

**Walsoken Parish Council Minutes**  
**of the meeting held on Tuesday 5<sup>th</sup> December 2017**  
**held in Walsoken Village Hall at 7pm**

**PRESENT**

Councillors Fred Leach (Chair) (arrived 7.25pm), John Woolley (Vice Chair), Clive Bettinson, Andy Houghton, John Harwin and Lisa Wiffen.

Borough Cllr Roy Groom.

Cllr Woolley took the Chair pending the arrival of Cllr Leach, who had advised he would be late due to being held up in traffic.

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112	<p><b><u>Public Participation</u></b>  None present.  Clerk advised that a resident had contacted her on behalf of 4/5 neighbours to say that they would be unable to attend but were concerned about the Appeal on 16/01002/F at land south west of Flying Field Farm, Wheatley Bank.</p>
113	<p><b><u>Apologies</u></b>  Cllr Sisson – holiday, Cllr Landall – other commitments, Cllr Joanna Woolley – baby care, Cllr Snow – family commitment and County Cllr Humphrey.</p>
114	<p><b><u>Declarations of Interest</u></b>  None reported.</p>
115	<p><b><u>Urgent Matters</u></b>  None reported.</p>
116	<p><b><u>Approval of the Minutes</u></b>  The Minutes of the meeting held 17<sup>th</sup> October 2017 had been circulated and were approved as a true and accurate record, proposed by Cllr Bettinson, seconded Cllr Houghton, signed by Cllr Woolley.</p>
117	<p><b><u>Matters Arising</u></b></p> <p>a) <b>Council website Counter statistics</b> – Clerk reported the user statistics as at today's date as 66 visitors today, 40 yesterday, 446 in the last 7 days, 3,133 in the last 30 days and 26,646 in the last year.</p> <p>b) <b>Highway items</b> – Clerk had received notification that the following items would be resolved in approximately 6 weeks -</p> <ul style="list-style-type: none"> <li>• finger post at Burrettgate/Burrett/Sparrowgate junction</li> <li>• finger post at Blackbear Lane/Burrett Road junction</li> <li>• footpath at Green Lane</li> </ul> <p>The <b>resurfacing at Biggs Road</b> was being investigated.</p> <p><b>Green Lane footpath</b> – Clerk reported that she had written to Nigel Harrison requesting that he no longer crosses the footpath to get from one field to another, with a copy to Mr F W Taylor. There had been no reply from either party.  Andy Wallace hadn't responded to a request for resurfacing or the possibility of bollards at the entrance.</p> <p><b>Highway Rangers</b> – one item had been reported for the visit during the week commencing 11<sup>th</sup> December 2017, this was for removal of part of the kerbing at the post box at the top of Burrett Road to prevent flooding. Highways had replied stating no action will be taken but they will continue to monitor.</p> <p><b>Broadend Road/A47 junction</b> – a reply to Elizabeth Truss from Highways England had been circulated, stating they work with Norfolk County Council to monitor the junction's safety. They understood that there had been “only one slight personal injury collision recorded on the A47</p>

