

**MINUTES OF THE ORDINARY MEETING HELD ON 16TH JANUARY 2014 STARTING AT 7.30PM
AT THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH**

PRESENT: Cllr P Foster, Cllr D Skerritt, Cllr P Burt, Cllr Mrs M Summers, Cllr J Lamb, Cllr J Lockwood, Cllr G Dell, Cllr D Burke, Cllr B Thrower, Mrs J Close (Clerk), Borough Councillor Mrs Leamon and 3 members of the public

1. REPORTS FROM OUTSIDE REPRESENTATIVES

PCSO Representative A SNAP meeting had been held the previous evening and due to a number of crimes in West Winch over the previous 8 weeks there would be an increase in patrols. Crimes in the last 4 weeks included 2 thefts of catalytic converters, a vehicle entered, wheelie bin set on fire (youths caught), damage to fence, damage to notice board and damage to vehicles in the WBC car park. Cllr Burt asked if Police could make cyclists use the cycle path rather than cycle on the road but there is no law to insist on this. Mr Ray (resident) said the cycle path is unsuitable for modern bikes.

Action: Clerk to speak to NCC re cycle path

Item 6(a) Coronation Meadow was brought forward as Helen Baczowska from Norfolk Wildlife Trust (NWT) was in attendance. She was welcomed to the meeting. She reported that a survey had been undertaken at the request of local residents. It was a very interesting piece of old meadow with a range of plant species. Unfortunately those local residents had now moved out of the area. Contractors who were going to help cut the meadow had let NWT down. NWT was aware that someone wanted to graze and she felt this would be good and would save money but there needs to be a break from grazing in early – mid summer to allow flowers to set seed. There may be grants available to help with work and NWT have a small budget. Lottery Grant funding may be available as well. Cllr Skerritt asked if the Meadow became a County Wildlife Site (CWS) would the PC then lose control? This was not the case and NWT would continue to help. The Clerk asked if a CWS status could be reversed and it was stated that yes it could be. NWT would be consulted on any development planned during the normal planning consultation process but if, for example, the site was ploughed up there would be nothing anyone could do about it. Rick Morrish, Vice Chair of North Runcton PC and Chair of the Neighbourhood Plan Steering Group (NPSG) addressed the meeting and said the NPSG felt the site is part of an important wildlife corridor. The group had a grant for drainage reports for all of the 2 parishes and a draft report was due next week. The report identified that the site was an important drainage corridor and with development planned both north and south this corridor is extremely important for drainage, and also could be a non-vehicular footpath/cycle route. Resident surveys have said they like open countryside and creatures therein, so the Neighbourhood Plan needs this type of field remaining so it in part compensates for Hopkins site losing its ecological contribution and green open space.

Action: Clerk to put Coronation Meadow on February agenda

Helen Backowska said she would be happy to meet with the livery owners and parish councillors to discuss the matter further. King's Lynn has a small group of conservation volunteers and for a small cost (petrol costs) they may be able to do work on the site. Cllr Burt asked if it would be detrimental to have horses on the site for a 3 year lease to reduce the vegetation and Helen said no necessarily but there would still need an annual rest period for the flowers to set seed. Native type ponies would be fine. It was agreed to meet in February or March. The Chairman thanked Helen Backowska for attending and she left the meeting.

County Councillor Mrs Kemp Did not attend and no apology had been received.

Borough Councillor Mrs Leamon reported that everyone would be aware the incinerator decision had been delayed. The PCSOs had new powers re dog fouling. On Wednesdays after 3pm car owners need to pay only £1 to park in the multi storey car park.

Borough Councillor Foster reported that he had attended another PC meeting earlier and the War Memorial was on the agenda. That PC was concerned that they would have to defend the expenditure to renovate the memorial. He hoped this PC would not object to this spending and that every councillor would support it. He also reported that North Runcton PC meeting did not discuss the Hopkins planning application and had not objected. This may have been amended after submission as the official reply slip was not on the website. He finally reported that the LDF document should be completed by the summer.

