



WALPOLE CROSS KEYS PARISH COUNCIL



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Chair: Andrew Watson

MINUTES OF AN ORDINARY MEETING OF WALPOLE CROSS KEYS PARISH COUNCIL HELD ON WEDNESDAY 17 APRIL 2019 FROM 7.30PM AT THE PRIMARY SCHOOL.

PRESENT: Cllr Frances Fox (Vice-Chair), Cllr Stephen Carnell, Cllr Gillian Coates, Cllr Hazel Dobson, Cllr Graham Roberts, Cllr Trevor Roberts and Miss Sarah Thorpe (Clerk).

No members of the public were in attendance.

1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Andrew Watson (Chair) and Cllr Ian Edwards.

2. MINUTES

The minutes of the Ordinary Meeting on Wednesday 20 March 2019, having been distributed to all members, were accepted as correct and signed.

3. COUNCILLORS' DECLARATIONS OF INTEREST

None.

4. MATTERS ARISING

a. Response from Norfolk Constabulary regarding speed checks carried out – the Police Engagement Officer had advised that he was unable to identify the officer carrying out the checks. The Clerk had emailed Cllr T Roberts to ask him for further details; he advised he would obtain the details from the officer the next time he saw him in the village.

5. CHAIRMAN'S CORRESPONDENCE

Correspondence

- a. Information on the newly expanded Lily service had been provided.
- b. The BC had advised that the PC was due to receive a Community Infrastructure Levy (CIL) payment of £8645 on 28 April 2019. The Clerk had confirmed that some of this could be spend on the new fencing at the Eva Kemp Memorial Garden, new dog waste bin, reduced speed limit on Market Lane and Speed Activated Messaging sign.

6. PLANNING MATTERS

- a. Planning Applications received. None.
- b. Planning decisions from BC. None.

7. REDUCED SPEED LIMIT TO ADDRESS THE DANGEROUSNESS OF MARKET LANE

The Clerk reported that there had been no update from the Highways Engineer. Following a proposal by Cllr Dobson, seconded by Cllr G Roberts, it was agreed by all to use CIL money on this project.

8. DOG WASTE BIN FOR JUNCTION OF STATION ROAD SOUTH/MARKET LANE

The current post was not suitable as it had an inspection chamber which meant the bin could not be attached at the correct height. A new post would need to be installed at an additional cost of £32. Following a proposal by Cllr Dobson, seconded by Cllr Fox, it was agreed by all to purchase the post and use CIL money for this project. Bin to be ordered when license received.

9. DONATION TO WALPOLE CROSS KEYS PRIMARY SCHOOL

Following a proposal by Cllr Carnell, seconded by Cllr T Roberts, it was agreed by all that the usual donation of £50 for use of the room for meetings should be made.

Signature

Date

10. END OF YEAR FINANCE REVIEW

All documents had been circulated to members before the meeting. No comments or queries were raised and it was agreed by all to approve the review.

11. APPROVE THE PARISH CIL REPORT FOR 2018/19

The PC was required to approve the report on CIL income and expenditure at the end of each financial year. Following a proposal by Cllr G Roberts, seconded by Cllr T Roberts, it was agreed by all to approve the report.

12. FINANCIAL MATTERS

Statement of Account:

Current balance was £15,890.33 as at 29 March 2019 – confirmed to the Chair by sight of the bank statement.

Payments for authorisation

1	Miss S J Thorpe – April salary/expenses/admin	£280.35
2	Starboard Systems Ltd – Accounts software	£116.10
3	Norfolk ALC – Membership subscription	£168.94
4	Walpole Cross Keys P School – S137 donation for use of room	£50.00

Following a proposed by Cllr G Roberts; seconded by Cllr Carnell, it was agreed by all to approve these payments.

13. CRIME AND POLICE ISSUES IN THE VILLAGE

Cllr T Roberts advised that further to the information he had provided at the last meeting he had now been reported to the Monitoring Officer for allegedly breaching the Code of Conduct for Parish Councillors by the developer building the new dwellings on Sutton Road. As he had been acting as an individual, rather than in his role as a Parish Councillor, he did not feel that he had breached the Code.

14. HIGHWAY ISSUES

None.

15. ENVIRONMENTAL ISSUES

- a. Cllr T Roberts reported that he had seen sedge warblers and reed warblers in the parish. Returning swallows had not yet been spotted.
- b. A discussion took place on the new drainage system installed for the development on Sutton Road. It was agreed that the Clerk should contact the IDB to ask if they had now approved the revised scheme; if they were going to adopt the new system; and if another camera survey had been carried out to prove that pipework under the road had not collapsed. *Action: Clerk to contact IDB.*

16. GARDENS

The manufacturer of trellis panels had met with the Chair at the site to take measurements for the panels prior to manufacture. The project now involved an additional cost of £191.90 to stain the panels and posts black, which would be in keeping with a traditional railway garden. Councillors expressed concern about the total cost of this project which was now £1751.67 plus VAT. The Clerk explained that the PC had already approved the purchase of the panels, posts and the cost of installation and that it was the additional cost of staining which was being considered. It was agreed that the Clerk should find out when the original work had been carried out on the gardens and a decision should then be made at the next PC meeting. *Action: Clerk to look up information in historical records.*

17. REPRESENTATIVE REPORTS

None.

18. ITEMS FOR THE NEXT AGENDA

Items to remain on the agenda as already agreed.

19. DATE OF NEXT MEETING

The next scheduled meeting would be on Wednesday 15 May 2019 for an Annual Parish Council meeting at 7.30pm.

The meeting closed at 8.20pm

Signature

Date