

WEST WINCH PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON 15TH JANUARY 2015 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH

PRESENT: Cllr P Foster, Cllr Mrs M Summers, Cllr D Skerritt, Cllr P Burt, Cllr R Shearn, Cllr G Dell, Cllr J Lamb, Cllr S Watts, Cllr J Lockwood, Mrs J Close (Clerk), Borough Councillor Mrs Leamon, County Councillor Miss A Kemp and a Police representative. There were 2 members of the public present.

1. **REPORTS FROM OUTSIDE REPRESENTATIVES**

Police – It was reported that since November there has been 4 acts of criminal damage between the 29th and 30th November. The Police have looked at CCTV, and have ideas of who may have carried out the crimes. They have visited them. No councillors had any questions to ask but in response to the Clerk asking if a written report could be sent from the Police each time attendance was not possible the representative agreed to pass this request on to the team.

County Councillor Miss Kemp – Reported that the Incinerator planning application had been withdrawn which was wonderful news for the Borough. We still need to be vigilant regarding waste solutions. Recycling centres have become part time or closed and fly tipping has increased. She has been involved in highway and drainage concerns on the housing being built in Chapel Lane in the village. Broadband is now in West Winch but not everyone is being connected to the fastest and nearest cabinet so this has been raised by her. Regarding Social Care, the Quality Assurance Scheme will monitor companies properly.

Borough Councillor Mrs Leamon – reported that the LDF Site Allocations is out for public consultation. She also reported on Borough Council events for the next few weeks.

Borough Councillor Foster – reported that he was concerned that the Deputy Leader of the Borough Council did not support County Councillor Miss A Kemp regarding the selling of the Willows site back to the Borough Council. He informed everyone that he and BC Mrs Leamon had moved to UKIP who have promised nationally to support a reduction in housing numbers. He reported that Mars are investing in King's Lynn but that the story about new jobs is untrue as there are no additional staff according to their planning application.

2. **PUBLIC PARTICIPATION**

There is a lot of dog dirt at Row Hill play area and it needs a notice erecting about cleaning up after your dog. The Clerk pointed out that this is Borough Council owned land and she would write to the Borough Council about this and ask them to clean it up and erect notices.

Action: Clerk to contact BC re clean up and new notices

It was reported that bushes on this site have been cut down but the trimmings complete with thorns have been left on site.

Action: Clerk to contact BC re this.

3. **TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs Brocka-Martin, Cllr Thrower and Cllr Burke

4. **COUNCILLORS' DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Cllr Dell declared an interest in a Finance item and Cllr Shearn declared an interest in the Hall, and the book was duly signed.

Action: Clerk to email wording of the Dispensations to all councillors.

5. **TO CONFIRM MINUTES OF THE MEETING HELD ON 20TH NOVEMBER 2014**

It was proposed by Cllr Shearn and seconded by Cllr Skerritt that the minutes of the Meeting held on 20th November 2014 be signed as a true copy. This was agreed by all those who had been present and the minutes were duly signed by the Chair.

6. **TO REPORT MATTERS ARISING**

a) Skate Park – The Clerk had contacted RoSPA regarding works to the skate park but they do not do work and cannot recommend anyone. Cllr Skerritt thought the boards were safe at the moment. The Groundsman when on duty ticks his timesheet to state that both the playground and skate park have been inspected which is important for insurance purposes.

b) Defibrillator – The Clerk reported she had written to the East of England Ambulance Service asking for advice regarding this. Cllr Lockwood reported that we could still purchase one for about £600 via the FA and Wherry Housing. The Chairman reminded those present that the Social Club had agreed it could be sited in the entrance hall so would not have 24/7 access. Training could be arranged later on.

Action: Cllr Lockwood to get firm quote NOTE since the meeting the Secretary of the Social Club has been in contact with the PC and can source a machine, but the PC would have to pay for Cabinet. Clerk has asked him to get a firm price for this.

c) The Meadow disabled access/drainage – The field has been flooded with sewage following a blockage and leak. Cllr Burt contacted Anglian Water who quickly dealt with it. They accessed via the A10 entrance and jetted. As it is so wet then cannot clean it up properly until it dries out. Cllr Mrs Summers is still chasing the surface water drainage problems at Freebridge. Concerns now that when cleared up at their end it may flow down and flood the PC land. We need to find other underground pipes which probably exist. The Clerk made contact with the disabled person who required access onto the PC land and is waiting for them to sign an agreement before releasing the key code.

d) Football - Potters from Lynn have written to the PC asking if they could rent a pitch/changing rooms next season. They would have to speak to the Juniors regarding posts, white lining and nets. Cllr Burt was concerned our pitches had taken a hammering recently. The Clerk has sent them a sample Agreement to read through. The PC Chairman proposed we meet the team with Gary from the JFC to discuss and this was seconded by Cllr Shearn with all in agreement

Action: Clerk to contact Gary Shipp and Potters and arrange a date/time when they could meet with representatives from the PC to discuss. Cllr Watts would like to be present.

Arising from the previous minutes: The Clerk confirmed that the hedge cutting and tree work around the WBC had been carried out. The ivy being cut was part of the Official Order and it would take a while to die back. Once the invoice is received the Clerk will ask someone to check that the ivy had been cut.

