lane. Clerk to ask Andy Wallace what it's purpose is.
77	<b><u>Street lighting</u></b> Nothing to report.
78	<b><u>Allotments</u></b> Nothing to report.
79	<b><u>Correspondence</u></b> Nothing to report.
80	<b><u>Urgent Business</u></b> Nothing to report.
81	<b><u>Agenda items for the next meeting</u></b> As discussed previously. The next meeting is Tuesday 5 <sup>th</sup> September 2017 at 7pm at Walsoken Village Hall.
	Cllr Leach thanked everyone for attending. The meeting closed at 9.15pm

.....Chair

.....2017