

26.

**The Minutes of the Meeting of Walsoken Parish Council held in  
Walsoken Village Hall, Walsoken on Tuesday 26<sup>th</sup> May 2015 at 7.45pm**

**PRESENT**

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

Borough Cllr Brian Long.

County Cllr Harry Humphrey.

**49. ELECTION OF OFFICERS**

**Chair** - Cllr Long took the Chair and asked for nominations for Chair.

Cllr Leach was proposed by Cllr. Snow, seconded Cllr Houghton. There were no other nominations.

**Vice Chair** - Cllr Leach accepted and took over the Chair and asked for nominations for Vice Chair.

Cllr John Woolley was proposed by Cllr Houghton, seconded Cllr Snow. There were no other nominations.

Cllr John Woolley accepted the Vice Chair role.

**Planning Committee** – the existing committee of Cllrs. Leach, John Woolley, Bettinson and Snow agreed to continue and Cllr Houghton agreed to join the committee, Cllr Landall proposed the afore-mentioned 5 councillors form the committee, seconded Cllr Jo Woolley.

**Village Hall representative** – Cllr Landall offered to take on this role, Cllr Leach proposed and Cllr John Woolley seconded this.

**Registers of Members' Interests and Declarations of Acceptance of Office** were signed and witnessed.

**50. PUBLIC PARTICIPATION**

None present.

**51. APOLOGIES AND REASONS**

Cllr Wiffen – tennis match and Borough Cllr Roy Groom – no reason given.

**52. DECLARATIONS OF INTEREST**

None.

**53. NOTIFICATION OF MATTERS TO BE PUT ON THE AGENDA UNDER 'AOB'**

Clerk had an item under Correspondence regarding Pensions and Cllr Houghton had 2 items under Finance and Urgent Matters.

**54. TO CONFIRM MINUTES OF ANNUAL ASSEMBLY HELD 14<sup>th</sup> April 2015**

The Minutes of the Annual Assembly held on 14<sup>th</sup> April 2015 had been circulated. It was noted that County Cllr Humphrey had given his Apologies and these were added.

With the addition of the above, Cllr Houghton proposed they be accepted as a true copy, seconded Cllr Snow, unanimously agreed.

**55. TO CONFIRM MINUTES OF MEETING HELD 14<sup>TH</sup> APRIL 2015**

The Minutes of the meeting held on 14<sup>th</sup> April 2015 had been circulated.

Cllr Bettinson proposed they be accepted as a true copy, seconded Cllr Snow, unanimously agreed.

**56. MATTERS ARISING**

**a) Broadend Road junction** – the email from Catherine Brookes of Highways Agency was read out confirming that the post completion audit known as RSA3 had been requested from their Road Safety Audit team. Once the Audit has been completed and released they will share this information with the Parish Council.

Cllr Long reported that he had asked Highways Agency to feedback to Highways England that there had been comments that the flashing signs were too close to the junction.

**b) Parish Council website** – there were no suggestions.

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**c) Fly tipping – i)** Clerk read the email reply from Planning Enforcement stating that they had spoken to the company dealing with the repossessed property at Sparrowgate Road and they had said they will be tidying it up themselves so there was no need for a 215 Notice. After discussion the Clerk was instructed to ask Planning Enforcement what the timescale is for the tidying up. Cllr Long confirmed the property had been added to the Register of unkempt buildings. He had also reported the old Walsoken Aquatics site for similar reasons.

- ii) Clerk read the reply from Sue Payne, Neighbourhood Officer at the Borough Council, stating that they are developing some signs that are more information based and will let the Clerk know when they're finished.
- iii) Clerk advised that an article had been published in the Wisbech Standard which was a shortened version of the original drawn up by Cllr Houghton, and the photograph had not been included.
- iv) It was noted that more tyres had been tipped in orchards and fridges had also been dumped.
- v) There had been no response to Cllr Houghton's on-line report to the Borough Council enclosing photographic evidence of an address.
- vi) The web site Street Scene was available for reporting flytipping problems.

**d) Highway items** – Clerk had received no reply from Highways dept. to emails reporting concrete posts on verges, potholes and overgrown hedge in various locations.

#### **57. CO-OPTION**

Following the election, 8 councillors had been elected unopposed. A discussion took place about possible members of the public who might be interested in filling the 2 vacant seats and councillors will speak to them and report back at the next meeting.

County Cllr. Harry Humphrey volunteered himself if there is still a vacancy which can't be filled, but he advised that he wouldn't be able to attend every meeting due to other commitments.

#### **58. PLANNING**

**a) The Planning Report** having been circulated, was read out by Clerk and noted.

Clerk will check the position with the two outstanding decisions.

**b) 81 Broadend Road** – it was reported that the mobile home is back on the site, Clerk to advise Planning department and ask them if it conforms to the original agreed decision.

#### **59. HIGHWAYS**

**a) Leaning telegraph pole in Burrett Road** – it was reported that a telegraph pole was leaning badly – Cllr Houghton will advise the Clerk of the exact location.

**b) Overgrown hedge in Sleights Drive** – Cllr Long had received a complaint about the hedge bordering the play area in Sleights Drive restricting access to the cul-de-sac which he will take forward to the Borough Council as it is an Open Space.

