



# WALPOLE CROSS KEYS PARISH COUNCIL



Clerk: Mrs Caroline Boyden

Chair: Nick Dyble

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## MINUTES OF THE ANNUAL COUNCIL MEETING OF WALPOLE CROSS KEYS PARISH COUNCIL HELD ON WEDNESDAY 28<sup>th</sup> APRIL 2021 FROM 7.30PM ONLINE

**PRESENT:** Cllr Nick Dyble (ND) Chair), Cllr Hazel Dobson, Cllr Trevor Roberts (TR), Cllr G. Coates, Cllr Peter Brown (PB), Cllr Mark Day (MD), Cllr Rosie Dyble (RD), Cllr Sandra Squire (SS) and Caroline Boyden (CB) Clerk.  
One member of the public were in attendance.

Open Session for Parishioners Questions – None

### 1. ELECTION OF CHAIR

Cllr Nick Dyble, current Chairman, was proposed by TR, seconded by CG and unanimously accepted.

### 2. ELECTION OF VICE CHAIR

Cllr Hazel Dobson, current Vice Chair, advised she wished to stand down. Cllr T Roberts was proposed by PB, seconded by RD and unanimously accepted. The Chair thanked Cllr Dobson for her support and work.

### 3. SIGNING OF THE DECLARATION OF INTERESTS

This was witnessed by all present and the signed forms were shown on screen.

### 4. 4.1 APOLOGIES FOR ABSENCE - Cllr G Roberts due to IT issues – this was accepted and approved by the council.

### 4.2 COUNCILLORS DECLARATIONS OF INTEREST – none

### 5. MINUTES

The minutes of the Annual Council Meeting on the 15<sup>th</sup> of May 2019, having been previously distributed to all members, they were accepted as correct. Proposed ND, Seconded TR Unanimously accepted.

### 6. COUNTY AND BOROUGH COUNCILLORS REPORTS

Cllr Squire advised currently very quiet due to the forthcoming elections next week and had sent out a members report prior to the meeting for information. Due to the ruling today against extending online meetings after the 6<sup>th</sup> of May, the Annual County Meeting on the 24<sup>th</sup> of May would be held at the Norfolk Showground due to the covid restrictions in place.

No report received from Cllr Kunes.

### 7. ANNUAL GOVERNANCE / YEAR END

**7.1** The clerk had sent out the completed AGAR 2020/21 along with the internal auditor report which was excellent. A proposal to approve the Certificate of Exemption, Internal Auditor Report and Annual Governance Statement was made by ND, seconded by TR, and unanimously accepted.

**7.2** The Qtr.4 review, Accounting Statements, Variances, and year end were discussed, and acceptance proposed by ND, seconded by HD, and unanimously accepted.

**8. REVIEW OF POLICIES**

- 8.1 Standing Orders
- 8.2 Financial Regulations
- 8.3 Risk Assessments

These were discussed and acceptance proposed by RD, seconded by ND and unanimously accepted.

CG raised the point that the Asset Register states 5 bus shelters when there are only 4. Clerk to amend and send out the latest register for insurance purposes. **ACTION CB**

**9. APPROVAL OF MINUTES FROM MEETING ON THE 17<sup>TH</sup> OF MARCH 2021**

Having been previously distributed to all members, they were accepted as correct. Proposed by MD, seconded by GC and unanimously accepted.

Matters arising from the last meeting:

**9.1** Flooding Issues – TR gave an update on the new drainage system recently installed outside the school which should prevent further flooding in the area. Concern was raised that the pipework under the road was on the bottom of the ditch rather than leaving a gap at the bottom. It was confirmed that no notification of this work had been received. To maintain the gully’s, a request to the Rangers is to be made for September/October each year to jet clear them out. GC asked if the IDB can enforce farmers to maintain the ditches, but SS advised it was down to the County Council.

The latest report from the Flood Alliance had been circulated and SS was keen to support this. TR advised that he has again requested an update from Cllr Kunes but nothing to date. Cllr G Roberts had expressed an interest in joining the Flooding Working Party.

