



# WALPOLE CROSS KEYS PARISH COUNCIL



Clerk: Mrs Caroline Boyden

Chair: Nick Dyble

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## MINUTES OF AN ORDINARY MEETING OF WALPOLE CROSS KEYS PARISH COUNCIL HELD ON WEDNESDAY 19th FEBRUARY 2020 FROM 7.30PM AT THE PRIMARY SCHOOL.

**PRESENT:** Cllr Nick Dyble (ND) Chair), Cllr Gillian Coates (GC), Cllr Trevor Roberts (TR), Cllr Peter Brown (PB), Cllr Mark Day (MD), Cllr Rosie Dyble (RD) and Mrs Caroline Boyden (CB) Clerk.

2 members of the public were in attendance.

1. **WELCOME** A formal welcome was given by the Chair, ND
2. **PARISHIONERS QUESTIONS**  
None
3. **APOLOGIES FOR ABSENCE**  
Cllr G. Roberts & Borough, County Cllr. Sandra Squires & Borough Cllr. Paul Kunes
4. **MINUTES**  
The updated minutes of the Ordinary Meeting on Wednesday 15th January 2020, having been previously distributed to all members, they were accepted as correct and signed. Proposed TR, Seconded RD. Unanimously accepted.
5. **COUNCILLORS' DECLARATIONS OF INTEREST**  
None.
6. **MATTERS ARISING**
  - a. An update on the Stinders site regarding Health & Safety was given by TR who had received a call on the 14<sup>th</sup> of January with a Nicky Childs who will be emailing the clerk with their official response. The Clerk to request when the first point of contact was made – email received from HSE requesting initial contact details and builder – CB sent this off and awaiting response.
  - b. Parking issues outside the school – As Cllr Squires is on holiday this will be followed up at the March Meeting. Update to include cost of Clearway signs, speed bumps and/or zebra crossing.
  - c. The pre-school are amending their start times to 08.30am which will cause even more issues.  
**ACTION SS/CB**
  - d. Buses were speeding through the school location at 38mph. An email was sent to Stagecoach who were concerned but required dates and times to be able to speak to the relevant driver(s)
  - e. ND had spoken to the police regarding the company van parking on the path instead of the drive and the Police were very happy to deal with this offence.  
**ACTION ND**
  - f. Unblocking of the drain along all of Sutton Road. CB to contact Rangers to see if a gully sucker could be sent.  
**ACTION CB**
  - g. An email had been received from a parishioner regarding flooding of the field at the back of Sutton Road and Station Road North. A flood report had been issued in the past suggesting piping or open ditch all around the field. Cllr. Kunes had met with the parishioner and were in agreement that a pipe link up was the best solution. This led to discussions as to who will pay, is funding available from Borough, Environmental Agency or IDB etc. Cllr. Kunes to be asked to find out. **ACTION PK**  
ND to check the original planning. **ACTION ND**
  - h. The noticeboard with the map has been blown down and it was decided to consider a larger board that included the map and Parish Council and Parish Information. ND to measure and 3 quotes to be obtained.  
**ACTION ND/CB**

Signature .....

Date .....

**7. PLANNING MATTERS**

- a. The change of use of a strip of land on 67A-67H Sutton Road from agricultural to gardens was discussed and it was decided to object to the application:
  - 1. The Parish Council objects to the loss of agricultural land and has objected to similar cases along with the Borough Council.
  - 2. This application is not in agreement the Walpole Cross Keys Neighbourhood Plan.
  - 3. The water drainage strategy for the properties does not include drainage of additional land.
 Proposed GC/seconded RD unanimously agreed.
- b. The hazardous waste raised at the last meeting was raised by ND with the Environmental Agency who advised to contact KLWNBC. KLWNBC advised ND to speak to the builder. TR offered to call KLWNBC as he has a contact. It was agreed that Cllrs. Squires & Kunes should be involved.
- c. CB asked to follow up on the Garage built on residential development land between Bimbos Ark and 15 Station Road, which has no planning application. **ACTION CB**

**8. FINANCIAL MATTERS**

Statement of Account:

Current balance was £30,892.35 as at 31<sup>st</sup> January 2020 – confirmed to the Chair by sight of the bank statement.