Cllr Skerrett took the Coronation file away to look at ownership of the trees on the PC/FCH boundary.

7. CORRESPONDENCE RECEIVED

29 items of correspondence had been received and details circulated before the meeting.

Item 22 – Graffiti at the Rectory Lane bus shelter was discussed

Item 12 – There had been a refund on sewage charges regarding the water used for the Bumper Boats on the Fun Day. The Clerk thanked Cllr Shearn for sorting this out.

Item 8 – The PC Chair and Vice Chair had met with South Wootton PC re the BC LDF site allocations. The other PC would not agree to a joint reply with our PC. The PC Chairman reported that the Gravel Hill Lane site had been removed from both the LDF and Neighbourhood Plan. There were likely to be representations from developers regarding this.

8. CORRESPONDENCE SENT

All correspondence sent by letter/email/telephone was listed in the Agenda Notes for the meeting. No questions or comments were made.

9. ACCOUNTS & FINANCE

a) Balance of accounts as of 29th December 2014

Community Account	£ 13,276.10
Base Rate Reward	<u>£ 50,151.31</u>
	£ 63,427.41

The Chair said that although the balance was high, if the WBC car park had to be resurfaced/repared it would take a large amount of money out of the reserves.

b) To note the Quarterly Financial Projections – quarter 3

This was noted and no comments were raised.

c) To consider the Draft Precept prepared by the Finance Committee and Approve a version for submitting to the BC by the end of January 15

All councillors had received a copy with the agenda information but Cllr Lamb, the Chairman of the Finance Committee circulated an amended version. Questions were raised and answered as appropriate. It was proposed by Cllr Shearn that a 2% increase on last year be put forward to the BC and this was seconded by Cllr Mrs Summers with all in favour. This meant that the Precept was set at £28,259 with the Support Grant of £1,400 claimed giving a total Parish Funding Requirement of £29,659.

Action: Cllr Lamb to send the Clerk the final amendments to match the Precept being requested. The Clerk will submit the Parish Requirement to the BC, put on the noticeboards and send to the Parish Magazine.

d) To consider approval of payment of invoices at this January 15 meeting

103115	All Signs KL – banners for NP referendum	£ 288.00
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103116	Mr J Pressling – Groundsman Salary January 15	£ 140.83
103117	Mrs J Close – Clerk Salary January 15. <i>Includes %age pay rise from 1st January and non-consolidated payment due last month all as per NJC terms and conditions as per Clerks contract of employment</i>	£ 425.91
103118	Mrs J Close – Clerk Expenses January 15	£ 39.16
DD	HMRC – income tax for December 14 (to be taken 22/01/15) DIRECT DEBIT	£ 99.40
DD	E-ON electricity for street lighting December 14 – DIRECT DEBIT	£ 69.55
103119	Berryman – Bottle banks – December 14	£ 22.21
103120	Pearce & Kemp – Street Lighting contract - December 14	£ 117.92
103121	CGM Landscapes – grass deep cut	£ 57.14
103122	Cooper & Elms – replace rating of power supply re microphones	£ 65.93
103123	West Winch Village Hall - hire of Hall for PC meetings 2015	£ 280.00
103124	CPRE – subscription renewal	£ 36.00
103125	West Winch Church – maintenance grant	£ 500.00
103126	Timberstone Landscapes – repairs to A10/Long Lane Bus Shelter	£ 320.00
103127	Mr G Dell – street lighting stickers	£ 20.00

The Clerk reported the invoice for E-ON had been received late but was for £69.55. Mr Hotson had not submitted an invoice in time for the meeting re works to trees/hedges so payment would not be requested that month.

The Chairman noted that the Churchyard Maintenance Grant price had not been discussed with the Church for a number of years and would need to be looked at in the next couple of months.

Action: Clerk to discuss with the Church and a suitable date/time be made for them to meet with the Finance Committee.

It was proposed by Cllr Dell that all the invoices except the last one be paid and this was seconded by Cllr Burt with all in favour.

Cllr Dell left the meeting whilst the last invoice was discussed. It was proposed by Cllr Foster that these expenses be refunded to Cllr Dell and this was seconded by Cllr Mrs Summers with all present in favour. Cllr Dell returned to the meeting.

e) To note monies received since last meeting

28/11/14	NCC – Recycling credits Sep/Oct	£ 233.81
01/12/14	Barclays interest on deposit account	£ 19.23
17/12/14	Hall Inv 14/13 – Anglian Water	£ 158.90
17/12/14	Hall Inv 14/15 – Trade Waste	£ 102.61
18/12/14	Social Club – 14/14 - Trade Waste	£ 102.61
18/12/14	Social Club – 14/11 – Anglian Water	£ 291.45
29/12/14	Bowls Club – 14/12 – Anglian Water	£ 26.37

The income was noted.