2. PUBLIC PARTICIPATION

Mr Ray spoke about the Hopkins site and said the cycle path on the A10 was well used but the proposed roundabout will cause a problem for cycle users and is contrary to various

policies. The proposed main road through the development is slightly too narrow and could cause problems for overtaking.

3. TO ACCEPT APOLOGIES FOR ABSENCE

No apology was received from Cllr C Clarkson

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

Cllr Foster declared his Borough Councillor status for the Hopkins application and said he would leave the room whilst the matter was discussed. Cllr Thrower declared an interest in a financial matter. They duly signed the Declarations of Interest Book.

5. TO CONFIRM MINUTES OF THE MEETING HELD ON 21ST NOVEMBER 2013

It was proposed by Cllr Lockwood and seconded by Cllr Skerritt that the minutes of the Meeting held on 21st November 2013 be signed as a true copy. This was agreed by all those who had been present and the minutes were duly signed.

6. TO REPORT MATTERS ARISING

- a) Brought forward and discussed earlier on the agenda
- b) Co-option of two new parish councillors. The Clerk reported that no-one had come forward. A Poster is on the parish noticeboard.

Action: Clerk to put on future agendas until two new councillors are co-opted

- c) Street Light quotation Long Lane barrier. Cllr Burke had not been able to do work on this. It was agreed to move this into Part 2 Closed session due to financial quotations being discussed.

- d) Purchase of defibrillator for WBC. Cllr Dell was concerned about vandalism and if it could suffer damage and who would be responsible for if something went wrong. It was agreed to defer this item to the next meeting for the Clerk to consult the PC insurance company.

Action: Clerk to speak with insurance company and put on next agenda

- e) Gentlemen's Agreements The Clerk advised that whilst she and Cllr Skerritt had been acting in an independent capacity holding talks with the Social Club and the Hall regarding the Premises Licence it became apparent that the lack of written contracts between all three parties was a concern. For example the Hall should pay a small lease fee for their Hall being on PC land, the PC should pay for the gas used in the Changing Rooms but a Gentlemen's Agreement was that as the 2 amounts were similar they the Hall do not pay for the lease but pay for the gas used in the changing rooms. Other problems had arisen when the Hall had refused to sign a car park maintenance agreement years earlier. The Chairman said the PC could not force the Hall to pay 1/3 cost of the car park maintenance but said the Hall would be happy to sign a maintenance cost agreement based on an average of 3 years worth of car park invoices the Clerk had researched. Cllr Burke proposed we charge the Hall £1600 from April 14 to March 15 but up to April continue to charge them for 1/3 gritting costs. Cllr Skerritt proposed the PC email the Hall to offer this as a 3 year contract to be re-negotiated in 3 years time and this was seconded by Cllr Lamb with all in favour.

Action: Clerk to email Secretary offering a 3 year contract based on £1600 per annum. To go on next agenda.

- f) New Roof for Village Hall The Clerk advised she was still waiting for the Hall to submit quotations to her.

Action: To go on next agenda.

- g) Refined Line – coat of arms. The Clerk reported that Refined Line was the website provider and had offered to redraw the coat of arms for the PC in colour for £85 as the current one was fuzzy. It was agreed that a black one would be more suitable for letterheads etc and that as long as it cost less than £85 the Clerk could go ahead with this.

Action: Clerk to speak to Refined Line and order black/white logo

7. CORRESPONDENCE RECEIVED

Thirty two items of correspondence had been received and a list circulated to councillors before the meeting. A late item requesting a MAGPAS donation had been received.

No councillors wanted any items reading out or discussing apart from the ones the Clerk had listed as to be discussed at the meeting.

Item 5 – PC Notice board. The Clerk reported that the notice board on the field had been vandalised and broken off at the base and wrecked. The Police had attended. The noticeboard cost £700 - £800 and could easily be vandalised again if reinstated. It was agreed not to replace it.

Action: Clerk to remove from Asset Register and Cllr Burt to collect and dispose of noticeboard.

Item 6 – PC Planning Training The Clerk had emailed all councillors to ask who would like this training and only Cllr Skerritt had replied.