Payments for authorisation:

1 Westotec Opus Energy Ltd – Street Lighting	£ 30.87
2 HMRC (PAYE)	£ 52.80
3 C. Boyden (salary, expenses)	£ 259.76
4 Scribe annual payment	£ 189.60
5 Dog waste bin removal to 28.2.20	£ 369.41
6 ECS Computers – annual laptop service contract	£ 72.00

To make these payments proposed by TR seconded by RD , unanimously agreed.

Receipts; Utility Aid £261.00 and NCC (for 50% SAM) £1714.00  
CB recorded a VAT claim of £1124.70 has been made.

Online banking via the Unity Bank was updated and CB confirmed that all information was now with the bank for change to go ahead, ideally from 1<sup>st</sup> March 2020.

**9. MARKET LANE SPEED SURVEY**

Update - CB had not been able to gain any response from The Road Traffic statistics team at the Department for Transport and was asked to contact Andy Wallace at NCC again. CB to find out who the payment was made to and when. **ACTION CB/ND**

**10. CORRESPONDENCE**

Letter from Norse re closing of the Kings Lynn Depot and a thank you from St. Clements school for our donation.

**11. UPDATE ON POLICIES AND PROCEDURES**

The Code of Conduct and Information & Data was approved and signed.  
Proposed ND, Seconded MD. Unanimously accepted. NOTE GR to sign Code of Conduct

**12. SPEED ACTIVATED MESSAGING (SAM2) SIGN**

Report available for 5 weeks from 12<sup>th</sup> January 2020 with an average of 42.9mph, average daily vehicles were 427 with 1 x 60mph recorded during the first week. Week 3 had a 70mph recorded with weeks 4 & 5 having 65mph recorded.  
Payment due on the SAM unit and CB to contact highways for 50% of total.

**13. CRIME AND POLICE ISSUES IN THE VILLAGE**

None

Signature .....

Date .....

**14. HIGHWAY ISSUES**

- a. Sign on Low Road requires straightening – image required & exact location **ACTION ND/CB**
- b. CB to check on the outstanding requests. **ACTION CB**
- c. Pot hole reported at junction on Station Road North and Sutton Road – image required. **ACTION ND/CB**
- d. GC reported road issue at Little Holme Road corner to Sutton Road – further information required and image. CB will then report to Highways.

**15. ENVIRONMENTAL ISSUES**

- a. Reports received of dog fouling and need to be vigilant.
- b. The dog bin on Market Lane, opposite the bus shelter needs emptying. CB to contact Borough. **ACTION CB**
- c. Litter pick discussed and RD to register. **ACTION RD**
- d. Damage on the Bus Shelter on Sutton Road – replacement glass to be arranged. **ACTION ND**
- e. 2 quotations received for the LED street light and CB was asked for more technical information from Westcotec. **ACTION CB**
- f. A report was received from GR regarding the bright lights on all night at the Nursery causing light invasion to his property. ND to look into this further. **ACTION ND/GR**

**16. GARDENS**

- a. CB had sent information to ND on recycled benches etc., and ND to send out links. For discussion at March meeting. **ACTION ND**
- b. 2 quotations to be arranged for the maintenance of the 3 gardens. **ACTION ND**

**17. REPRESENTATIVE REPORTS**

TR reported that he did have a meeting tonight at Norwich.

**18. ITEMS FOR THE NEXT AGENDA**

Items to remain on the agenda as already agreed.  
Review of Neighbourhood Plan

**19. DATE OF NEXT MEETING**

The Ordinary Parish Council Meeting will take place on Wednesday 18th March 2020 at 7.30pm  
The Parish Meeting will take place on Wednesday 18<sup>th</sup> March 2020 at 7.15pm

The meeting closed at 9.26pm

Signature .....

Date .....