f) To note payment of invoices in December 14

103105	A2B skip hire re fly tipping clearance at The Meadow	£ 170.00
103106	Mr J Pressling – Groundsman Salary December 14	£ 140.83
103107	Mrs J Close – Clerk Salary December 14	£ 397.62
103108	Mrs J Close – Clerk Expenses December 14	£ 45.63
DD	HMRC – income tax for November 14	£ 99.40
DD	E-ON electricity for street lighting December 14	£ 67.31
103109	Pearce & Kemp – Street Lighting contract - November	£ 117.92
103110	Cancelled	
103111	Rick Morrish, NRPC – N Plan work (paid out of Grant money)	£ 205.27
103112	BCKLWN – Trade Waste Bin to 31/3/14 (to split Hall/SC/PC) £307.83. Also Credit for PC re returned trade sacks £61.00CR)	£ 246.83
103113	Glasdon – yellow grit bin for Long Lane/Hall Lane	£ 172.64
103114	Berryman – Bottle banks – November	£ 2.77

The above payments had been agreed by the Finance Committee in December due to the absence of a PC meeting. The payments were noted.

The PC thanked Cllr Skerritt for siting the new grit bin at the junction of Hall Lane and Long Lane and for removing the damaged bin.

10. PLANNING CONSULTATION

- a) New Planning Application Consultations received from Borough Council
None
- b) Notice of Decision by Borough Council
14/01590/F extension/alterations 19 Watering Lane, West Winch. PC – support, **BC – Permitted**
14/01317/CU change of use from office space to D2 social meeting place at 4 Riverside Farm, Garage Lane IE, Setchey. PC – no planning objections. **BC – Permitted** with conditions – floor space not to exceed 112 m², only operate between 6pm to 2am Wednesday to Saturday inclusive.

11. COMMITTEE CHAIR REPORTS

a)	Planning	<p>a) Neighbourhood Plan. Cllr Mrs Summers explained the process and explained that the pre-examination Inspector had met with the Group and completed a run through of the examination. He was here for 6 hours. The Group needs to look at his advice, amend the document before having a public consultation for at least 6 weeks. Cllr Watts suggested contacting KLFM regarding the referendum.</p> <p>b) BC Consultation This is out for consultation. Cllr Mrs Summers explained that Gravel Hill Lane has been taken out of the Plan. We need parishioners to write and say they are pleased the site has been removed. The Clerk will obtain copies of the feedback form for residents to complete. Leaflets are being produced and we need councillors to leaflet drop to all households. All those present agreed to help.</p> <p>It was noted that NCC are coming to North Runcion Village Meeting Place on the 29th January at 7.30pm to discuss their proposed solution for the Hardwick roundabout. All parish councillors are invited to attend.</p>
b)	Finance	Cllr Lamb reported that funding needs to move forward and will need a lot of planning.
c)	Playing Fields	<p>Cllr Burt reported that the playing field was very wet. A post has collapsed and needs replacing. He thanked Cllr Skerritt for replacing the grit bin. <u>WBC sewer</u> - The Social Club and Hall say the sewer is not their responsibility as it runs under PC land. The PC is taking legal advice about this. The Chairman explained the history of the site and sewer. He thought the Hall and Social Club should make an insurance claim for this. The old PC changing rooms were sold to the Social Club who took over responsibility. The Chairman proposed that although it is not the responsibility of the PC, we get 3 quotations for works to be carried out on the relevant part of the sewer and get the work done subject to the other 2 parties paying a 1/3 each. This was seconded by Cllr Mrs Summers. Cllr Shearn was concerned that the work needed doing very quickly due to the health issues. The Clerk warned the PC that she was the responsible financial officer and could not recommend the PC order the work to be carried out until the Hall and Social Club agreed to their 1/3 each payment. Until a budget was in place or an agreement reached an Official Order with a Contractor could not be raised. Three quotations would be obtained and then an extraordinary meeting arranged.</p> <p><i>After the meeting a site visit took place with Anglian Water who appear to have agreed that the responsibility for the sewer is theirs.</i></p>
d)	Street Lighting	Cllr Dell reported that he would label all the PC owned street lights when the weather improved. He would update the spreadsheet which contains all the street light positions.
e)	Consultation	Apart from the LDF document there was nothing else to report.
f)	Health & Wellbeing	No report

12. MEMBERS' MATTERS

The footpath from Orchard Grove to Long Lane is muddy as a result of the maize cutting work undertaken late last year.

Action: Clerk to contact NCC Call log 501823

Manhole covers on the A10 between Long Lane and Gravel Hill Lane (both carriageways) need inspecting and repairing again.

Action: Clerk to contact NCC. Call log 501827

The bus shelter repair on the A10/Long Lane area had been completed and councillors agreed he had done an excellent job.

WBC car park lights may need to be recharged (lighting and maintenance) as per the lease documents. Both the Hall and the Social Club should have the PCs name on their insurance and public liability documents.

A discussion took place about the Handyman. It was agreed the Playing Fields Committee can temporarily appoint a contractor until the post holder returns to work. Up to 10 hours per week at up to £8 per hour.

13. **ITEMS FOR NEXT MEETING** – please email Clerk with any items.
14. **DATE OF NEXT MEETING** – Thursday 19th February 2015.
15. **CLOSE OF OPEN MEETING**- the meeting closed at 10.15pm.

Signed _____

Date _____