

Walsoken Parish Council Minutes
of the meeting held on Tuesday 17th April 2018
held in Walsoken Village Hall at 7.01pm

PRESENT

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

Borough Councillor Roy Groom. County Cllr Sandra squire.

Item No.	Details
33	<u>Public Participation</u> No-one present.
34	<u>Apologies</u> Cllr Barry Sisson – work committment, Cllr Allan Landall – church meeting, Cllr Lisa Wiffen – in Northampton and Cllr Joanna Woolley – baby care.
35	<u>Declarations of Interest</u> Cllr Leach declared an interest in the East Wisbech Broad Concept Plan.
36	<u>Urgent Matters</u> Cllr Houghton requested that power cuts are discussed.
37	<u>Approval of the Minutes</u> The Minutes of the meeting held 7 th March 2018 had been circulated and were approved as a true and accurate record, proposed by Cllr Bettinson seconded Cllr Houghton signed by Cllr Leach.
38	<u>Matters Arising</u> a) Council website Counter statistics – Clerk reported the user statistics as at 17 th April 2018 as 10 visitors that day, 19 the previous day, 133 in the last 7 days, 701 in the last 30 days and 31,419 in the last year. b) Highway items Clerk had nothing to report. It was noted that Biggs Road has now been resurfaced to a good standard. c) Defibrillator – Clerk had sent the letter from the Parish Council, together with a supporting letter from Wisbech Town Council, to Boots asking if they would be willing to install and maintain a defibrillator outside their shop. d) Builders' yard, Bucksholt Road – Clerk reported no response had been received.
39	<u>Planning</u> a) The Planning Report – the Planning Report had been circulated to councillors, and was noted. b) East Wisbech Broad Concept Plan – the link and information had been circulated and it was noted that a public consultation was being held on 23 rd April between 2pm and 8pm at Walsoken Village Hall.
40	<u>Church and War Memorial</u> a) War Memorial project – After discussion about the renovation of the War Memorial it was decided that the replacement of the bayonet, strap and dagger is dropped as this is holding up the project moving forward and only the cleaning, re-pointing and repainting of the names is undertaken. It was also agreed a sub-committee would be formed to oversee the project. These proposals were put forward by Cllr Houghton, seconded by Cllr Harwin, all in agreement. It was decided to accept the figures from JG Cross subject to a limit on the estimated figures together with a completion time. Clerk to apply for funding from the War Memorial Trust and Fenland District Council. The sub-committee members were agreed as Cllrs Fred Leach, John Woolley, Andy Houghton and Jenny Snow. Clerk to write to thank people for their offers of donations.