Action: Clerk to reply to BC requesting a place for Cllr Skerritt on Tuesday 11th February 9 – 12am.

Item 13 – stolen no parking sign The Clerk reported that the sign had been stolen and the Police informed. It was agreed not to replace this sign. Cllr Burt would look at the upright post remaining and decide how to deal with this as it could be a hazard

Action: Cllr Burt to look at post and determine if it needs removing.

Item 16 – Hall Management The Clerk reported she had received an email from the Hall regarding a wedding reception in June 2015 which came with a request for Fire eaters and jugglers to perform outside the rear of the hall and also fireworks let off after dark. A discussion took place and as the proposal for fireworks was in June it was felt that this meant “after dark” could be late into the evening which was not acceptable. Cllr Thrower proposed that subject to the Clerk receiving a copy of relevant Public Liability Insurance that the Fire Eaters and Jugglers could go ahead but not the fireworks. This was seconded by Cllr Lamb and the proposal was carried.

Action: Clerk to advise Hall Booking Secretary of decision and request date of booking and a copy of PLI in advance.

Item 31 –War Memorial West Winch The Clerk reported she had received an email from North Runcton PC regarding a quotation obtained to renovate the war memorials in North Runcton, Middleton and West Winch. Cllr Skerritt proposed to defer this to the next meeting as he and Cllr Burt needed to look at the memorial and determine what work needed doing to it. *Incidentally after the meeting an email from the BC was received offering grants towards renovating war memorials. This email has been forwarded to all councillors. The Clerk has completed and sent off the Grant form.*

Action: Clerk to put on next agenda.

8. CORRESPONDENCE SENT

All correspondence sent by letter/email/telephone was listed in the Agenda Notes for this meeting and no questions were raised by councillors. Cllr Lockwood will let Cllr Lamb know the date of the Football Club January meeting as concerns had been raised about the outstanding monies from the Club.

9. ACCOUNTS & FINANCE

a) Balance of accounts as of 2nd January 2014

| | |
|------------------------|-------------------|
| Community Account | £22,091.17 |
| Business Saver Account | <u>£30,105.63</u> |
| | £52,196.80 |

b) To note quarterly financial projections

The Financial projections been previously circulated and no-one had any questions or comments to make.

c) To set the Parish Council Precept for 2014/15

Cllr Lamb went through the Precept proposals. CCTV – all parties had agreed to meet to discuss what was required and funding was available. No costing had been put into the Precept for this though. The Hall extension is on hold but they are getting quotes for new windows. The tennis courts – plan required. Playing field improvements may be required. The Chair pointed out that if the PC requested the grant of £1580 this would cover some of these costs.

It was proposed by Cllr Skerritt and seconded by Cllr Dell that the Precept requested is as follows: £27,704 + £1580 (grant) making a total of £29,284. This was agreed by all.

Action: Clerk to complete BC paperwork and submit before the deadline of the end of January 2014.

d) To consider approval of payment of invoices at this meeting (16th January 2014)

| | | |
|--------|--|---------------------|
| 102983 | Mr J Pressling – Handyman services Jan 2014 | £ 254.40 |
| 102984 | Mrs J Close – Clerk Salary Jan 14 (£96.20 deducted for HMRC) | £ 385.60 |
| 102985 | Mrs J Close – Clerk Expenses Jan 14 | £ 37.49 |
| DD | E-ON electricity for street lighting – DIRECT DEBIT | £ 69.55 |
| 102986 | Berryman – Bottle banks | £ 74.12 |
| 102987 | Barry Thrower – purchase bulb planter | £ 13.29 |
| 102988 | Pearce & Kemp – replacement cheque for 102951 assumed lost in post | £ 117.92 |
| DD | Anglian Water 10/10/13 – 7/1/14 (parts to recharge) - DIRECT DEBIT | £ 455.15 |
| 102989 | PCC – Churchyard Maintenance Grant 2013 | £ 500.00 |
| 102990 | CGM Landscapes – aerate football pitches 2/12/13 | £ 57.14 |
| | Middleton Aggregates – awaiting revised invoice re ditch digging | Not received |
| 102991 | NCC gritting November – part to recharge | £ 507.86 |
| 102992 | NCC gritting December – part to recharge | £ 580.42 |

