



# 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 20 MARCH 2019 FROM 7.30PM AT THE PRIMARY SCHOOL.

**PRESENT:** Cllr Andrew Watson (Chair), Cllr Stephen Carnell, Cllr Gillian Coates, Cllr Ian Edwards, Cllr Graham Roberts, Cllr Trevor Roberts, Cllr Sandra Squire (County Councillor) and Miss Sarah Thorpe (Clerk).

No members of the public were in attendance.  
The Chairman welcomed Cllr Squire to the meeting.

### 1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Hazel Dobson.

### 2. MINUTES

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

### 3. COUNCILLORS' DECLARATIONS OF INTEREST

Cllr Watson declared an interest in item 6a (i).

### 4. MATTERS ARISING

- a. Response from NCC Highways to issues reported after the February PC Meeting –
  - Request for double yellow lines on Sutton Road – report of two incidents occurring. Highways Engineer had advised that he had noted the incidents and they would continue to monitor the situation.
  - Telegraph poles in the middle of new footpaths on Station Road North and Sutton Road – Highways Engineer had advised that the developers had already been told the poles needed to be moved.
  - A17/Station Road North junction – damage to barriers. This issue had been resolved.
- b. Response from Norfolk Constabulary regarding speed checks carried out – the Police Engagement Officer had advised that the PC could be added to the monthly report on Community Speed Watch (CSW) Schemes; the Clerk had responded to say that the PC did not have a CSW Scheme and therefore this information would not be relevant. The information that had been requested was from the police officer who had carried out the speed checks. *Action: Clerk to ask for contact details of police officer.*

### 5. CHAIRMAN'S CORRESPONDENCE

#### Correspondence

- a. A letter from East Anglian Air Ambulance thanking the PC for the donation.
- b. Clerks and Councils Direct Newsletter.

### 6. PLANNING MATTERS

Cllr T Roberts asked the Clerk if she had heard from the County Officer at Norfolk Association of Local Councils following a telephone conversation he had with him regard whether it had been necessary for him to leave the February PC meeting, while some planning matters were discussed due to predetermination. The Clerk confirmed that she had spoken with the County Officer, who had felt that it had not been necessary for Cllr T Roberts to leave the room. The Clerk advised that the County Officer's role was to give advice and support to PCs but she had spoken with the BC Monitoring Officer's Deputy, as it was only the Monitoring Officer who had

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the authority to make decisions over Councillor's conduct. She advised Cllr T Roberts that if he had an issue with the advice given at the last meeting, he should take this up with the Monitoring Officer. Cllr T Roberts advised that he was doing this as he had spoken to several people who all felt that it should not have been necessary for him to leave the meeting.

*Cllr Watson left the meeting at this stage.*

Following a proposal by Cllr Carnell, seconded by Cllr T Roberts, it was agreed by all to elect Cllr Edwards as Chair during the next item, as neither the Chair or Vice-Chair were present.

**a. Planning Applications received.**

**i. 19/00450/O Outline application: Residential development at Land W of Copperfield, Market Lane.**

The Chair asked the Clerk to clarify if the application complied with the Neighbourhood Plan. The Clerk explained that it was not within the development boundary but was for two-bedroom dwellings and would provide additional drainage, it was therefore up to members to decide if they felt this was enough to meet the policies of the Plan. A discussion took place on the application. Cllr Coates reminded members that residents had raised objections to the previous application at the site and that one of these concerns had been the possible impact on a business across the road, if the dwellings were built and the residents objected to noise from the business. The Chair advised that members should only consider what was in front of them and not any potential impacts which were unknown. Cllr Coates advised that she felt the dangerousness of Market Lane was an issue as the PC had been discussing this for some time. Following a proposal by Cllr Coates, seconded by Cllr T Roberts, it was agreed to OBJECT to the planning application as it was not within the Neighbourhood Plan development area and concerns about the dangerousness of Market Lane. Cllr Coates asked for a recorded vote. Voting in favour: Cllr Coates, Cllr T Roberts; abstaining: Cllr Carnell, Cllr Edwards, and Cllr G Roberts.

*Cllr Watson returned to the room and took over the Chair.*

**b. Planning decisions from BC. None.**

**7. LOCAL PLAN REVIEW CONSULTATION FROM THE BOROUGH COUNCIL**

The Clerk explained that she had reviewed the documents available on the BC website relating to the consultation. Only one site in the parish had been considered and this was the site of the former onion factory, which already had permission for 10 dwellings. The BC were not currently considering adding any additional sites for development in the parish. As part of the consultation a further call for sites had been launched and another consultation would take place before any decisions were made. It was agreed that no response needed to be sent to the BC on this consultation.

