



WALPOLE CROSS KEYS PARISH COUNCIL



Clerk: Miss Sarah Thorpe

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Chair: Frances Fox

MINUTES OF THE ANNUAL MEETING OF WALPOLE CROSS KEYS PARISH COUNCIL HELD ON WEDNESDAY 15 MAY 2019 FROM 7.30PM AT THE PRIMARY SCHOOL.

PRESENT: Cllr Andrew Watson, Cllr Stephen Carnell, Cllr Gillian Coates, Cllr Hazel Dobson, Cllr Nick Dyble, Cllr Frances Fox, Cllr Trevor Roberts, Cllr Sandra Squire (Borough and County Councillor) and Miss Sarah Thorpe (Clerk).

No members of the public were in attendance.

Cllr Watson was in the Chair at this point and started by congratulating all councillors for being elected to the Parish Council in the recent elections. He also welcomed Cllr Dyble as a new councillor. Cllr Watson then offered congratulations to Cllr Squire for being elected as one of the Borough Councillors for the ward, along with Cllr Kunes who had been elected as the other Borough Councillor.

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

a. Chairman

Cllr Watson was proposed by Cllr Carnell, Cllr Watson advised that he was not willing to continue in the role and felt that it was time for someone else to take over as Chairman. Cllr Fox was proposed by Cllr Watson, seconded by Cllr Dobson. Cllr T Roberts was proposed by Cllr Dyble, seconded by Cllr Coates. Voting took place on the first proposal, which was carried by 4 votes in favour, 3 votes against to elect Cllr Fox as Chairman. No voting took place on the second proposal as the first proposal had been carried. A declaration of acceptance of office was completed. A recorded vote was requested:

In favour: Cllr Carnell, Cllr Dobson, Cllr Fox, Cllr Watson

Against: Cllr Coates, Cllr Dyble, Cllr T Roberts

Cllr Fox took over the Chair at this point.

b. Vice-Chairman

Cllr T Roberts was proposed by Cllr Dyble, seconded by Cllr Coates. Cllr Carnell was proposed by Cllr Fox, seconded by Cllr Watson. Voting took place on the first proposal, which was defeated by 3 votes in favour, 4 votes against. A recorded vote was requested:

In favour: Cllr Coates, Cllr Dyble, Cllr T Roberts

Against: Cllr Carnell, Cllr Dobson, Cllr Fox, Cllr Watson

Voting took place on the second proposal which was carried by 4 votes in favour, 3 votes against to elect Cllr Carnell as Vice-Chairman. A declaration of acceptance of office was completed. A recorded vote was requested:

In favour: Cllr Carnell, Cllr Dobson, Cllr Fox, Cllr Watson

Against: Cllr Coates, Cllr Dyble, Cllr T Roberts

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr G Roberts and Cllr Kunes (Borough Councillor). Cllr Carnell advised that he would need to leave the meeting shortly.

3. MINUTES

The minutes of the Ordinary Meeting on Wednesday 17 April 2019, having been previously distributed to all members, were accepted as correct and signed.

4. COUNCILLORS' DECLARATIONS OF INTEREST

None.

Signature

Date

5. MATTERS ARISING

- a. Update on Highways issues in the parish – The Clerk advised that the Highways Engineer had advised her that the developer building the new properties on Sutton Road had been issued a permit for the traffic lights, but it had expired and not been renewed. Highways had issued a fixed penalty notice and a reminder of the system to the developer. The Highways Engineer stated that this had been a minor issue which had now been resolved.
- b. Response from IDB – No response had been received from the IDB, despite the Clerk chasing up the matter. It was agreed that the matter should be pursued by contacting the Chief Executive of the IDB if no reply was received. Cllr T Roberts agreed to provide a mobile phone number for the IDB Officer dealing with the issue.

