

**MINUTES OF MEETING OF WALSOKEN PARISH COUNCIL**  
**HELD AT 7 PM ON TUESDAY 1<sup>st</sup> MARCH 2022 AT ALL SAINTS' CHURCH, WALSOKEN**

**In Attendance:** Councillors F Leach (Chairman); John Woolley (Vice Chairman); A Houghton; J Snow; A Landall  
C Bettinson; B Sisson; County and Borough Councillor J Kirk ; Clerk to the Council C Lilley. Mr Will Spiinks of Westcotec.

- 1. Public Participation:** Will Spiinks of Westcotec attended to give a presentation on the SAM2 speed signs as requested by the Council and this included showing a sample sign. The SAM2 is the only one permitted in Norfolk for consistency. In terms of display, the sign will show the speed if it is 27-30mph, 31-40mph shows speed and the words slow down and then 41mph and over just says slow down and does not display the speed. The sign is supplied with 2 batteries, a charger, cover and bracket kit. 1-2 weeks battery life depending on vehicles and weather. Additional bracket sets available. The Sign must be moved every two weeks and therefore a minimum of 2 and preferably 4 locations is required. There is a data collection option giving 24/7 monitoring and showing average speeds etc. This can be downloaded via cable or blue tooth but it does not work on Apple and requires an Android phone. Easy to install. Can be adjusted for a 40mph speed zone easily and the message will display in the same range but 10mph higher in each instance. Portable solar option and lithium battery options available at additional charge. There is a static option but you have to fall into a certain criteria which Walsoken does not. This is only available for an outright purchase and cannot be hired. There is a 3 year warranty and outside this period there is a small assessment fee and parts are chargeable. Expected to last for 10 years plus. It should be covered under the normal parish Council insurance. The cost is £2800 plus VAT and it is applicable for Parish Partnership grants. £600 for solar upgrade. Lithium £580 per pater and £50 for additional bracket sets. Westcotec can supply and install posts but the price is not known. Mr Spiinks will ask his colleague to give a price. Can be fitted to existing posts subject to check for weight etc. Unit is 22kg with battery and 11kg without. There is a requirement to notify Highways and Westcotec would assess existing posts and proposed sites. The signs are placed 2.1m above paths and 2.3m above cycleways. 2.1m is recommended for best operation but can be dropped lower. SAM2 is the permitted option for Norfolk. Cannot guarantee effectiveness. Police are starting to look at the data more but he cannot comment on specific regions and it is very difficult to judge. No GDPR Issues as it is all anonymous. Training available for the software. Mr Spiinks was also asked to bring along some information on the street lights in the Parish and although this is not his area of expertise he was able to confirm that all are listed LED on their end as on the fault website the Clerk accesses they are all showing as SOX. The Clerk was asked to send a screenshot. Costings Should have had an energy code when LED installed and the lights are in operation from dusk until dawn to pass to energy provider. The codes were supplied to the Clerk to pass on to the energy supplier and the costs should be worked out based on that. The Chairman thanked Mr Spiinks for giving the presentation and he then left the meeting. He will provide email confirmation of the cost and requirements etc.
- 2. Apologies for Absence:** Apologies were received and accepted from Cllr Jo Woolley (working) ; Cllr Dawson is attending the Annual Assembly at Welney Parish Council; Cllr C Luff(illness) and Cllr J Harwin (illness)
- 3. Declarations of Interest:** None declared
- 4. Approval of Minutes of Meeting held 18<sup>th</sup> January 2022:** The minutes of the meeting were agreed as a true and accurate record. Proposed by Cllr Sisson, seconded by Cllr John Woolley and unanimously approved. The minutes were signed by the Chairman.
- 5. Matters Arising:**
  - a) Incinerator Response Update: There is no new information on the proposed incinerator since the meeting of 18<sup>th</sup> January 2022. Cllr Dawson has heard nothing regarding the submission of the planning application. That is not to say that there hasn't been one, just that it hasn't yet got to NCC.
  - b) From 5(c) - The Council received the photo of Andy Wallace's suggestion for the proposed bus shelter and had been asked to look at the site and see what they thought. The only response the Clerk has received is from Cllr John Woolley who stated that he has now had a good look at the proposed new Bus Shelter site on Burrett Road and agrees with Andy Wallace that the old concrete slab gives the best site. There is plenty of room to site it without being too close to the road and it wouldn't obstruct the existing footpath. The Clerk

will look at the various different types of bus shelter available. It needs to be the other way round to shelter people from the prevailing wind. The Clerk will find prices and ask for Andy Wallace's approval and recommendation on type of shelter.

