



WALPOLE CROSS KEYS PARISH COUNCIL

Chair: Nick Dyble

Clerk: Caroline Boyden

MINUTES OF AN ORDINARY MEETING OF WALPOLE CROSS KEYS PARISH COUNCIL HELD ON TUESDAY THE 20th of JUNE 2023 FROM 7.00PM AT JEPHSON HALL

PRESENT: Cllr Nick Dyble (ND) Chair), Cllr T Roberts (TR), Cllr G. Coates(GC),
Cllr R White (RW), Cllr A Sylvester (AS)
County Councillor Julian Kirk and the Parish Clerk

No members of the public were in attendance.

Open Session for Parishioners Questions – no questions

1. **WELCOME** – a formal welcome was given by the Chair, Cllr N Dyble.

2. **APOLOGIES FOR ABSENCE**

Cllr R Dyble – holiday

3. **COUNCILLORS DECLARATIONS OF INTEREST – none**

4. **MINUTES**

To approve the meeting minutes from the 16th of May 2023 proposed GC, seconded RW and unanimously accepted by all present at that meeting.

5. **MATTERS ARISING:**

a. Neighbourhood Plan (NDP) review – following the presentation in May, not much has taken place and it was decided that the clerk will arrange an online meeting with Collective Community to set up a schedule. ACTION Clerk

b. Bus Shelter Repairs & Village sign – covered under Chairman's report.

6. **Chairmans Report:**

The panels for the bus shelter have been obtained and just to set up a date with the glazier to complete the work. Cllr Kirk will cover costs and an invoice should be sent to Jason at Highways. TR has taken down the sign and it is now with Cllr G Roberts for maintenance work to be carried out.

The seating at the Memorial Gardens will commence with one seat at a time being repaired and then oiled to last longer.

The SAM units will be moved within the next week and data sent to the clerk for distribution.

Clerks Report:

The AGAR has been sent to the external auditor.

The PC laptop is no longer fit for purpose as cannot be updated. As the cost of a new one would be around £500, the clerk suggested that we consider a cloud based alternative and any councillor could then access all folders but not delete or amend them. For meetings/presentations the clerk would use her own business laptop. This was approved and clerk to obtain quotes for next meeting. ACTION Clerk

The clerk attended a GDPR update session and will be updating the website accordingly.

7. COUNTY AND BOROUGH COUNCILLORS' REPORTS:

Cllrs Squires and Kunes – no report received

Cllr Kirk: IDB unable to meet due to awaiting allocation of Borough Councillors.

County update – still trying to get the new portfolio holder for highways to visit. Advised to contact Grahame Bygrave regarding the outstanding matters from the Highways visit in April.

Clerk to follow up on the request for information/costs on the ramp and include Mr. Bygrave.

8. FINANCE:

- a. Approve the bank reconciliation and payments/receipts for May - £ 44,309.92 in the bank accounts. Proposed TR, seconded ND and all in favour.
- b. To approve payments, to date, for June – proposed TR, seconded RW and all in favour.
- c. To approve the CIL fund return for 22/23 – approved and all in favour.

9. PLANNING MATTERS:

- a. New applications: Ref 23/00758/F & 23/00757/F relate to demolition of an existing agricultural barn to be replaced with a detached two storey dwelling at Pochester, Bustards Lane. It was decided to reserve comments due to the excellent amendments requested by the planning officer.
- b. Decisions: None
- c. No current appeals or enforcements.

10. CORRESPONDENCE AND COMMUNICATIONS:

- a. Post Box – clerk had received a response from Royal Mail, and they will replace the one on Market Lane. The box by 97/99 Station Road is not showing on their system but will be checked.
- b. Following the last meeting question from a member of the public regarding activity on the former onion factory site, the clerk had received a report from enforcement advising that no contamination was found on the site, and it was just being cleared.
- c. White gates – no update as yet from County and clerk to chase. ACTION Clerk

11. To discuss Highways, Crime, Environment and Gardens

- a. Sidings on Sutton Roding require attention.
- b. A member of the public was taking photos at the Millennium Garden and commented on how good it looks.
- c. TR reported that he will contact Julian to order the bird and owl boxes and a donation towards the costs can be reviewed at the July meeting. ACTION TR

12. REPRESENTATIVES REPORTS

GC advised that the fund met and a request for funding toward solar panels had been received with £2k agreed.

16. ITEMS FOR NEXT MEETING AGENDA:

- Neighbourhood Plan –review
- Highways meeting update
- New SAM unit
- Donation to bird box makers

17. DATE OF NEXT MEETING- 18th of July 2023 from 7.00pm.

The meeting closed at 20.15pm

WALPOLE CROSS KEYS PARISH COUNCIL PAYMENTS FOR JUNE 23

Salary clerk		£	336.16	Standing Order
HMRC		£	70.00	Standing Order
Walpole Mowing Man		£	60.00	Standing Order
Clerk Expenses May		£	70.90	
Hire of Jephson Hall	June	£	16.00	