

WALSOKEN PARISH COUNCIL

Minutes of the Walsoken Parish Council Meeting held at Walsoken Village Hall
on Wednesday the 1st of July from 7.00pm

Present: Councillors: Fred Leach-Chairman, John Woolley – Vice Chair, Lynn Clarke, Clive Bettinson, Chris Luff, David Plant, Andy Houghton
Borough/County Councillor- Julian Kirk
Lynn Ottaviano, Parish Clerk

1. Welcome by Chairman and Public Participation.

Councillors welcomed by Chairman, no public present.

2. To accept apologies and reasons for absence. Apologies: Cllr Harwin: holiday.
Council approved absence. Also, apologies given by Cllr Kirk on behalf of Cllr Kiddell who is at a county council meeting.

3. To receive declarations of interest in items on the agenda in accordance with the Localism Act 2011, and to consider any requests for dispensations.

None.

4. The notes from the meeting held on the 6th of May to be approved as minutes and signed by the Chairman. Signed by Cllr Leach, council in agreement.

5. Clerk's report on matters outstanding:

5.1 Bins update

The Clerk referred to the Chairman as he has been dealing with the new bin. The outer shell bought from Glasdon is now in place. Awaiting delivery of the inner wheelie bin from Serco. The new dog bin is still not in place; Clerk to chase again.

5.2 Clerk resignation

The Clerk has proffered her resignation on the 15th of June, giving a month's notice as per contract. She discussed the process for shortlisting candidates using a scoring system for fairness and transparency. Council discussed this process, and it was agreed that Cllrs Leach, Woolley and Clarke would shortlist the candidates' CVs and let the Clerk know to invite them to interview. The Clerk has agreed to stay in the role whilst the vacancy is being filled.

5.3 Biggs Road update

Cllr Leach discussed his correspondence with the CEO of Kings Lynn council with regards to planning enforcement. The Clerk read out her latest email response from Angela Watson, Planning Enforcement Officer with regards to Biggs Road. Cllr Leach and the Clerk to continue to chase the borough council for updates.

Signed

Date

6. To receive reports and updates from outside bodies or local organisations:

6.1 County and Borough Councillors' reports.

Councillor Kirk circulated a list of his attendance at various meetings since becoming Chairman of Norfolk County Council. He will forward his latest report by email shortly. Cllr Kiddell has forwarded various emails to the Clerk for the council's information.

6.2 Churchyard matters

Cllr Leach has made enquiries about installing lights on the church footpath but has had no response to date.

7. To note any general correspondence.

7.1 MHHS migration (electricity usage).

The Clerk referred the council to an email received regarding the migration of metered electricity supplies; not relevant to the council's electricity supply.

8.Highway matters – any problems to report.

The problem with potholes in the roads was discussed. Speed strips on Broadend Road have been used; Cllr Leach suggested that these may be related to the new housing development.

9.To note all planning applications:

9.1 To receive results of applications, decisions, appeals and enforcements.

Cllr Leach reported that he had received a comment from a member of the public regarding the planning application from Claybrook Contracts Ltd. The comment was a concern about noise disturbance. The council discussed this and suggested a soil wall around the site with trees on top or an acoustic fence would help prevent noise. The Clerk will submit this to the planning department. There is also an issue of access onto the A47 from Broadend Road and the need for improvements at this junction.

9.2 To receive new applications and comment. (Any applications received after the date of this agenda and before the meeting date will be considered).

No new applications.

10.Finance

10.1 To approve payments, bank reconciliation and statements for May and June 2026.

Proposed by Cllr. Bettinson, seconded by Cllr. Clarke

01/05/2026	Tawny Owl	£241.37
14/5/2026	HMRC	£24.80
14/5/2026	Lynn Ottaviano (Clerk)	£244.27
18/5/2026	Keven Brooks (auditor)	£65.00
26/5/2026	Clear Councils Insurance	£722.78
27/5/2026	Cozens	£30.00
29/5/2026	Tawny Owl	£241.37
31/5/2026	Bank service charge	£7.00
5/5/2026	Credit from NCC (Bird boxes)	£119.00

Signed

Date

15/6/2026	Lynn Ottaviano	£244.27
15/6/2026	HMRC	£24.80
18/6/2026	Glasdon (new bin)	£819.42
29/6/2026	Cozens	£30.00
30/6/2026	Tawny Owl	£241.37
30/6/2026	Bank service charge	£7.00

No bank activity on savings account in May, interest received on 30th of June of £165.76

10.2 To approve known payments for January and February 2025. Note, due to the early date of this meeting any payments received after the meeting will be forwarded for approval.

- Clerk's salary & expenses £244.27
- HMRC £24.80
- Light maintenance £30
- Grass cutting £241.37
- Bank charge £7
- Payment to Clerk as reimbursement for paying for Wix domain name £15.24
- Payment to Clerk as reimbursement for paying for Wix annual subscription £129.60

Proposed by Cllr. Bettinson, seconded by Cllr. Clarke.

11. To receive items for the next agenda.

To discuss possible donation to the village hall for air conditioning.

To discuss buying another large litter bin.

12. Next Meeting will be on the 2nd of September 2026 from 7.00pm at the Church Hall.

Meeting ended at 8.35pm, the Chairman thanked councillors for attending and thanked Cllr Woolley for his help with bin emptying and other council activities.

Signed

Date