**8. REDUCED SPEED LIMIT TO ADDRESS THE DANGEROUSNESS OF MARKET LANE**

The Clerk reported that she had spoken with the Highways Engineer about the next step in the process and he would contact the team concerned and get back to her with information.

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

The Highways Engineer had confirmed that the location was acceptable, the BC had therefore been contacted with the relevant information for them to obtain the license from Highways. As soon as the license was received the bin would be ordered.

**10. APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19**

The Clerk advised that Mrs Christine Hurley, who had acted as the Internal Auditor over the last few years, was willing to continue in the role. Following a proposal by Cllr Watson, seconded by Cllr Edwards, it was agreed by all to appoint Mrs Hurley as the Internal Auditor for 2018/19.

**11. PARISH COUNCIL ELECTIONS ON 2 MAY 2019**

The Clerk provided a further update on the procedure for the forthcoming PC elections.

**12. LICENSE WITH SCRIBE FOR ACCOUNTS SOFTWARE**

The Clerk provided information on accounts software which was available and how this would significantly decrease the time she needed to spend doing the PC accounts. The Clerk advised that it was generally recognised that work for Parish Clerks was continuing to increase and this software would help to reduce the workload. Scribe had offered a 25% discount on the cost of the license to the Clerk, as she had multiple PCs, and this would mean the cost was £96.75 plus VAT for 12 months; other providers had previously quoted much higher figures than this

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amount. Following a proposal by Cllr Carnell, seconded by Cllr G Roberts, it was agreed by all that the PC should enter into a 12-month license with Scribe.

**13. CLERK’S NATIONAL PAY AWARD FOR 2019**

The Clerk’s contract employed her on a national pay scale of SCP22. A 2% pay rise had been agreed for 1 April 2019 and had been included in the budget. Following a proposal by Cllr Edwards, seconded by Cllr G Roberts, it was agreed by all to approve the increase.

**14. FINANCIAL MATTERS**

Statement of Account:

Current balance was £16,568.10 as at 28 February 2019 – confirmed to the Chair by sight of the bank statement.

Payments for authorisation

1	Miss S J Thorpe – March salary/expenses/admin/training	£334.77
2	HMRC – PAYE for Jan-Mar	£184.00
3	BCKLWN – emptying of dog waste bins for 2018/19	£271.44
4	Information Commissioner – Data Protection Registration	£35.00

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

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

Cllr T Roberts reported that he had contacted the HSE over concerns about the dismantling of the old shed on the site for development on Station Road North. The HSE had advised him to take photos which he had done. He had then been contacted by the police who had given him a warning over taking photos of the site, as the workers had felt this was harassment. He had responded to inform the police that he was taking photos on the instruction of the HSE and they had then withdrawn the warning.

**16. HIGHWAY ISSUES**

- a. Market Lane roadworks – a brief discussion took place on the roadworks which had caused a part of the road, within the Terrington St Clement parish boundary, to be closed for the last few weeks. Possible reasons for the delay in re-opening the road were discussed.
- b. Sutton Road –It was reported that there had been further problems with the traffic lights.

**17. ENVIRONMENTAL ISSUES**

It was reported that spring birds had arrived early due to the mild weather.

**18. GARDENS**

Clerk had contacted the manufacturer of trellis panels and asked them for a meeting at the site to take measurements for the panels prior to manufacture. They had confirmed they were willing to meet with the Chairman at the site, but no date had yet been agreed for the meeting.  
*Action: Clerk to chase up meeting with trellis manufacturers.*

**19. REPRESENTATIVE REPORTS**

Power Station Fund: Cllr Coates advised that she had attended a meeting, most of the applications were from groups in Sutton Bridge; one was from Long Sutton and one application had needed more information before a decision could be made.

Jephson Hall: Cllr Edwards advised that the renovations of the Hall had now been pushed back to 2020. The AGM would be taking place soon; money was still coming in. It was hoped that the Village Walk would be reinstated this year, with more publicity to encourage participation. More details should be available at the next PC meeting.

**20. ITEMS FOR THE NEXT AGENDA**

Items to remain on the agenda as already agreed.

**21. DATE OF NEXT MEETING**

The next scheduled meeting would be on Wednesday 17 April 2019 for an Ordinary Parish Council meeting at 7.30pm.

The meeting closed at 8.23pm