

MINUTES OF THE ORDINARY MEETING HELD ON 19TH FEBRUARY 2015 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH

PRESENT: Cllr D Skerritt, Cllr P Burt, Cllr G Dell, Cllr J Lamb, Cllr S Watts, Mrs J Close (Clerk), County Councillor Miss A Kemp. There were 3 members of the public present.

In the absence of both the PC Chair and Vice Chair Cllr Skerritt was elected to act as Chairman for the meeting by those councillors present.

1. REPORTS FROM OUTSIDE REPRESENTATIVES

Police – No Police representative attended the meeting and no-one had submitted a written report.

County Councillor Miss Kemp – Reported that the NCC budget had been approved. She did not vote. She was concerned about the disability funding for transport to and from Aspires in Fincham. Money was eventually found for this for the next financial year. She had called out Anglian Water to Gravel Hill Lane as the willow tree was causing sewage problems. They removed a lot of roots and will regularly inspect this now. The Inspectors Report re the Willows was released following a FOI request. They had been minded to approve the planning application. Hardwick Tesco congestion had been raised by her as a disability issue due to poor access. Held meeting with landlord's agents and will put a pathway between The Range and Tesco along with a dropped kerb. A mini roundabout has been suggested to allow traffic to leave The Range. Following a question she said that the Gravel Hill Lane drainage will remain a problem until money is found from one of the authorities. Cllr Skerritt thanked her for help with the Aspires transport problem.

Borough Councillor Mrs Leamon – Not present

Borough Councillor Foster – Not present

2. PUBLIC PARTICIPATION

Ben raised skate park issues. A couple of days ago about 10 children were in the skate park area and no-one in the play area. He started to do tricks on the ramp and was asked to leave by one of the adults. Cllr Skerritt asked him to contact a councillor immediately if it happened again. Ben also said that some of the boards were loose. Cllr Skerritt assured him that the skate park was checked daily and the boards were currently safe but would be replaced when the time was right. Ben thought that as there were a lot of young people in West Winch they had thought about an online Facebook page to raise money for improvements to the skate park. Cllr Dell reminded them it is a skate board park area and not a BMX area. He also said it was only a small parish which is why Downham Market and King's Lynn had better facilities. It was agreed that there was no problem in principle to them raising money. Cllr Skerritt suggested Ben look into what can be raised and tasked the Finance Chairman to look at available grants.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Burke, Cllr Thrower, Cllr Shearn and Cllr Mrs Summers. Cllr Foster had sent notification he may be late due to an earlier meeting but did not arrive before the meeting closed.

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

Cllr Burt declared an interest in a Finance item and Cllr Lamb declared a Dispensation letter and the book was duly signed. Cllr Lamb left the room whilst his Dispensation letter was discussed. All were in agreement that he be granted dispensation for the William Burt Centre. He returned to the meeting. All dispensation forms will need to be renewed after the Elections in May.

5. TO CONFIRM MINUTES OF THE MEETING HELD ON 15TH JANUARY 2015

It was proposed by Cllr Dell and seconded by Cllr Lamb that the minutes of the Meeting held on 15th January 2015 be signed as a true copy. This was agreed by all those who had been present and the minutes were duly signed by the acting Chair.

6. TO REPORT MATTERS ARISING

a) Defibrillator – Cllr Dell had spoken to the Junior Football Club, Social Club and the Ambulance Service. A defibrillator had been delivered and the Social Club Manager had received basic training. Every 5 years it will need a £150 battery change. Pads needed changing every time it was used. If it is put in a special cabinet outside the Social Club the Ambulance Service will do this. The box will cost £945 + VAT. The Clerk would have to email them regularly to tell them it is still working. Signage would be an additional cost of £35 + VAT. Cllr Dell said he was happy to fit the cabinet. It would need wiring in to keep it warm in winter to stop the gel crystallising. The Club was happy to pay for the electricity if the PC

paid for the fitting. It was proposed by Cllr Dell that we purchase the stainless steel locked and heated cabinet and the signage. This was seconded by Cllr Lamb with all in favour.