c) From 5(h) - Cllr Houghton has set up 3 dedicated emails for those Councillors who wanted them and the Clerk has published these on the website. The clerk clarified whether these are just for use by the parishoners or whether they also wanted her to update and use them for correspondence purposes going forwards. Cllr Sisson and Cllr Landall only want them for parishoners use and the Clerk should continue to correspond via their existing email. Cllr Houghton has asked for his to be the new one and the Clerk has updated her records.

d) From 5(a) - Chapnall Road Bus Shelter Opening – The clerk contacted Linda of VIP Hair (host of the difibrillator) in accordance with previous minutes and she suggested either 12<sup>th</sup> or 26<sup>th</sup> March and the Clerk emailed the Councillors to see if there was a preference, which there was not. The latter date was selected in the hope of warmer weather and this has been arranged with Linda for 2pm. Linda is going invite clients to come along. The Clerk has contacted the local press and is waiting to hear back. Cllr Houghton will forward the email for Sarah Cliss as she is the local reporter. The Clerk asked what form will the opening take and it is agreed that there will be ribbon to cut. Cllr Kirk suggested that the Lynn News has a freelance reporterr. Scissors and ribbon.

e) From 12(b) – The clerk has contacted NCC regarding Cllr Luff's potential resignation. She was advised that he would normally be expected to remain until the AGM in May but also that the measurement is as the crow flies rather than by road and that if the Cllr is keen to stay then such a small discrepancy in distance is unlikely to really cause a problem. Cllr Luff happy to stay and the Council agreed to continue on that basis as from one point of the Parish it is believed that Cllr Luff will remain within the boundary.

**6. Planning:** The clerk reported on the planning information which has been circulated and was noted.

**7. Finance:**

a) The schedule of payments as attached to the original minutes has been circulated. The clerk explained that the adjustment showing on the account is caused by an overpayment to Npower of 20p in January 2022. She anticipates that this will be accounted for on the next bill from Npower and the account will then correct. Cllr Houghton proposed the payments be accepted and Cllr Snow seconded. In respect of the ICO payment, there is no facility to pay it online into the bank as they don't give payment details. The Clerk will pay it using her card and it will be reimbursed to her. The Council agreed to set up a Direct Debit for this payment moving forwards as there is a £5 per annum saving and it is the most efficient way to pay. The Clerk will set this up and it will commence in 2023 as it is too late for this payment which is due on 9<sup>th</sup> March. This was proposed by Cllr Snow and Seconded by Cllr Bettinson. The Clerk confirmed that the application for the precept has been submitted as agreed at the January meeting and that payment is due before 30<sup>th</sup> April 2022. A query was raised with regard to the end of year forms and it was not clear if they would be sent automatically. The Clerk has since checked and can confirm that the forms will be sent automatically via an email with a link for download and they usually arrive during the last week of March. The Council approved the appointment of Keven Brooks for the internal audit and the Clerk will contact him to check how and when he wishes to proceed with timescales and paperwork.

PAYMENTS TO BE MADE ONLINE or by CHEQUE	DETAILS	NET AMOUNT	VAT	TOTAL
Mrs C Lilley	Net Salary 28.02.22 – 24.04.22	£0.00	£0.00	£0.00
Mrs C Lilley	Expenses	£0.00	£0.00	£0.00
Mrs C Lilley	Reimbursements	£0.00	£0.00	£0.00
HMRC	Income tax Mrs C Lilley 22 Nov 21 to 15 Jan 22	£0.00	£0.00	£0.00
KLBC	Dog bin emptying 01.03.21-28.02.22	£164.67	£32.93	£197.60
NALC	Annual Subscription 2022/23	£278.01	£0.00	£278.01
Westcotec	Street Light Maintenance March 22	£15.48	£3.10	£18.58
Cllr F Leach	Replacement Litterpick Sticks	£10.82	£2.17	£12.99
Cllr F Leach	Litterpick Binbags	£28.00	£0.00	£28.00
King's Lynn IDB	Agricultural Drainage Rates 01.04.22-31.03.22	£58.47	£0.00	£58.47
Npower	Electricity Supply 01.01.22-31.03.22	£276.72	£13.84	£290.56
Westcotec	Street Light Maintenance April 2022	£15.48	£3.10	£18.58
Norfolk CC	Allotment 11.10.21-05.04.22	£780.00	£0.00	£780.00
				£0.00
	<b>TOTAL OF PAYMENTS</b>	<b>£1,627.65</b>	<b>£55.14</b>	<b>£1,682.79</b>

b) The Clerk presented the updated Asset Register for 2022/23 to be agreed by the Council which had been sent out prior to the meeting. The changes to the register are the replacement bus shelter on Chapnall Road which has a nominal value of £1 on the asset register, and the replacement laptop. The old laptop is currently still on the list as it is being retained for now although no longer in use. The Asset Register was agreed, proposed by Cllr Houghton and seconded by Cllr Sisson. The clerk will update the website with the new Asset Register and will also find out if she needs to notify the insurance about the new bus shelter.