6. CHAIRMAN’S CORRESPONDENCE AND MEMBERS’ CONCERNS

Correspondence

- a. Report from resident on damage to bus shelter on Sutton Road and Highways issues – A resident had contacted the Clerk regarding some issues in the parish and had advised that he was happy for his name to be mentioned at the meeting as the person reporting these issues.
 - Damage to bus shelter on Sutton Road – clerk had obtained quotation for repair. To be discussed under item 12.
 - Street name sign damaged at junction of Little Holme Road/Sutton Road due to fly tipping – clerk had been unable to identify exact issue. Cllr Coates advised that she believed it was the street name sign for “Sutton Road” which was opposite the junction as you approached Sutton Road from Little Holme Road. Cllr Dyble agreed to take a look and inform the Clerk of the situation.
 - Station Road North/A17 junction – damage to railings had not been repaired as had been previously reported in the PC minutes. The Clerk had advised that she was already aware of this problem and had refer the matter back to Highways.
 - Station Road North (opposite No 2 and the post box) – sink hole in road. This issue had already been reported to Highways but had been referred again.

Cllr Carnell left the meeting at this point.

- b. Clerks and Council Direct Newsletter.

7. PLANNING MATTERS

a. Planning Applications received.

- i **19/00762/F Variation of conditions 1 and 2 of planning permission 18/00780/F: removal or variation of conditions 2, 3 and 8 of planning permission 15/01594/F: Extension to shop to provide café together with indoor play area for incidental use with the café at Samuels Family Farm Shop and Butchers, Market Lane.** The application was discussed and the proposed amendments to the previously agreed applications were considered. It was agreed by all to SUPPORT the application.
- b. **Planning decisions from BC.** The following application had been permitted.
 - i **19/00149/F Change of use from agricultural field to paddock land and erection of a stable and horsebox garage/haybarn at land west of 8 Station Road North.**

8. END OF YEAR ACCOUNTS AND AUDIT DOCUMENTS FOR 2018/19

a. SUPPORTING STATEMENT TO ACCOMPANY THE ACCOUNTS FOR 2018/19

The supporting statement to accompany the accounts had been circulated to councillors prior to the meeting and the cashbook, bank statements and invoices and receipts were available for inspection at the meeting. A brief discussion took place. It was resolved to accept these documents, proposed by Cllr Fox, seconded by Cllr Dyble, agreed by all.

b. INTERNAL AUDITORS REPORT FOR 2018/19

The report by the Internal Auditor was given to the PC. It advised that the Internal Audit had been conducted and that the Auditor was satisfied that the PC had conducted its affairs appropriately. There were no recommendations for amendments. It was resolved to accept this report, proposed by Cllr Fox, seconded by Cllr Watson, agreed by all.

c. STATEMENT ON INTERNAL CONTROL FOR 2018/19

A copy of the document had been given to all councillors prior to the meeting. The Clerk

Signature

Date

advised it was necessary to approve this statement following the year end to confirm that these arrangements had been in place for the full financial year. It was resolved to accept this document, proposed by Cllr Watson, seconded by Cllr Fox, and agreed by all.

d. CERTIFICATION AS EXEMPT FROM A LIMITED ASSURANCE REVIEW

The current audit regime meant that any PC whose income and expenditure was below £25K could certify as exempt from a limited assurance review, carried out by the external auditor. All the usual documents still needed to be completed and would be available on the PC website. It was resolved to certify the PC as exempt from a limited assurance review, proposed by Cllr Dobson, seconded by Cllr Watson, agreed by all.

e. GOVERNANCE STATEMENTS ON ANNUAL GOVERNANCE AND ACCOUNTABILITY (AGAR) RETURN FOR 2018/19

The Annual Governance Statement was read out at the meeting. Following a proposal by Cllr Fox, seconded by Cllr Dyle, it was agreed by all to answer “yes” to statements 1-8 on page 5 of the AGAR.

f. ACCOUNTING STATEMENTS ON AGAR FOR 2018/19

The Accounting Statements were discussed. Following a proposal by Cllr Watson, seconded by Cllr T Roberts, it was agreed by all to approve the Accounting Statements on page 6 of the AGAR.

The Clerk advised that all documentation would be displayed on the PC website and the period of electors’ rights to examine the accounts and other documentation would be from 17 June to 26 July 2019.

