

# WIMBOTSHAM PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting held on Tuesday 29<sup>th</sup> May 2018 at 7.00pm.

**In Attendance:** Councillors: Jackie Squires (Chair), Simon Bates, Ian Cable, Dean Chilvers, Anne Smith and 2 members of the public. Clerk – Pippa Winson

### **21/18 To Appoint (a) Chairman**

On proposal from S Bates and seconded by A Smith, all agreed to the appointment of J Squires as Chairman.

### **(b) Vice-Chairman**

On proposal from S Bates and seconded by D Chilvers, all agreed to the appointment of I Cable as Vice-Chairman.

### **22/18 To consider apologies for absence.**

Apologies received from Dana Frost and David Fendley.

### **23/18 To Consider Requests for Dispensations from the restriction on participating in the discussion or voting on a matter in which a member has a Disclosable Pecuniary Interest.**

No dispensation requests.

### **24/18 To approve the minutes of the Parish Council meeting on 24<sup>th</sup> April 2018.**

Having been circulated prior to the meeting, the minutes were agreed and signed as a true and accurate record by all present at the meeting.

### **25/18 To record Councillors' declarations of interest on Agenda Items.**

None.

### **26/18 Public Speaking.**

None.

### **27/18 Matters arising for items not covered elsewhere on the agenda – info only.**

None.

### **28/18 Village Hall**

- (i) Update – A Smith has spoken to Jim Cambridge from CAN, who has offered to run sessions in the Village Hall for the benefit of the village and one session could be used to discuss the surveys. This could help include more villagers in the process and encourage them to get more involved. Advertising would be needed to be done to get people to attend. Flyers seem to work for the Recreation Ground events so it was suggested a flyer and/or an advertisement in the newsletter. The optimum time for flyers to be delivered is 10-14 days before the event. J Clark had reserved some July dates, it was agreed on 12<sup>th</sup> July at 7.30pm for the first event, A Smith will book the hall. Flyers will need to be delivered.
- (ii) New Village Hall Working Group – Surveys have been circulated to Jim at CAN and he has advised that it may be better to hold off until after the first Village Hall session has been run. They have a copy of the covenant and a bank account was discussed. Clerk will enquire as to whether Parish Council account can be used.
- (iii) Village Hall Trust Document – No further meeting has been held. A solicitor's advice will now be needed to take this forward. John Gudgeon from Hawkins Ryan recommended by S Bates as used for similar situation with Recreation Ground Committee. Clerk to contact him to arrange a meeting. Once drafted the document will be circulated to the Village Hall Committee, before it is signed.

### **29/18 A10 Junction with Lynn Road**

Concerns were expressed over highway safety. There were a number of those present who had experienced near misses at the junction. It was felt that another bollard may help as the junction is on a bend. On proposal from S Bates and seconded by I Cable, all agreed to send a letter to NCC expressing these concerns and that the PC may contribute towards the works. Letter to be copied to Borough Councillor, County Councillor and MP E Truss.

### **30/18 Highways**

- (i) Pothole still at the junction of Lynn Road and A10. Several potholes on West Way. Lynn Road footpaths need cutting. Flashing sign on Lynn Road doesn't appear to be working.
- (ii) Wimbotsham signs on Speed Gates. NCC has advised that the cost for each sign would be £75.00. All agreed that the wording should be 'Welcome to Wimbotsham' and that the signs would be on the left hand gates, the total cost for the four will be £300.00.
- (iii) Pavement Parking. J Squires has spoken to the Police. If a vehicle is blocking a footpath then the offence is wilful obstruction, but a PC has to witness it. Partial obstruction needs to be reported to PC as it is also an offence which needs to be witnessed. This should be reported by dialling 101. It can only be

an offence to block a driveway if a vehicle is in the drive. Dropped kerbs, vehicles must not block these as used by pushchairs and wheelchair users. Article to be written for next newsletter.

**31/18 Defibrillator**

National Lottery Awards for All have confirmed that funding application successful. Clerk to contact the Fenman Bike Show Committee, who offered funding towards this, to update them.