c) The Clerk reported that the Council's contract with Westcotec for the street light maintenance ended on 31<sup>st</sup> January 2022. Due to an oversight she had not contact Westcotec prior to this time but they had also not sought to renew with the Council. A new quote was provided by Westcotec and in the meantime the Clerk negotiated with Westcotec that they would continue the current rate until the meeting of 1<sup>st</sup> March and that the new rate would commence thereafter. The quote offers £195.50 for a 1 year maintenance charge or a 5% discount if taken for 3 years making an annual charge of £185.73 which equals £15.48 per month. Currently the Council is paying £13.46 per month. All prices exclude VAT. The Council discussed the quote and it was agreed that the 3 year contract would be accepted. This was proposed by Cllr John Woolley and seconded by Cllr Houghton

#### **8. Highway Matters:**

The clerk reported on current outstanding highways matters as contained in the report as circulated and this was noted.

a) The clerk has heard nothing further about the passing space but the road is closed currently for 7 weeks from 14.02.22 and it will not be possible for the work to be carried out until this is completed. Clerk will contact Andy Wallace prior to the next meeting for an update if the work is still outstanding.

b) Westcotec presented re the SAM2 sign under item 1. The Council discussed the viability of purchasing the sign at this stage of the meeting. It was agreed that the sign would need approval from County Council highways on location and Cllr Kirk advised that the police may also have an opinion. Westcotec will assess locations and Cllr Kirk believes you can leave them for 6 weeks rather than 4. A minimum of 2 locations is needed but they could be turned around and that would count as a second location. The Clerk will put this item back on agenda for next meeting to send out quote from Westcotec. Cllr Kirk thinks his members allowance might cover a contribution. The point of who would take it on was raised as if no one is willing to deal with moving the sign and charging the batteries it is not viable. The Councillors will think about this and state their willingness and ability to help at the next meeting as there would be no point considering it further if there are no volunteers. Concerns were raised over vandalism but it would be insured.

**9. Street Lighting:** See 7(c) regarding the new contract.

**10. Allotments and Rent Review:** Nothing to report

#### **11. Churchyard Matters:**

a) The post on the gates has been hit and it is now loose at the base. There is a mark on the post and it was caught by the back of the lorry. It is out of alignment and needs re-setting but the post itself looks OK. It has been hit from the inside. FDC had come in to do some tree work on 25<sup>th</sup> February and it appears to have happened then. The Clerk will contact Simon Bell at FDC. There is going to be a cost to repair as the hinges are not adjustable. The small gate wont close properly and large gate needs considerable force to open.  
**Action Point: Cllr Landall will send the Clerk photos to send to the Council.**

**b) A significant number of branches fall through the recent storms but there was no damage. Cllr Landall cut a lot of it up and gathered it and idverde collected the debris promptly.**

#### **12. Correspondence:**

a) The clerk wrote to Mr Peeling as requested and received a response which she read to the Council.

b) The clerk received a further email about the proposed cycle route asking if the first had been received as there had been no response. The Council agreed at the last meeting that they would not respond but in light of the further contact the Clerk replied with a single line stating that the original email had been received and that it was presented to the Council at their last meeting. Nothing further has been heard.

**13. Any Other Matters including urgent matters arising:**

- a) Plant a Tree for the Jubilee – An email has been circulated regarding this Campaign. Cllr Dawson has offered £50 towards the cost of the tree on supply of an invoice. This should increase the available budget. The tree could be planted in the churchyard or the cemetery. It was agreed to go ahead with this and that it should be a distinctive tree, possibly an English Oak due to Royal connections. **Action Point: Cllr Landall to look and see where it could be planted.**
  
- b) Village Hall update – Cllr John Woolley gave an update on the Village Hall. Their next meeting is the AGM on 30<sup>th</sup> March 2022
  
- c) The Clerk raised the point that she had heard nothing further about the presentation of the commemorative plaque. Cllr Kirk confirmed that all his other Parishes have received theirs and suggested chasing it up. Since the meeting the Clerk has done this and the plaque will be presented at the meeting on 26<sup>th</sup> April 2022.

**14. Agenda Items for Next Meeting:** SAM2 sign (under highways) Jubilee Tree

Cllr Leach thanked everyone for attending and the meeting closed at 8.45pm.

The next meeting will be on the annual assembly Tuesday 26<sup>th</sup> April 2022 and will be the Annual Assembly at 7pm at All Saints' Church, Walsoken.

Signed.....(Chairman) Dated.....2022