Action: Clerk to complete Ambulance Service paperwork and send out; Clerk to contact the Club and get their agreement in writing as detailed above.

b) Coronation Meadow drains – this was deferred until the next meeting due to the absence of Cllr Mrs Summers.

c) Football – Potters. – Cllr Dell reported that Potters had met the Junior Football Club (JFC) and representatives from the PC a few days earlier. They would like to use the football pitch and changing rooms for the Anglian Combination league. This would mean temporary barriers being erected down the side of the pitch. The JFC said it wouldn't affect them as Potters would play on Saturday afternoons with the juniors playing on Saturday mornings. The Potters pitch would have to only have their own pitch markings. They would be prepared to run a reserve side for the under 18's to play in. The JFC were happy with this as there was a gap between the juniors finishing playing junior football and then having to go up to a senior team so it would benefit the 16 – 18 year olds. Cllr Dell had been asked if water could be put back on at the container unit and a second container be placed there.

Cllr Dell proposed that: 1. The Clerk write to the JFC asking for them to put it in writing that they are happy for Potters to use the pitch and changing rooms as detailed above. 2. Potters be charged £50 a home match which would include a cleaner going in after a home match. The PC would also get someone to spend 3 – 4 hours cleaning the changing rooms properly before the season started each year. 3. The JFC would have to remove their equipment from the referees room in the changing rooms, remove the paint, paint brushes and white lining paint plastic containers from the changing rooms (which the gas engineer was not happy with when he found some of this in the gas boiler room). This was seconded by Cllr Watts with all in favour.

Action: Clerk to write to JFC re point 1 and ask for spare keys from ex- managers to be returned to her., Cllr Burt/Clerk to sort out a cleaner later in the year – could the Handyman do this? When point 1 confirmed then Clerk to write to Potters with a Football Agreement for signing and returning. Clerk to write to JFC to warn they would probably need planning consent as well as PC approval to site a second container at the WBC. The matter of water at the container would go on the next PC agenda

7. CORRESPONDENCE RECEIVED

Thirty five items of correspondence had been received. Item 9 – Cllr Burt to arrange an interview with the Handyman applicant.

Action: Clerk to email Cllr Burt a list of documents required should a Handyman be appointed

Item 26 – The BC had been in contact re Row Hill play area. Dog dirt had been removed but they felt that there could be more play equipment and were willing to advise the PC should they be willing to spend some funds. Councillors felt that as it was a BC play area it was up to the BC to fund additional equipment. At a SNAP meeting school children had commented on the fact that they get wet when waiting for school buses in the rain and the BC wondered if the PC would be willing to have additional bus shelters erected. Cllrs were not in favour of this.

Item 24 – Rangers visit. The Clerk asked if anyone had any items to go on the Rangers work list, but nothing was forthcoming. (Reported: illegal signs A10, Hardwick through to Southgates – Ref No 505643; Watering Lane – churned up verges, demolished Pound wall, Lorries using route – Ref No 505645; deep pot hole 29 Fir Tree Drive and others Long Lane – Ref No 505647)

Item 30 – The Clerk reported that Cllr Mrs Brocka-Martin had resigned from the PC. As it was within 6 months of Elections the PC could co-opt straight away if they wanted to.

Item 22 – The Clerk reported that a resident had complained about loud bangs in the village. She had replied to them explaining that it was probably pigeon scarers and they would have to ring the BC Noise Nuisance team if they wished to complain.

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 February 2015

Community Account	£ 10,787.05
Base Rate Reward	<u>£ 50,173.29</u>
	£ 60,960.34

b) To consider approval of payment of invoices at this meeting

103128	Lingo Design Ltd – Design of NP (Grant)	£2160.00
103129	Mr J Pressling – Groundsman Salary February 15. Now on half	£ 140.83

	pay but taking his annual leave instead at full pay rate	
103130	Mrs J Close – Clerk Salary February 15.	£ 406.39
103131	Mrs J Close – Clerk Expenses February 15	£ 32.86
	HMRC – NOTE: Payroll gave HMRC wrong months total so £106.40 taken instead of £99.40 on 22 nd January.	
DD	HMRC – income tax for January 15 (to be taken 22/02/15) DIRECT DEBIT £99.40 (should have been £106.40)	£ 99.40
DD	E-ON electricity for street lighting January 15 – DIRECT DEBIT	£ 69.55
103132	Berryman – Bottle banks – January 15	£ 21.20
103133	Pearce & Kemp – Street Lighting contract - January 15	£ 117.92
103134	NCC – Gritting between 1/11/14 and 31/12/14 x 16 actions	£ 623.42
103135	BCKLWN – Neighbourhood Plan booklets (Grant)	£ 533.50
103136	BCKLWN – LDF Leaflets	£ 35.97
103137	Chris Hotson – hedge and tree work – WBC. o/n 14/32	£ 360.00
103138	BCKLWN – Refuse – additional empty in January	£ 14.80
103139	Norfolk Playing Fields Association – annual subs	£ 25.00
103140	BCKLWN – NP Health check contribution	£ 337.50
103141	P Burt – work at William Burt Centre	£ 184.00

