

Walsoken Parish Council Minutes
of the meeting held on Tuesday 5th September 2017
held in Walsoken Village Hall at 7pm

PRESENT

Councillors Fred Leach (Chair), Clive Bettinson, Barry Sisson, Andy Houghton, Jenny Snow, John Harwin, Allan Landall and Lisa Wiffen.

County Cllr. Sandra Squire and Borough Cllr Roy Groom

Item No.	Details
82	<u>Public Participation</u> None present.
83	<u>Apologies</u> Cllr John Woolley – holiday and Cllr Joanna Woolley – baby care.
84	<u>Declarations of Interest</u> None reported.
85	<u>Urgent Matters</u> Four items were put forward – dog waste bins; A47 signs; correspondence received and parking in the village.
86	<u>Approval of the Minutes</u> The Minutes of the meeting held 11 th July 2017 had been circulated and approved as a true and accurate record, proposed by Cllr Landall, seconded Cllr Harwin, signed by Cllr Leach.
87	<u>Matters Arising</u> a) Council website Counter statistics – Clerk reported the user statistics as at 19 th August as 272 visits that day, 72 visitors with a total of 16,500 visitors and 49,080 visits to that date. b) Highway items – Clerk reported that the following items are still outstanding – surface dressing in Biggs Road, finger post at the junction of Blackbear Lane and Burrett Road and the overgrown footpath at Green Lane. The following items are to be reported - <ul style="list-style-type: none"> • Finger post missing in Burrettgate Road opposite Sandy Lane • A sign has been knocked down on the east side of the A47, laying on the verge • The Burrett Road street name sign opposite Chapnall Road needs renovating or replacing Clerk had contacted Andy Wallace about criteria for the village boundary gates but he had not yet replied as he'd been on holiday. c) Grasscutting – Clerk reported that Robert Wiseman, Green Space Officer at Kings Lynn Borough Council, was awaiting the Highway Boundary data. A discussion took place about the number of cuts which had taken place in the village but it was decided to wait for the data before chasing. d) Marketing for young councillors – Norfolk Association of Local Councils had advised that there is nothing available specifically for young people other than a general booklet for any member of the public wishing to become a councillor. Cllr Houghton offered to compile a letter to the NALC magazine “Clerks and Councils Direct” asking what other councils do.
88	<u>Planning</u> a) The Planning Report – The Planning Report had been circulated to councillors, and was noted. 17/01549/F – application to be circulated again to councillors for a decision.
89	<u>Finance</u> a) Payments – the schedule below had been circulated. Cllr Sisson proposed the payments be accepted, seconded by Cllr Wiffen, all in agreement.

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	PAYMENTS TO BE MADE	DETAILS	NET AMOUNT	VAT	TOTAL
	101799 Mrs A Williams	Net salary 10 th July to 27 th August 2017	£278.43	£0.00	£278.43
	101800 Mrs A Williams	Expenses to 27 th August 2017	£33.00	£0.00	£33.00
	101801 Inland Revenue	Income tax 10 th July to 27 th August 2017	£69.60	£0.00	£69.60
	101802 Westcotec	Maintenance August	£13.46	£2.69	£16.15
	101803 Mazars	Audit fee	£125.00	£25.00	£150.00
	Direct Debit Haven Power	Supply July	£30.94	£1.55	£32.49
		SUB TOTAL	£550.43	£29.24	£579.67
	Haven Power Direct Debit	Reversal of expected refund	£24.40	£0.00	£24.40
		TOTAL	£574.83	£29.24	£604.07
b)	Website - Cllr Houghton advised that he could not better the website hosting cost.				
c)	Budget - Updated Budget figures had been circulated to compare to the approved Budget.				
d)	Annual Return for 31.3.17 – Clerk read Mazars' (the external auditor) report confirming the Annual Return had been signed off and is in accordance with proper practices. They confirmed that the Fixed Assets should be kept the same to ensure a consistent valuation process. The Smaller Authorities' Audit Appointments Ltd have appointed PKF Littlejohn LLP as the new auditor for the next five years.				
e)	Financial Regulations – the National Association of Local Councils' model had been adapted for Walsoken Parish Council and circulated to councillors. It was decided to adopt these regulations to replace existing regulations, proposed Cllr Snow, seconded Cllr Bettinson, all in agreement.				
90	<u>Church and War Memorial</u>				
a)	Lime trees – it had been agreed that the epicormic growth on the 15 lime trees in the churchyard should be removed at a cost of £5.20 per tree. Cllr Landall advised that the work will be completed by Idverde on 8 th September.				
b)	War Memorial – The church architect's (Ruth Blackman) response had been circulated stating - <ul style="list-style-type: none"> • she is unable to confirm the total fee • suggesting an initial fixed fee of £450 (6 hours @ £75 per hour) + expenses + VAT for meeting with a stone conservator to prepare a report, measured drawings and a description of work, to be invoiced on completion of initial report • second invoice of 6% less the fixed fee, to be invoiced on receipt of tenders • plus a further 5% interim fee • the conservator's fee for a visit and report likely to be between £400 and £600 + VAT • an hourly fee of £75 would be charged for sourcing grant aid so she recommended the PCC or Parish Council applies • she was unable to confirm 100% grants would be available to cover fees • she would prefer for fees not to be deferred to April 2018. Her response was discussed in full and it was noted that she was aware of 2 companies she could approach for quotes. Concern was expressed about the low level of Reserves held following the unexpected large expense on trees in the closed churchyard and the potential expense to the Parish Council for this project. The ownership of the War Memorial was discussed. Grants were discussed and the Clerk confirmed that the War Memorial Trust could fund up to 75% of eligible costs up to a maximum of £30,000. It was acknowledged that grants will still be available after the centenary date of November 2018 and also that conservators could potentially be cheaper after this date. A suggestion was put forward to seek finance from the public and local industries as the Memorial				

