

## Wimbotsham Parish Council

### DRAFT Minutes of the Annual Parish Council Meeting of the above-named Parish Council held on Tuesday 16<sup>th</sup> May 2023.

Parish Councillors:

Ian Cable (Chairman), Dean Chilvers, Steve Mingay, Jackie Squires, and Anne Smith  
Clerk – Nicola Forrest

**30/23** Cllr Cable invited nominations for the office of Chairman. Cllr Cable was nominated by Cllr Mingay and seconded by Cllr Squires. With no further nominations, all agreed to elect Cllr Cable to serve as Chairman for the coming 12 months. Cllr Cable thanked everybody for his nomination.

**31/23** Cllr Cable signed the Declaration of Acceptance

**32/23** The Chairman invited nominations for the office of Vice Chairman. Cllr Chilvers was nominated by Cllr Mingay and seconded by Cllr Squires. Cllr Chilvers nominated Cllr Squires who declined the vote, all agreed to elect Cllr Chilvers to serve as Chairman for the coming 12 months. Cllr Chilvers thanks everybody for his nomination. Cllr Chilvers Signed the Declaration of Acceptance.

**33/23 To receive Apologies for Absence**

Cllr Hitchens (other commitments)

Cllr Colin Rose - Borough Council of King's Lynn & West Norfolk

Cllr Vivienne Spikings - Borough Council of King's Lynn & West Norfolk

Cllr Brian Long - Norfolk County Council

**34/23 Councillor Vacancies**

One application was received, the applicant had the opportunity to speak before the vote was taken.

**It was agreed by a unanimous vote to appoint Mr David Fendley**

The Parish Clerk arranged the signing of the Declaration of Office, and the Chairman duly invited the new Cllr to the table to join the meeting.

**35/23 To receive Declarations of Interest**

None received.

**36/23 Minutes of the ordinary meeting held on 18<sup>th</sup> April 2023**

Having been circulated previously, the minutes were approved.

**37/23 To report progress on items not on the agenda from the last meeting (information only)**

Cllr Chilvers informed the Council he had received several complaints due to the Chequers pub revised licence application. The licence application notice has been issued incorrectly and there will be a meeting at Chequers pub to discuss the issue. The notice has now been corrected.

**38/23 Public Participation**

No public in attendance.

**39/23 Correspondence**

39.1 Older People Falling initiative

**It was agreed the Clerk would email and ask to keep updated with the progress of the initiative.**

**40/23 Highways**

40.1 Wimbotsham to Stow Bridge footpath (TROD)

Cllr Cable gave a verbal update including the start of the project programmed to begin Mid-July.

40.2 Downham Market Footway

Cllr Cable will send a letter to Downham Market Council to ask if they would like to contribute.

40.3 Church Road Potholes (At junction with Chapel Lane) Have been reported to Norfolk County Council Highways.

**41/23 Small Village Green**

Quotes receive and considered

**It was unanimously agreed to move forward with a quote subject to size of the Bollards, Cllr Cable, and the Parish Clerk to confirm.**

**42/23 Churchyard**

Wildflower area in the Churchyard

Cllr Squires gave a verbal update on the Churchyard including a plan to create a garden and seated area by the Church. In the future there could be natural paths.

**It was agreed to wait until the Church plans have evolved then consider how to manage the area.**

**43/23 Streetlighting**

43.1 Reduction of streetlight level outside 35 Church Road

**It was agreed to paint one side of the light to reduce the glare, the Parish Clerk to contact KM Lighting Services**

43.2 Floodlights

The floodlights on the village green cause light pollution all night

**It was agreed the Parish Clerk would contact KM Lighting Services to see if floodlights could be turned off over night**

**44/23 Noticeboards**

Maintenance of the noticeboards

Cllr Cable will draft a letter of thanks to Mr and Mrs Wing for their assistance with the noticeboards.

**It was agreed to clean and order two new sets of keys for the noticeboards**

**45/23 Defibrillator**

45.1 New signs for the Village Hall

**It was agreed the Parish Clerk to create a new poster to say how to use the defibrillator and the location, they will be placed around Wimbotsham and in the noticeboards**

45.2 Additional Defibrillator

Cllr Chilvers to find additional information to see if a second defibrillator is needed.