The last 3 on the list were late invoices. Cllr Burt left the room whilst the last item was discussed. It was proposed by Cllr Dell that this payment be made and this was seconded by Cllr Watts with all in favour. Cllr Burt returned to the meeting. It was proposed by Cllr Dell that all the other invoices be paid and this was seconded by Cllr Watts with all in favour.

c) To Note monies received since the last meeting

03/11/14	Barclays interest on deposit account	£ 8.24
01/12/14	Barclays interest on deposit account	£ 19.23
02/01/15	Barclays interest on deposit account	£ 21.98

The income was noted

d) To consider Grass Cutting Tenders for the next 3 seasons from 1st April 2015 and appoint a Contractor at this Meeting

The Clerk had sent out 4 requests to tender for the grass cutting and had received 2 back. Prices were read out and it was proposed by Cllr Burt that the PC accept the tender from CGM Group for the next 3 years as this was cheaper than the second tender. He said that CGM had done an excellent job over the last 3 years. The total cost per year was £1789.30 + VAT which included the additional cuts if required, scari-tracking and deep slitting. This was seconded by Cllr Lamb with all in favour.

e) To consider Street Lighting Maintenance Tenders for the next 3 years from 1st April 2015 and appoint a Contractor at this Meeting

The Clerk had sent out 3 requests to tender for the street light maintenance and had received back 3 tenders. Prices were read out and it was proposed by Cllr Lamb that we accept the tender from Westcotec for the next 3 years at a cost of £100.77 + VAT per month. This was seconded by Cllr Burt with all in favour.

10. PLANNING CONSULTATION

- a) New Planning Application Consultations received from Borough Council
15/00070/F – dwelling, single garage and double garage land adjacent 17 Hall Lane, West Winch **PC SUPPORTS with request for condition to be included regarding surface water drainage.**

15/00035/F – Extension to car parking area, extension of fencing, extension of existing hall to form services canopy, associated works and landscaping at Downham Gospel Hall Trust, Lynn Road, Setchey. **PC SUPPPORTS subject to surface proposed being permeable and should not interfere with existing surface water drainage. Comments made about the proposed Hornbeam (and email sent to Agent). The proposed new emergency exit should remain for emergencies only.**

- b) Notice of Decision by Borough Council
None

11. COMMITTEE CHAIR REPORTS

a)	Planning	Neighbourhood Plan. Due to the absence of Cllr Mrs Summers there was no report. The Clerk said that a reply to the BC LDF document
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		would be sent before the deadline.
b)	Finance	Cllr Lamb reported the PC could help the Hall with funding grants. He said the split of the Hall and Social Club had caused bad feelings in the village and he felt the Hall needed to advertise its facilities better.
c)	Playing Fields	Cllr Burt reported that the playing field had been scarified that week. He will sweep around the bottle bank. The Clerk thanked him for the work he had done around the buildings. He would be meeting with other councillors to interview for a Handyman shortly and would get the post near the Bowls Club repaired by the Handyman who also would need to rack out the Handyman's room properly.
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. The inventory of unmetered supplies had not changed and he asked the Clerk to reply to UK Power Networks to that effect.
e)	Consultation	Cllr Shearn was unable to attend the meeting. It was noted that the CIC consultation reply was outstanding and the deadline was Friday 27 th February at 5pm..
f)	Health & Wellbeing	Cllr Burke was unable to attend the meeting but had emailed the Clerk: He will be starting to organise for the Village Games soon. There is a Sports Coordinators meeting at Lynnsport on 3 rd March at 7pm which he will try and attend and update the members of the Committee.

12. MEMBERS' MATTERS

There were no matters to report.

13. ITEMS FOR NEXT MEETING

- a) Coronation Avenue drainage issues
- b) Football matters including new Team and the container/water.

14. DATE OF NEXT MEETING – Thursday 19th March 2015

15. CLOSE OF OPEN MEETING- the meeting closed at 9.15pm. The Clerk thanked Cllr Skerritt for chairing the meeting.

Signed _____

Date _____