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	<p>was originally funded by public subscription. Clerk was uncertain whether this would be legal. It was decided the Clerk should -</p> <ol style="list-style-type: none"> 1. Seek advice on whether raising funding from the public and local industry is within the Parish Council's powers. 2. Enquire from WREN if the project would be eligible for a grant for any shortfall. 3. Ask other Parish Councils if they could recommend any contractors for the work. 4. Liaise with Bob Ollier at Fenland District Council and Brian Long at Kings Lynn Borough Council for their advice.
91	<p><u>Highways</u></p> <p>a) Letter drop – the Fenland Citizen had published Cllr Houghton's letter regarding the parking in the village. He asked the Clerk to contact Cordon Care and Princes to thank them for their support and apologise for not being included in the article.</p> <p>b) Speed sign in Burrettgate Road – the 40mph sign which is half way between Sandy Lane and Sparrowgate Road has been broken. Clerk to report.</p> <p>c) Pothole in Burrett Road – a very large and deep pothole situated to the left of the junction of Chapnall Road at the edge of the verge. Clerk to report.</p> <p>d) Camera at Sandy Lane/Burrettgate Road junction – it was noted the camera had been removed and was on the sign at the A47/Broadend Road junction, which has now been knocked down, for one day.</p>
92	<p><u>Street lighting</u> Nothing to report.</p>
93	<p><u>Allotments</u> Nothing to report.</p>
94	<p><u>Correspondence</u></p> <p>a) SNAP meeting – nothing to report.</p> <p>b) A47/Broadend Road junction – a letter from Mr Doubleday was read out requesting support for a zebra crossing or traffic lights at the A47/Broadend Road junction. It was decided the Clerk should reply stating that the Parish Council is continually looking at what can be done to make the junction safer.</p> <p>c) A47 roadshow - Cllr Leach had attended this event held in Kings Lynn which informed the public of the programme of improvements but there was nothing relevant to Walsoken's area.</p> <p>d) Islington project – Clerk had been advised by the Kings Lynn Drainage Board that a new pumping station would be built to replace the existing one.</p>
95	<p><u>Urgent Business</u></p> <p>Dog waste bins – a request had been received from a parishioner for either an extra dog waste bin or a larger bin in Burrett Road at the site of the existing bin near All Saints Avenue. After discussion it was decided the Clerk should enquire the cost of an additional bin plus brackets for consideration at the next meeting.</p>
96	<p><u>Agenda items for the next meeting</u> As discussed previously. The next meeting is Tuesday 17th October 2017 at 7pm at Walsoken Village Hall.</p>
	<p>Cllr Leach thanked everyone for attending. The meeting closed at 8.45pm</p>