9. REVIEW OF PARISH COUNCIL INSURANCE POLICY FROM 1 JUNE 2019

The Clerk advised that the PC was about to start the second year of a three-year agreement for a policy with Inspire through Came and Company Insurance Brokers. The policy was reviewed; it was agreed that this policy was sufficient to cover the needs of the PC. Following a proposal by Cllr Watson, seconded by Cllr T Roberts, it was agreed by all to renew the policy at a cost of £358.22 for the coming year.

10. FINANCIAL MATTERS

Statement of Account:

Current balance was £32,077.50 as at 30 April 2019 – confirmed to the Chairman by sight of the bank statement.

Payments for authorisation

1	Miss S J Thorpe – May salary/expenses	£265.05
2	Mrs C M Hurley – Internal Auditor fee	£50.00
3	Winters Window Cleaning – Cleaning of both bus shelters	£40.00
4	Came & Company – Insurance premium for 2019/20	£358.22

To make these payments: proposed by Cllr Fox; seconded by Cllr Dobson, agreed by all.

11. UPDATE ON REDUCED SPEED LIMIT TO ADDRESS THE DANGEROUSNESS OF MARKET LANE

The Highways Engineer had advised that he was hopeful the study would be completed before the next PC meeting.

12. REPAIRS TO BUS SHELTER ON SUTTON ROAD

The Clerk had obtained a quotation from Mr Paget to repair the damage to the bus shelter. He had advised that the materials would cost £197 and the labour to repair the bus shelter would be £150. He would also install the dog waste bin on Market Lane for no additional cost. Following a proposal by Cllr T Roberts, seconded by Cllr Dobson, it was agreed by all to accept the quotation for repairs to the bus shelter.

13. INSTALLATION OF DOG WASTE BIN ON MARKET LANE

This item had been covered by the previous item. Following a proposal by Cllr T Roberts, seconded by Cllr Dobson, it was agreed by all to authorise the installation of the dog waste bin by Mr Paget.

14. CRIME AND POLICE ISSUES IN THE VILLAGE

- A speed camera van had been seen in the village a couple of weeks before the meeting.

Signature

Date

- An issue of vehicles speeding along Sutton Road early in the mornings was reported.
- Sutton Road/Little Holme Road junction – fly tipping. Cllr Dyble agreed to take a look.

15. HIGHWAY ISSUES

- Market Lane – resurfacing work had been carried out.
- Station Road North (near junction with Sutton Road) – pot hole repair was breaking up. *Action: Clerk to report.*
- Verges had been cut in the southern side of the parish.

16. ENVIRONMENTAL ISSUES

- Sutton Road – giant hemlock which had been reported last year had returned. *Action: Clerk to report.*

17. GARDENS

The Clerk advised that the current fencing at the Eva Kemp Memorial Garden had been installed in April 2006. The garden had been planted in May 2007 and the minutes implied that funding had been obtained from the Power Fund to help with setting up the garden. The Clerk reminded members that they were only considering if they wished to agree to the additional cost for staining the trellis panels and posts black, as the rest of the expenditure had already been agreed. The cost for the project was now £1772.50 plus VAT of £184.50 making a total of £1957.00. Community Infrastructure Levy funds could be used for this project. A discussion took place on the project and concern was expressed by some of the councillors about the total cost of the project. Following a proposal by Cllr Watson, seconded by Cllr Fox, it was agreed that the additional expenditure for staining the panels and posts should be approved so that the project could go ahead, as staining them black would be in keeping with a traditional station garden.

18. REPRESENTATIVE REPORTS

Cllr Watson advised that the Village Walk planned by the Jephson Hall committee had not gone ahead due to lack of interest. A new PC rep for the Hall would now be needed as former Cllr Edwards had been the rep. Item to be added to the agenda for the next PC meeting.

It was agreed that a letter should be issued to former Cllr Edwards to thank him for his time as a Parish Councillor.

19. ITEMS FOR THE NEXT AGENDA

Items to remain on the agenda as already agreed.

PC Election results had already been put on the PC notice boards, but the Clerk agreed to also put them on the PC website.

20. DATE OF NEXT MEETING

The next meeting scheduled meeting would take place on Wednesday 19 June 2019 at 7.30pm for an Ordinary Parish Council meeting.

The meeting closed at 8.49pm