**WIMBOTSHAM PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Tuesday 24th January 2012 at 7.30pm**

**In Attendance**: Anne Smith (Chair), Cathy Start, Dana Frost, Mac Burton, Simon Bates and 3 members of the public. Clerk – Pippa Winson

1. **To consider apologies for absence.**

Apologies received from J Squires and D Fendley.

1. **To approve the minutes of the Parish Council meeting on Tuesday 13th December**

**2011.**

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

1. **Councillor vacancy.**

No applications have been received. The Borough Council have advised that a statutory Notice of Casual Vacancy has to be advertised within the Parish. If electors wish for an election to be held to fill the vacancy, ten electors (registered on the Published Register of Electors) must sign a letter to that effect and submit it to the Returning Officer within 14 working days of its display. If no request is received then the Parish Council need to co-opt to fill the vacancy. This will be advertised on the notice boards and in the newsletter.

1. **To record Councillors’ declarations of interest on Agenda Items.**

None received.

1. **Accounts.**

Accounts for period 1st December 2011 to 30th December 2011 circulated and approved. Clerk noted that the bank statements normally run to the 1st of the month yet this month’s was up to 30th December so transactions on the 31st December were not included. Bank Statements made available for inspection.

1. **Public Speaking.**

None.

1. **Matters arising for items not covered elsewhere on the agenda – info only.**

None.

1. **Correspondence received.**

**(i)Letter received from Robin Wallis on behalf of Sir Ralph Hare Trust advising that the trustees will be pleased to renew the Village Hall Lease in April 2013.**

Clerk to email a copy of the letter to M Burton so that he can advise the Village Hall Committee and discuss at their next meeting on 2nd February 2012. M Burton advised that a 14-year lease would be required to apply for funding to update the facilities. S Bates suggested that M Burton consider clauses which he feels should be in the lease and that legal advice should be considered.

**(ii)Letter from Norwich & West Norfolk Citizens Advice Bureau asking for a financial contribution.**

Letter to be circulated with correspondence folder for discussion at next meeting.

(iii) The Clerk advised that a query had been raised by a parishioner in respect of a streetlight keeping her son awake. The clerk advised that she said that she had bought black-out curtains. It was felt that she should be advised that she should try a black-out blind as well, as if the Parish Council considered carrying out any works to streetlights they may set a precedent which could involve considerable costs.

1. **Highways - note matters to be reported to highways and receive updates.**

Work still required on Westway which was previously reported, also cat’s eyes removed from main road. Next visit from Highway Rangers due 27th February 2012.

1. **Speedwatch - receive update.**

Clerk advised that Highways have confirmed that they will not allow any signs to be erected on their land but that they will permit signs to be on walls and fences on the outer edge of the highway verge. The Planning Dept have advised that they do not foresee any problems with the signs. The signs which were agreed were the ‘Wimbotsham welcomes careful drivers’ and ‘Our village – respect the limit’.

1. **Notice board outside village shop – decision to be made as to type of notice board**

**to be purchased.**

It was agreed that S Bates will source a notice board for a cost of up to £300. This was lower than the quotes previously supplied.

*Proposed - S Bates 2nd – C Start*

1. **Notice boards – decision to be made on purchase of replacement locks.**

It was agreed to purchase the locks from Glasdon at a cost of £140.22. Rob James has advised that he will fit the locks, free of charge, if they are delivered to him.

1. **Queens Diamond Jubilee Celebrations – receive update.**

The next meeting is tomorrow. The event is planned for the Saturday of the Jubilee weekend so that it doesn’t coincide with the events planned for Downham. Jubilee mugs are to be given to children in the village and possibly prizes of £5.00 commemorative coins. S Bates offered the use of the recreation ground. It was suggested that parishioners contact the school to advise if they have children who would like to receive a mug, but the school to be contacted first to check that they are happy with this arrangement.

1. **Village Design Statement – receive update.**

J Squires not present so no update available.

1. **Delivering local highway improvements – receive update.**

Grant applied for. If application successful and consent from landowner, the Parish Council will have to fund 50% of the costs, which will be £1,500.00.

1. **Street Light outside village shop – decision as to whether funding is to be given to**

**street light.**

Agreed that new street light to be ordered at a cost of £185.00 + V.A.T.

1. **Dog poo bins – decision to be made as to location of bins to be purchased.**

Three green waste bins to be ordered to be sited on the Village Green, Millers Lane and the top of Honey Hill. The total cost is £674.40. They are to be delivered to S Bates who will arrange installation.

1. **Union Jack Flag - decision to be made on replacement flag.**

Agreed that Union Jack flag 4’6” x 2’3” is ordered at a cost of £47.45 to be delivered to S Bates.

1. **Parish Council Planning Update Training Sessions. Agree on attendees.**

No councillors available to attend. Clerk to attend if available.

1. **Representatives Reports.**

**Recreation Ground**

£22,000 promised to date. Pending outcome of WREN application, will be purchasing equipment early in 2012 in the first of two planned phases.

**Village Hall**

Nothing to report.

**Village Green**

Nothing to report.

**Footpaths**

At the back of Hoskins Yard an ivy tree had blown down. This has been removed, thanks to whoever removed it.

**Parish Plan**

Nothing to report.

**100 Acre Trust**

More payments made this year as more requests received this year.

**Southern Area Road Safety Committee**

Nothing to report.

**Allotments**

Clerk contacted Mark Newton and water supply still not connected. Due to be connected late January/early February when weather has improved.

**SNAP Meeting**

Nothing to report.

1. **Newsletter.**

To be circulated 2nd week in February as waited to include information in respect of the Diamond Jubilee.

1. **Planning – comment on any planning applications submitted.**

12/00040/F Extension to side of dwelling at 2 Church Road, Wimbotsham – application supported.

11/01896/F Proposed vehicle cross over to No 28 Westway – consent granted.

1. **Finance**

Agreed cheques to be signed and payments to be made

All agreed that parish precept to remain the same at £12,250. Agreed that need to publicise all that the parish council do and have done over the last year. Clerk to put together for Annual Parish Meeting.

1. **To receive items for next meeting agenda.**

None

1. **Documents in circulation.**

Letter from Norwich & West Norfolk Citizens Advice Bureau – donation request

Poppy Appeal – thank you letter

Came & Company Insurance Renewal

Norfolk Link – Christmas 2011 NALC & Planning Help

NCC Adult Education Services

Norfolk RCC – Dec 2011 newsletter

NCC – Norfolk Gritting Routes leaflet

CPRE – Norfolk Voice Dec 2011

1. **To confirm the date and time of the next meeting – Tuesday 6th March 2012 at**

**7.30pm.**

Meeting closed at 8.50pm.