**32/18 General Data Protection Regulations**

Clerk has used the advice from SLCC to draft policies. Draft policies and documents to be circulated.

**33/18 WW1 Centenary Commemorative Event**

Clerk has booked the hall for 11<sup>th</sup> November and has submitted funding application to NCF. Clerk to contact 'Battles Over' and register event.

**34/18 Midsummer Fayre** – The Recreation Ground Committee are fund raising for a new slide and the monies raised from the Midsummer Fayre will go towards this. The request from the Committee for £700.00 towards the slide is in line with the Grant and Donations Policy, a final decision to be made at the next meeting when the supporting information will be available: latest bank statement and accounts for last financial year.

**35/18 To Appoint Representatives**

**Recreation Ground** – S Bates appointed as representative.

**Village Hall** – D Fendley appointed as representative. He had confirmed at last meeting he was happy to do this.

**Village Green** – D Fendley appointed as representative.

**Footpaths** – D Chilvers appointed as representative.

**100 Acre Trust** - I Cable appointed as representative.

**Allotments** – J Squires appointed as representative.

**36/18 Representatives Reports – to receive any updates.**

**Recreation Ground** – Already been given at Annual Parish Meeting.

**Village Hall** – Update already given.

**Village Green** – Although contractors were on site all day, it was not apparent what works had been completed. Clerk has already contacted them to confirm what works have been done and will chase.

**Footpaths** – Overgrown and verges. The stile on Low Road still has a temporary repair. New Trod needs cutting, clerk to contact Holly Landscapes and ask them to add to the list when they cut the footpaths.

**100-Acre Trust** – Next meeting in July which is on site.

**Allotments** – Update from Liz Wing read out, as she was unable to attend: 'I can confirm that the Allotment Society remains on a positive level with all current plots being let. We have a waiting list of 2 at the present time and it is hoped that these will be let at the AGM in October this year. The majority of the plots are well tended. We currently have 2-3 which are somewhat neglected and this problem is being addressed. The inclement weather in the early spring led to delays in plot holders getting the ground prepared, but the dry and sunny weather of late has encouraged everyone.'

**37/18 Maintenance**

No update.

**38/18 Newsletter**

S Bates and I Cable have met to discuss costings. Invoices still to be issued. Info to be brought to next meeting. Newsletters out for delivery.

**39/18 Planning**

Planning application ref 18/00740/F – 7 Honey Hill – no objections to proposal.

The application discussed at the last meeting, for the application at The Chequers, comments were submitted past the deadline. Clerk gave apologies if this was the case and will check and ensure that responses are submitted on time.

Planning application 16/00610/OM – up to 250 dwellings at Land North East of Bridle Lane Downham Market: J Squires attended the last Planning Committee meeting where this was discussed. She raised the unacceptable visual impact and better buffering required. Advised the Parish Council are aware of the need for additional homes in the village and that they have village facilities which are closer than those in Downham Market. Asked for a contribution towards village facilities. Mentioned C.I.L and S.106 monies. Committee minutes may have additional information. Clerk to obtain advice on how to take this forward.

**40/18 Finance**

(i) Agreed cheques to be signed and payments to be made.

- (ii) Accounts to 30<sup>th</sup> April agreed and signed. Clerk to enquire as to when PPS works to be carried out, I Cable offered to meet with highways to clarify works to be undertaken. Clerk advised that A Wallace (NCC) had sent a map.
- (iii) Internal Auditors Report reviewed. Clerk advised this would be added to website with other documentation.
- (iv) Annual Return
  - (a) Annual Governance Statement agreed and signed.
  - (b) Annual Return Accounting Statements agreed and signed.
  - (c) Exemption Certificate agreed and signed.

**41/18 Correspondence in circulation.**

Clerk & Councillors Direct Newsletter

Various – via email

Cllrs to see copies of letters sent in future.

**42/18 Councillors concerns and items for next meeting agenda.**

None.

**43/18 To confirm the date and time of the next meeting – Parish Council Meeting on Tuesday 17<sup>th</sup> July at 7pm.**

Meeting closed at 9.40pm

Chairman:

Date