

**Walsoken Parish Council Minutes**  
**of the ZOOM meeting held on Tuesday 24<sup>th</sup> November 2020 at 7pm**

**COUNCILLORS PARTICIPATING**

Councillors Fred Leach (Chair), John Woolley (Vice Chair), Jenny Snow, Andy Houghton, Barry Sisson, Clive Bettinson, Chris Luff and Jo Woolley.

County Cllrs Harry Humphrey and Sandra Squire.

Borough Cllrs Richard Blunt and Julian Kirk

Item No.	Details
	Cll Leach welcomed everyone and thanked them for attending.
96	<b><u>Public Participation</u></b> No-one present.
97	<b><u>Apologies</u></b> Cllr Allan Landall – 2 weeks' leave.
98	<b><u>Declarations of Interest</u></b> None declared.
99	<b><u>Urgent Matters</u></b> Cllr Leach had an item under Urgent Business.
100	<b><u>Approval of the Minutes</u></b> The Minutes of the Zoom meetings held 6 <sup>th</sup> October 2020 had been circulated and were approved as a true and accurate record, proposed by Cllr John Woolley, seconded Cllr Luff, the Minutes will be signed by Cllr Leach retrospectively.
101	<p><b><u>Matters Arising</u></b></p> <p>a) <b>Website figures</b> – Clerk read the visitor figures as at 23<sup>rd</sup> November 2020 - 7 today, 9 yesterday, 116 in last 7 days, 421 in last 30 days and 8,266 in last year. It was agreed that these figures need no longer be reported.</p> <p>b) <b>Pedestrian gates, Green Lane</b> – Cllr Humphrey announced that his Safety Fund could fund 50% of the cost of the gates to avoid the Council having to wait for the decision from the Parish Partnership application. Andy Wallace from Highways had advised that Norse contractors price would be similar to Highways' price of £456.72. Cllr Leach proposed that the offer of the Safety Funding is accepted, seconded Cllr Sisson, all in agreement. Clerk to contact Andy Wallace and copy in Cllr Humphrey.</p> <p>c) <b>Defibrillator</b> – Two quotes for installation of the defibrillator unit and cabinet had been circulated from C.Plumb Contractors Ltd for £360 and Action IT Electrical Ltd for £360 + VAT. It was noted that the Action IT quote had added a clause stating further costs would be incurred to correct any unsafe electrics in the property. A third quote had been requested but had not been produced. After discussion it was decided to accept the quote from C.Plumb Ltd, Clerk to contact to organise.</p> <p>d) <b>Noticeboard</b> – Clerk had received an email with photos from ADC Enterprises to say the backing board had been completed and the screen cleaned.</p> <p>e) <b>TV Reception</b> – the BBC response was discussed and considered somewhat dismissive, particularly for elderly residents not being able to access local information about Covid and who are unlikely to have satellite dishes or Sky boxes. It was agreed Clerk should reply to Elizabeth Truss to say the Council were disappointed with the BBC reply and ask for her support to install repeater stations from Sandy Heath and/or Norwich transmitters and also email Karen O'Kane, who is head of Broadband Improvement at Norfolk County Council , copying in Cllr Humphrey and Cllr Squire.</p> <p>f) <b>Postal addresses</b> – Clerk reported that this has been ongoing since September 2018 and individual Walsoken addresses in Norfolk had been supplied but Royal Mail had now asked for Cambridgeshire addresses containing Walsoken. A discussion followed about the need for County names in addresses and the Royal Mail data base being incorrect. Cllr Blunt advised that the Borough Council is responsible for street naming in Norfolk and he will ask if it's possible to ascertain the information requested by the Royal Mail. It was noted that every house should have a post code.</p>
102	<p><b><u>Planning</u></b></p> <p>a) <b>The Planning Report</b> – the Planning Report had been circulated to councillors, and was noted.</p>