**9.2** Administration for the location of the new dog bin – ND had the map location and photograph. Clerk to resend the original form from Borough. **ACTION CB**  
PB raised the complaints received on dog waste along Sutton Road towards Terrington, and the minority of dog walkers not using the dog bins.

**9.3** Waste Disposal and Fly Tipping – The new rubbish bin had not been emptied for 2 weeks and was overflowing – ND emptied it and MD reported this to the Borough. There was a discussion on the waste on Stinders land and TR advised that the enforcement team had been called out to fly tipping on Low Road which was found to be drug waste. SS advised that a review into enforcement procedure was underway.

**9.4** Market Lane survey – SS confirmed that costings were still being finalised and the contribution from her members budget was safe. Terrington had still not responded, and SS would continue to chase them. The Cabinet member for Transport/roads had been asked by the Full Council to undertake reviews following the elections.

**9.5** ND to write to Andy Wallace at Highways and invite him to an onsite meeting to review the various issues in the parish. **ACTION ND**

**9.6** MD had raised the rust coming through on some of the sign and ND will go over these areas. **ACTION ND**

**10. FINANCE**

**10.1** Approval of Bank Rec, Bank Statements, and payments/receipts for March approved and proposed by RD, seconded by TR, and unanimously accepted.

**10.2** Payments for April approved and proposed by ND, seconded by MD and unanimously accepted.

**10.3** Insurance Review – two quotes had been circulated and GC queried the high increase from the current supplier. Clerk advised it included the new items purchased this year but will contact them again for further information and also seek out a third quote. **ACTION CB**

## 11. CORRESPONDENCE/COMMUNICATIONS

11.1 Speedwatch update from RD – 6 forms have been received and 1 to come. An onsite meeting has been set up with the liaison officer from Speedwatch on the 11<sup>th</sup> of May, to discuss locations etc., and then training will follow.

11.2 Milestone update from ND – Highways approval had been given to go ahead with the work.

11.3 40 mph speed limit into 30 mph on Sutton Road – this to be included on the onsite visit.

## 12. OTHER MATTERS

SAM unit – new figures are on the website and now looking to locate both units within 500 yards to see if the first one makes any difference to speeds. Highest speed recorded was 80 mph on the 15<sup>th</sup> of April at 9.50pm.

GARDENS – a Working Party has been set up with GC and RD. Concerns were raised that the weeding requested by TA Blackamore had consisted of weed killer which was not as ordered. GC advised that the 21/22 quote for work appears to be high and the Clerk to contact. **ACTION CB**  
RD had a neighbour who had offered to cut the grass areas, and this requires further investigation regarding insurance etc.

GC thought that planting should now take place in the Autumn when the ground was wetter, and this was agreed.

GC advised that the Railway sign needed attention and quotes to be obtained for wood and metal replacements. **ACTION ND**

The other village sign needs some work as the posts are rotting.

The 3 Rowan trees kindly supplied by SS have not yet been planted.

## 13. PLANNING

13.1 Reserved Matters – 2 dwellings between Bimbos Ark and 15 Station Road – a lot of discussion on this with support for the added drainage plan. Support was proposed by ND and seconded by TR, but GC raised the point that it should not be supported because of previous objections. Discussions continued and ND asked that all councillors review the documents fully and a follow up discussion will take place before the due date of 18<sup>th</sup> of May.

13.2 Variation of Conditions re extension to Samuels Family Shop – support was approved for this and ND proposed, TR seconded and unanimously accepted.

## 16. ITEMS FOR THE NEXT AGENDA

- Flooding Working Party update
- Gardens Working Party update
- Market Lane costings/breakdown
- Highways invite

**17. DATE OF NEXT MEETING** – Due to the end of online meetings from the 6<sup>th</sup> of May, concerns were raised regarding holding the proposed meeting on the 25<sup>th</sup> of May due to restrictions being lifted on the 17<sup>th</sup> of May. Clerk to advise on the phase 3 restrictions and not holding a meeting in May.

Date of the June meeting is Tuesday the 15<sup>th</sup> at the Jepson Hall. Time to be advised.

The meeting closed at 9.28pm