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b) c)	<p>Removal of branches – to be held over in the absence of Cllr Landall.</p> <p>Beech tree project – to be held over in the absence of Cllr Landall.</p>																																																		
41 a)	<p>Finance Payments – the schedule below had been circulated.</p> <table border="1" data-bbox="248 398 1439 831"> <tbody> <tr> <td>101830 Mrs A Williams</td> <td>Net salary 5th March to 31st March 2018</td> <td>£192.74</td> <td>£0.00</td> <td>£192.74</td> </tr> <tr> <td>101831 Mrs A Williams</td> <td>Expenses to 17th April 2018</td> <td>£33.00</td> <td>£0.00</td> <td>£33.00</td> </tr> <tr> <td>101832 Inland Revenue</td> <td>Income 5th March to 31st March 2018</td> <td>£48.00</td> <td>£0.00</td> <td>£48.00</td> </tr> <tr> <td>101833 Westcotec</td> <td>Maintenance April</td> <td>£13.46</td> <td>£2.69</td> <td>£16.15</td> </tr> <tr> <td>101834 Norfolk CC</td> <td>Allotment rent 11.10.17 to 5.4.18</td> <td>£705.00</td> <td>£0.00</td> <td>£705.00</td> </tr> <tr> <td>101835 Norfolk Ass Local Councils</td> <td>Subscription 2018/19</td> <td>£272.55</td> <td>£0.00</td> <td>£272.55</td> </tr> <tr> <td>101836 Kings Lynn IDB</td> <td>Allotment rates for year ending 31.3.19</td> <td>£52.22</td> <td>£0.00</td> <td>£52.22</td> </tr> <tr> <td>101837 Petty Cash</td> <td>Cartridges, stamps, paper etc</td> <td>£40.00</td> <td>£0.00</td> <td>£40.00</td> </tr> <tr> <td>101838 Mrs M Simpson</td> <td>Postage for War Memorial framed photo</td> <td>£13.14</td> <td>£0.00</td> <td>£13.14</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL OF PAYMENTS</td> <td>£1,370.11</td> <td>£2.69</td> <td>£1,372.80</td> </tr> </tbody> </table> <p>War Memorial framed picture - Clerk explained that the payment to Mrs Simpson was for a framed photograph of the War Memorial which she had come across in a junk sale and she had very kindly offered it to the Parish Council for posterity, only requesting that the postage was covered. The photograph was displayed at the meeting. It was agreed that the Clerk would ask Cllr Landall if the church would be willing to display it.</p> <p>Cllr Harwin proposed the payments be accepted, seconded by Cllr Snow, all in agreement.</p> <p>b) Audit of Accounts – Clerk explained that the Parish Council would be exempt from sending the completed Annual Governance and Accountability Return (AGAR) to the external auditor for a limited assurance review as it meets the qualifying criteria of gross income and expenditure not exceeding £25,000 for the year and 1)has been in existence since before 1st April 2014, 2)for the year 2016/17 the financial auditor didn't make any reportable comments and 3)there has been no court declaration about an unlawful item of account. The Chair and Clerk will be required to sign a Certificate of Exemption to confirm this and there is no fee payable.</p> <p>If the Council choose to go ahead with the limited assurance review, the fee is £200 + VAT.</p> <p>After discussion it was agreed that the Council is exempt and a limited assurance review is not required and Clerk to arrange for an internal audit by Keven Brooks, proposed by Cllr Snow, seconded by Cllr Bettinson, all in agreement.</p>	101830 Mrs A Williams	Net salary 5 th March to 31 st March 2018	£192.74	£0.00	£192.74	101831 Mrs A Williams	Expenses to 17 th April 2018	£33.00	£0.00	£33.00	101832 Inland Revenue	Income 5 th March to 31 st March 2018	£48.00	£0.00	£48.00	101833 Westcotec	Maintenance April	£13.46	£2.69	£16.15	101834 Norfolk CC	Allotment rent 11.10.17 to 5.4.18	£705.00	£0.00	£705.00	101835 Norfolk Ass Local Councils	Subscription 2018/19	£272.55	£0.00	£272.55	101836 Kings Lynn IDB	Allotment rates for year ending 31.3.19	£52.22	£0.00	£52.22	101837 Petty Cash	Cartridges, stamps, paper etc	£40.00	£0.00	£40.00	101838 Mrs M Simpson	Postage for War Memorial framed photo	£13.14	£0.00	£13.14	TOTAL OF PAYMENTS		£1,370.11	£2.69	£1,372.80
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42	<p>Government Data Protection Regulations (GDPR)</p> <p>Clerk expressed concern about the procedure and implications of the new regulations leading up to the live date of 25th May 2018.</p> <p>All personal data held, including phone numbers, addresses, email addresses etc., now has to be audited to verify why it's held and where. Any data shared has to have written permission from the person on whom the data is held.</p> <p>A Data Protection Officer (DPO) is to be appointed.</p> <p>Cllr Groom advised that Kings Lynn Borough Council has a DPO and Clerk can contact her for advice. In the meantime the Clerk will endeavour to continue to ensure compliancy.</p>																																																		
43	<p>Highways</p> <p>Nothing to report.</p>																																																		
44	<p>Street lighting</p> <p>Nothing to report.</p>																																																		
45	<p>Allotments</p> <p>Nothing to report.</p>																																																		

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46 a) b)	<p><u>Correspondence</u></p> <p>Speed limit request – Clerk had received a request to lower the speed limit along Lynn Road from 50mph to 40 mph. It was noted that the Parish Council had been advised in the past that this would be very costly due to legislation. It was agreed that the request would be passed forward to Norfolk Councuy Council.</p> <p>Local Government Boundary Commission review – Clerk explained that the new electoral arrangements will come into force in 2019 subject to parliamentary scrutiny. The proposed ward name will be Walsoken, West Walton & Walpole and will have 2 Borough councillors.</p>
47	<p><u>Urgent Business</u></p> <p>Power cuts – Clerk was asked to inquire about the flurry of recent cuts to see if there is any issue.</p>
48	<p><u>Agenda items for the next meeting</u></p> <p>As discussed previously plus approval of insurance quotes and the Village Hall AGM report. The next meeting is the Annual General Meeting on Tuesday 22nd May 2018 at 7pm at Walsoken Village Hall.</p>
	<p>Cllr Leach thanked everyone for attending. The meeting closed at 8.03pm</p>

.....Chair

.....2018