#### **60. STREET LIGHTING**

**a) Supply** - Clerk had received the following quotes for supply of electricity to street lights -

- EoN (existing supplier) - £1158 per annum, no expiry date
- Southern - £955 per annum, expires 31.3.16
- Opus - £998 per annum, expires 19.5.16
- Npower - £1044 per annum, expires 30.4.16
- Green - £1531 per annum, no expiry date
- EDF – couldn't supply a quote

**b) LED conversion** – Westcotec had provided quotes to convert the lights to LED as follows -

- The churchyard light couldn't be converted.
- 4 of the lights on a concrete bracket would need a new galvanised sleeve fitted costing £130 each.

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- 16 LED lanterns – remove and dispose existing light, rewire, install new lantern £312.90 each, but 5% discount if all done together £297.26 + VAT.
- 24 LED lanterns – work as above £356.50 each, with 5% discount £338.68 each + VAT.
- For 32 lights to 16 LED total £10,032.32 + VAT.
- For 32 lights to 24 LED total £11,357.77 + VAT.
- The lights will give a 65-70% reduction in energy use.
- The lights will give a 65-70% reduction in maintenance costs.
- The lights have a 10 year guarantee.
- The lights can work part night e.g. turn off at midnight and come back on at 0500 if it's still dark, thus increasing energy savings even more. This will cost additional £15 per light.

It was estimated that the payback period would be up to 10 years.

It was noted that the LED lights are bright but only shine down in one spot and not at a wide angle. Other Parish Councils had borrowed on a Public Works Loan Board to cover the outlay, Clerk to investigate this possibility plus look into available grants and funding.

Roy Payne, from Westcotec, had offered to attend a meeting to discuss this further and answer any questions. It was agreed to ask him to come to the July meeting and hold off making a decision on the supply quotes until the Council has heard more from him.

**c) Renewal of Westcotec maintenance contract** – the existing contract is due to expire at the end of June 2015 and the new annual maintenance charge with 5% for a minimum 3 year contract was £745.06 + VAT (the previous contract was £630.69 + VAT).

It was decided to ask Westcotec if the renewal can be held off pending the meeting with Roy Payne in July.

In the meantime, Clerk to obtain quotes from other contractors and ask Marshland Parish Council who their contractor is.

**61. ALLOTMENTS**

It was noted that a mobile was on the land for sale.

There is a possibility that there has recently been fly tipping at the bottom of the allotments. Cllr Bettiunson will ask the tenant if there is a problem

**62. CHURCHYARD AND WAR MEMORIAL**

**a) Risk assessment of trees** – Clerk reported that a Norwich tree surgeon had been contacted asking for the cost for an assessment on the trees but had not responded. Andy Griffiths had provided a quote to carry out a health and condition survey of £545.00 + VAT. A discussion followed as to whether this is an initial one-off payment and future assessments could be less.

It was pointed out that the church's own insurance had been the organisation which had asked for the risk assessments. Queries were raised about whether it is the Parish Council's responsibility to carry out assessments and also if the insurance states that the assessments have to be carried out by a qualified person. Cllr Landall will ask the church's insurance company rep and report back at the next meeting.

**b) Risk assessment of gravestones** – Cllr Landall thought that the church would be able to manage this themselves.

**63. FINANCE**

**a) Insurance renewal** – Clerk explained that this year the Policy is a standard policy covering standard items for all councils. The premium is £525. but discount for a 3 year term reduced the premium to £500.15.

It was agreed to enter the 3 year agreement.

**b) Payments for approval** – the payments on the attached schedule had been circulated. Cllr Snow proposed the payments be accepted Cllr Snow seconded, all in favour. *Cont.....*

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**c) Internal Auditor's report** – Clerk advised that the Internal Audit had been completed with no matters raised. The Accounts will be forwarded to the External Auditor.

**d) Election Expenses forms** – councillors completed the forms as nil returns.

**e) Good Councillors' Guide** – Cllr Houghton pointed out that the latest edition was available for £2. Cllr Long went on the NALC website and emailed the link to all councillors to enable them to download a free copy.

#### **64. CORRESPONDENCE**

The correspondence was available prior to the meeting, the list having been circulated.

**a) Company pension** – Clerk reported that she had received a letter from the Pensions Regulator. Cllr Leach explained that under a new Government auto enrolment scheme, all employers must have a pension scheme available for employees, with levels of contribution determined by the Government depending on earnings. The staging date for Walsoken Parish Council is 1<sup>st</sup> May 2017 but prior to this date there will be a number of steps to complete. The first step is to nominate a contact by 30<sup>th</sup> June 2015. After discussion it was decided that the Clerk would be the contact and would have the support of the Chair in setting up the scheme.

#### **65. URGENT BUSINESS**

**a) Community Speedwatch** – Cllr Houghton knew a couple of people who would be interested in training for this voluntary scheme and asked if the Council website could advertise for interested volunteers. Cllr Humphrey advised that Emneth, Marshland and Upwell had bought and shared the SAMs. It was thought to cost about £3,000 plus brackets and maintenance and it needs to be fixed and stored.

Clerk instructed to find out more for the next meeting.

**b) Reporting incidents** – advice was given to ring 101 to report children on bikes and scooters causing problems.

**c) Date of next meeting** – Clerk requested that the next meeting be moved from July 14<sup>th</sup> to July 7<sup>th</sup>, all agreed.

#### **66. AGENDA ITEMS FOR NEXT MEETING**

Clerk asked if a new Windows package could be on the Agenda as she had been unable to open all documents. Cllr Long advised that a latest Open Office upgrade was available. Clerk will download this.

Cllr Leach thanked all the councillors for their attendance.

Next meeting is on Tuesday 7<sup>th</sup> July 2015 at 7pm at Walsoken Village Hall.

Meeting closed at 9.05pm

Annette Williams, Clerk

Chair..... Date.....2015