Item No.	Details				
103	<b>Finance - Payments and receipts</b> – the schedule below had been circulated.				
a)					
	<b>PAYMENTS TO BE MADE</b>	<b>DETAILS</b>	<b>NET AMOUNT</b>	<b>VAT</b>	<b>TOTAL</b>
	101962 E.On	Supply July to Sept	£166.24	£8.31	£174.55
	101963 Cardiac Science Hldg	Defibrillator, cabinet etc.	£1,611.00	£322.20	£1,933.20
	101964 Mrs A Williams	Net salary 28 <sup>th</sup> Sept to 15 <sup>th</sup> Nov 2020	£403.20	£0.00	£403.20
	101965 Mrs A Williams	Expenses to 24 <sup>th</sup> Nov 2020	£56.39	£0.00	£56.39
	101966 Inland Revenue	Income tax 28 <sup>th</sup> Sept to 15 <sup>th</sup> Nov 2020	£100.80	£0.00	£100.80
	101967 Westcotec	Maintenance November 2020	£13.46	£2.69	£16.15
	101968 Norfolk County Cncl	Allotment rent Apr to Oct 2020	£780.00	£0.00	£780.00
	101969 Poppy Appeal	2 x poppy wreaths	£34.00	£0.00	£34.00
	101970 Miss N J Missin	Replace noticeboard backing	£70.00	£0.00	£70.00
		<b>TOTAL OF PAYMENTS</b>	<b>£3,235.09</b>	<b>£333.20</b>	<b>£3,568.29</b>
	<b>RECEIPTS</b>	<b>DETAILS</b>	<b>AMOUNT</b>		
	Allotment rent	12 months to October 2021	£1,836.25		
	<p>Cllr Sisson proposed the payments be accepted, seconded by Cllr Snow, all in agreement.</p> <p><b>Zoom fees</b> – Clerk advised that the monthly fee of £14.39 for Zoom was included in her expenses claim. Cllr Houghton advised that he thought a 50% discount applied for nonprofit organisations, Clerk to research.</p>				
b)	<b>Donation requests</b> – Clerk reported that there had been no requests made.				
c)	<p><b>Chapnall Road Bus shelter</b> – Clerk reported that after a discussion with the Chair and Vice Chair, an application had been made for funding from the Parish Partnership Scheme for 50% of £6,500, which was the Westcotec estimate for a more substantial shelter.</p> <p>A request had also been to Freebridge Community Housing Association for funding as they were building new houses behind the shelter site.</p> <p>After discussion the Clerk was instructed to obtain quotes from Westcotec plus two other companies, for a new shelter, to include replacement of the base and new path.</p>				
d)	<p><b>Draft Budget</b> – the draft Budget had been circulated with examples of increases in the Precept. Cllr Leach asked all councillors to examine the figures closely and raise any queries before the next meeting as the Precept and Budget must be agreed at the January meeting.</p>				
e)	<p><b>Online banking</b> – Clerk advised that Barclays online banking only allowed 2 signatories on the account and the present signing arrangements on the Parish Council account is 3 to sign. After discussion Cllr Leach proposed that the bank mandate is amended to 2 signatories, seconded Cllr Houghton, all in agreement.</p>				
104	<b>Highway matters</b>				
a)	The updated Highways Report was circulated.				
b)	<b>Overhanging branches in Sparrowgate Road</b> - It was noted that the overhanging branches had been dealt with..				
b)	<b>Wilkins Road</b> – Cllr Humphrey reported that a section of the road had a problem with the foundations and is being investigated.				
d)	<b>Sparrowgate Road passing places</b> – Clerk was asked to remind Andy Wallace at Highways to give his opinion when he's next in the area.				
105	<b>Streetlighting</b>				
	Clerk had reported the light being out in the churchyard.				
106	<b>Churchyard matters</b>				
	<b>Churchyard maintenance</b> – it was noted that the 4 year contract with Idverde expires in 2023.				
107	<b>Dates and venues for 2021 meetings</b>				
	<p>The dates had been circulated and were agreed.</p> <p>For the foreseeable future it was agreed that meetings will be held virtually via Zoom. Cllr Woolley will speak to the Chair of the Village Hall to enquire if the Hall is anticipating opening next year.</p>				

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108	<p><b><u>Urgent Business</u></b></p> <p>a) <b>Clerk's Salary</b> – Cllr Leach advised that councillors had been in discussion and agreed to increase the Clerk's salary to £13.50 per hour with immediate effect, not based on the points system. This was proposed by Cllr John Woolley, seconded Cllr Jo Woolley. Clerk pointed out that this would have to be an Agenda item at the January meeting as the spending of money has to be a separate Agenda item.</p> <p>b) <b>Cllr Squire's Awards</b> – Cllr Leach congratulated Cllr Squire on being shortlisted for the Environment and Sustainability Award. Cllr Humphrey and Cllr Blunt agreed and advised that Cllr Squire had given every councillor a sapling to plant.</p> <p>c) <b>Police Inspector's briefing</b> – Cllr Snow offered to attend the meeting which is being held 17<sup>th</sup> December and Cllr Houghton will let the Clerk know if he can attend.</p>
109	<p><b><u>Agenda items for the next meeting - 12<sup>th</sup> January 2021</u></b></p> <p>None. Cllr Leach thanked everyone for attending and wished everyone a Happy Christmas. The meeting was closed at 8.20pm. The next Zoom meeting is on Tuesday 12<sup>th</sup> January 2021 at 7pm.</p>

.....Chair

.....2021