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	<p>at the junction in 2016.”</p> <p>They reiterated that they had installed vehicle activated signs and extended the double white lining and didn't have any proposals to introduce further measures at this time.</p> <p>They continued that if junction improvements are required as a consequence of the potential housing development, they would seek funding from the developer for the significant upgrade, which could potentially be a roundabout.</p> <p>After discussion it was decided that the Clerk should request an analysis of their system asking what the benefit and impact of their improvement scheme has been, as residents consider that the signs are a distraction and counter productive. Also to ask if they receive Norfolk County Council accident statistics in their figures. Clerk to also write to Norfolk CC to ask if they forward the figures to Highways England.</p> <p>Clerk advised that Cllr Leach had liaised with Elizabeth Truss' assistant to confirm that the Parish Council would support a roundabout at the junction.</p> <p>c) <b>Grasscutting</b> – the Highway Boundary data, forwarded by Robert Wiseman, Green Space Officer at Kings Lynn Borough Council, had been circulated.</p> <p>It was noted that Sleights Drive had not received 12 cuts and Chapnall Road had not been cut in accordance with the specification.</p> <p>Clerk was requested to ask the Highway Rangers and Anglia Water if they could cut back the overgrowth around the pumping station in Burrett Road.</p> <p>d) <b>Dog waste bin</b> – Clerk had put a sign on the bin requesting that the alternative bin is used if one is full. It was noted that 2 residents in particular are using the bin for their home dog waste.</p> <p>Cllr Houghton will prepare a letter for the local paper.</p> <p>e) <b>Japanese knotweed</b> – Cllr Woolley reported he and Cllr Leach had visited the site in the dyke to the left of the entrance to Windmill Gardens.</p> <p>It was agreed that the Clerk should write to Bob Ollier at Fenland District Council to ask if he knows who owns the land and if anything is in hand for the control of the knotweed.</p> <p>Cllr Leach arrived and Cllr Woolley handed over the role of Chair to him.</p>
118	<p><b>Planning</b></p> <p>a) <b>The Planning Report</b> – the Planning Report had been circulated to councillors, and was noted.</p> <p>b) <b>Appeal of Wheatley Bank land</b> – Clerk advised that she had been asked to contact the Planning Department at Kings Lynn Borough Council. Mrs Redding had stated that the Borough Council could not advise the Parish Council on whether or not to send additional comments to the Planning Inspectorate. The hearing date and venue had not yet been confirmed.</p> <p>It was decided to write to the Planning Inspectorate advising the Parish Council agrees and supports all the Borough Council objections and let them know that residents are very much against the application.</p> <p>It was agreed Clerk will draft the comments and liaise with Cllr Leach, Cllr Woolley and Cllr Houghton before sending them.</p>
119	<p><b>Finance</b></p> <p>a) <b>Donations</b> – after discussion the two donation requests from Norfolk Citizens Advice and Norfolk Accident Rescue Service, both based in Norwich, were declined.</p> <p>b) <b>Auditors for the 5 year period commencing 2017/18</b> – Clerk had received notification that the new external auditors would be PKF Littlejohn LLP, SBA Team, 1 Westferry Circus, Canary Wharf, London E14 4HD.</p> <p>Under the new regulations Parish Councils where the higher of the income or expenditure for the year was £25,000 or less can declare themselves exempt from a limited assurance review by an external auditor. An Annual Return would still have to be published and there would be no fee.</p> <p>However, a Parish Council doesn't have to declare itself as exempt and can still submit the Annual Return to the external auditor for a limited assurance review and the fee would be £200. It was</p>

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c)	agreed to discuss this further at the end of this financial year.					
	<b>Payments</b> – the schedule below had been circulated.					
	<b>PAYMENTS TO BE MADE</b>		<b>DETAILS</b>	<b>NET AMOUNT</b>	<b>VAT</b>	<b>TOTAL</b>
	101808	Mrs A Williams	Net salary 9 <sup>th</sup> Oct to 3 <sup>rd</sup> December 2017	£326.41	£0.00	£326.41
	101809	Mrs A Williams	Expenses to 3 <sup>rd</sup> December 2017	£43.00	£0.00	£43.00
	101810	Inland Revenue	Income tax 9 <sup>th</sup> Oct 2017 to 3 <sup>rd</sup> Dec 2017	£81.80	£0.00	£81.80
	101811	Westcotec	Maintenance November	£13.46	£2.69	£16.15
		Direct Debit Haven Power	Supply	£79.20	£8.08	£87.28
	101812	Norfolk County Council	Allotment rent Apr to Oct 2017	£705.00	£0.00	£705.00
	101813	Royal British Legion	2 x poppy wreaths	£34.00	£0.00	£34.00
	101814	Petty Cash	Stamps, stationery etc.	£40.00	£0.00	£40.00
	101815	SLCC	Renewal subscription	£84.00	£0.00	£84.00
		<b>TOTAL OF PAYMENTS</b>		<b>£1,406.87</b>	<b>£10.77</b>	<b>£1,417.64</b>
d)	<b>RECEIPTS</b>		<b>DETAILS</b>	<b>AMOUNT</b>		
		Mr J D Clifton	Allotment rent 12m to October 2018	<b>£1,686.25</b>		
	Clerk explained that Haven Power had offered £30 as a goodwill gesture due to lack of communication. Clerk will be able to confirm this on receipt of the bank statement.					
	Cllr Wiffen proposed the payments be accepted, seconded by Cllr Harwin, all in agreement.					
	<b>Budget and Precept for 2018/19</b> – the budget figures were discussed.					
	An amount of £3,000 had been included again for tree maintenance in the closed churchyard to cover any potential damage caused to the trees. This year's amount of £3,000 allocated for trees would be carried over if not spent.					
	It was agreed that Cllr Leach and Cllr Woolley would monitor the trees nominated in the Tree Survey Report carried out in 2015 and report back at the January meeting.					
	Examples of increases in the Precept had been given for 4%, 4.8% and 5.5%. Councillors were asked to consider the Budget and Precept figures for a decision at the January meeting.					
	120	<b>Church and War Memorial</b>				
	a)	<b>War Memorial</b> – Clerk reported that she had met with Richard King of Richard King Memorials of Long Sutton to inspect the Memorial and he had produced a quote as below -				
		1. Pointing - £500 + VAT				
		2. Lettering – Silver enamelled - £100 + VAT; gold leaf lettering 60p per letter + VAT				
		3. Cleaning - £1,500 + VAT				
	4. Replacing missing metal bayonet – no more than £200 + VAT					
	Clerk had emailed English Heritage to enquire if Richard King was an approved contractor.					
	Clerk was requested to read an email from Barry Woodhouse, Editor of Walsoken Parish Magazine in which he stated he had hoped to report that restoration work on the Memorial was to proceed but he had heard that the project had been dropped by the Parish Council. Clerk had replied that it was still under consideration but if it was agreed, it would be totally reliant on grant funding so may not coincide with the centenary of the end of World War One.					
	It was noted that consideration may be needed to include the project in the Budget.					
	It was decided that Clerk should start the grant application based on King's quote and Skillington's estimate received. A suggestion was made to contact Barry Woodhouse to see if he might be willing to assist if required.					
	A discussion about additional funding took place and suggestions were made to obtain a list of businesses in Walsoken, Cllr Houghton offered to research this, and also to contact Barry Woodhouse asking for a piece in the Parish Magazine asking for offers of funding.					
b)	<b>Memorial service</b> – Cllr Leach thanked Cllr Woolley and Cllr Houghton for attending the service on behalf of the Parish Council.					