**46/23 Newsletter**

Cllr Cable will create the Newsletter with the assistance of all Councillors, Cllr Chilvers to collect content in the form of a word document, information on the defibrillator to be included.

**47/23 Appointment of Representative**

47.1 Recreation Ground

**It was unanimously agreed to appoint Cllr Mingay**

47.2 Village Green

**It was unanimously agreed to offer the appointment to Cllr Hitchens**

47.3 Footpaths

**It was unanimously agreed to appoint Cllr Chilvers**

47.4 100 Acre Trust  
**It was unanimously agreed to appoint Cllr Cable**

47.5 Allotments  
**It was unanimously agreed to appoint Cllr Squires**

**48/23** Reports

48.1 Recreation Ground  
Cllr Mingay had nothing to report

48.2 Village Green  
Cllr Fendley who was the previous Representative made the council aware that the grass is growing very quickly and may require an additional cut.

48.3 Footpaths  
Cllr Chilvers reported new gates had been placed at field between Millers Lane & Honey Hill, and the hedges on Lynn Road were starting to cut off the path for pedestrians  
**The Parish Clerk to report hedges to Norfolk County Council Highways.**

48.4 100 Acre Trust  
Cllr Cable had nothing to report

48.5 Allotments  
Cllr Squires gave a verbal report on the Allotments including, new water pipes installed on the new allotments and new additional plot holders have taken allotments.

**Planning Applications**

49.1 Results on Applications  
None received

49.2 Applications Received  
None received

49.3 Information Received  
The Parish Clerk received a Tree Preservation Order 2/TPO/00659

**49/23** Finance Matters

50.1 To review the Asset Register for year ending 31 March 2023  
The Council **RESOLVED** to approve the Asset Register

50.2 To receive the Internal Auditor's report and consider her recommendations  
**The Council accepted the report and recommendations**

50.3 To approve the Annual Governance Statement in the 2022-23 Annual Return  
The Council **RESOLVED** to approve the Annual Governance Statement

50.4 To approve the Statement of Accounts for 2022-2023  
The Council **RESOLVED** to approve the Statement of Accounts

50.5 To remove and add signatories from the Barclays Account  
**It was RESOLVED to keep signatories as Cllr Cable, Cllr Squires, and Cllr Chilvers**

50.6 To appoint a councillor as Internal Audit Control Officer for the coming year  
Cllr Chilvers volunteered to be the Internal Audit Control Officer  
**It was unanimously agreed to approve Cllr Chilvers**

50.7 To approve the payment of accounts for April 2023  
The Council **RESOLVED** to approve the payments - Appendix 1

- 50/23** Next Agenda Items  
No Parking signs for the Village greens  
Risk Assessment  
Village Hall Representative  
New bin at the Recreation Ground

**51/23** The next meeting of the parish council will be held on Tuesday 21<sup>st</sup> July 2023 at 7pm in Wimbotsham Methodist Church.

Chairman.....

Date.....

**Accounts to 30<sup>th</sup> April 2023**

IN (£)

OUT (£)

TOTAL (£)

Parish Business Saver Account 00971790

Amount carried forward

£20,748.07

Credit Interest

nil

Balance

**£20,748.07**Parish Community Account 00971782

Amount carried forward

£33,146.82

Amount credited

£22,349.00

Kings Lynn Council

£21,900

(PRECEPT)

Kings Lynn Council

£449

Amount debited

Holly Landscapes

£345.60

Clerks Expenses

£475.06

King's Lynn Council

£624

Norfolk Estate FEN

£5,280

Cheque Methodist Church

£20

Npower (Lighting Supply)

£75.67

Clerks Salary

£274.91

Total

-£7,095.24

**£48,400.58**

No outstanding payments

Balance: **£69,148.65**

CIL: Nil

Balance: **£69,148.65**

Chairman \_\_\_\_\_

Date \_\_\_\_\_