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c)	<p><b>Ground maintenance</b> – Clerk had contacted Idverde and CGM enclosing the agreed amended specification and was waiting for their replies. Clerk reported that she had reminded Idverde about the outstanding invoices for the lime tree work and the annual maintenance contract for 2017.</p>
121	<p><b>Highways</b> Nothing to report.</p>
122	<p><b>Street lighting</b> Clerk advised the churchyard light had been repaired.</p>
123	<p><b>Allotments</b> <b>Allotment rent</b> - Clerk stated that the new rent advice hadn't been received yet from Norfolk County Council. It was agreed to hold over this item to the January meeting pending the notice from Norfolk County Council.</p>
124	<p><b>2018 meeting dates</b> The dates below were circulated subject to the Village Hall being free - January 16<sup>th</sup>, March 6<sup>th</sup>, April 17<sup>th</sup> (Annual Assembly), May 22<sup>nd</sup> (A.G.M.), July 10<sup>th</sup>, September 4<sup>th</sup>, October 16<sup>th</sup> and December 4<sup>th</sup>.</p>
125 a)  b)	<p><b>Correspondence</b></p> <p><b>Village Hall feedback</b> – Cllr Woolley had attended the Village Hall meeting and it was reported that without concerts and dances the Hall would have to close as it wouldn't be financially viable. Last year just over £90 profit was made. The committee decided to no longer use the Parish Council website to advertise events. It was agreed that a defibrillator could be positioned outside the Hall.</p> <p><b>Defibrillator</b> - Cllr Woolley had been contacted by a member of the Walsoken Over 60s Club advising they had a donation of £85 towards the purchase which they will set aside. Cllr Woolley will thank them for their offer. A suggestion for location outside Boots chemist and funding were discussed, to be taken forward to the January meeting. Clerk to contact Bepak in Kings Lynn.</p>
126	<p><b>Urgent Business</b> <b>Boundary map</b> - Clerk was requested to ask Kings Lynn Borough Council for an up-to-date map.</p>
127	<p><b>Agenda items for the next meeting</b> As discussed previously. The next meeting is Tuesday 16<sup>th</sup> January 2018 at 7pm at Walsoken Village Hall.</p>
	<p>Cllr Leach thanked everyone for attending. The meeting closed at 9pm</p>

.....Chair

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