It was noted that there were two late invoices from NCC regarding the gritting and that Middleton Aggregates had not sent in a revised invoice. Cllr Thrower had already declared an interest in item 6 on the list and did not take part in any discussion relating to this. It was proposed by Cllr Skerritt and seconded by Cllr Lamb that this payment be made. All were in favour. The remaining invoices were

then discussed and it was proposed by Cllr Lamb and seconded by Cllr Lockwood that these payments be made. All were in favour.

e) To note monies received since last meeting

| | | |
|----------|---|-----------------|
| 16/12/13 | West Winch Football Club pitch rent - Inv 13/17 | £ 323.03 |
| 9/1/14 | West Winch Village Hall – last water bill Inv 13/21 | £ 308.62 |

f) To note payments made in December 2013, approved by the Finance Committee in the absence of a PC meeting

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|--------|--|----------|
| 102974 | Mr J Pressling – Handyman services December 13 (5 weeks) | £ 318.00 |
| 102975 | Mrs J Close – Clerk Salary December 13 (£96.40) already deducted for HMRC) | £ 385.40 |
| 102976 | HMRC Payment of income tax October – December 2013 | £ 289.20 |
| 102977 | Mrs J Close – Clerk Expenses December | £ 30.16 |
| DD | E-ON – December WBC street lighting Direct Debit payment | £ 67.31 |
| 102978 | Pearce & Kemp Street light maintenance November 13 | £ 117.92 |
| 102979 | Berryman bottle banks November 13 | £ 132.77 |
| 102980 | Nigel Ford – renovate/reinstall 2 nd WW milestone | £ 60.00 |
| 102981 | BCKLWN – NP Printing of NP draft document (50% to recharge to NRPC) | £ 45.41 |
| 102982 | Pearce & Kemp Street light maintenance December 13 | £ 117.92 |

10. PLANNING CONSULTATION

a) New Planning Application Consultations received from Borough Council or County Council

13/01614/OM – 1,110 houses, primary school, local centre, public open space, landscaping and highway access onto A47 and A10, Constitution Hill, North Runcton Parish. Clerk has obtained an extension of time to make formal comments.

This item was moved to the end of the meeting as Cllr Foster had declared an interest.

13/01560/FM – Demolition of 5 houses and provision of 16 new dwellings at Coronation Avenue, West Winch - 2nd amendment to application. This amendment is description as all 16 will not be 'affordable' but will be part of a S106 agreement in respect of affordable dwelling provision in accordance with BC policy. No objection was raised.

b) Notice of Decision by Borough Council

13/01563/CU – Change of use of agricultural land to extend Haulage Company's yard for the stabling of vehicles at Brian Rust Haulage, Garage Lane, Setchey. **APPLICATION WITHDRAWN**

13/01393/F Retention of security fencing to front boundary, creation of bunding and planting of additional landscaping, north of Willow Drive, Setchey **APPLICATION PERMITTED with condition re landscape planting to be completed by 9/3/14 and any replacements for 5 years after completion of development.**

13/01568/F Annexe at 24 Chapel Lane, West Winch **APPLICATION PERMITTED with conditions re annexe to be occupied only for purposes ancillary to main dwelling and full drainage details to be approved.**

13/01649/F Double garage at 19 Silvertree Way, West Winch **APPLICATION PERMITTED**

11. COMMITTEE CHAIR FEEDBACK

- Planning Committee (including Neighbourhood Plan [NP]) – Cllr Mrs Summers reported that the NP Steering Group had met the previous night and a planning consultant led a workshop. Further work was required on the policies. Two volunteers including a planner at Great Yarmouth BC had come forward to help. A meeting was planned with the BC, ZAL and Hopkins representatives regarding the masterplan and Rachel Hogger will also attend. Cllr Thrower commended Cllr Mrs Summers and the Clerk for all their work involved with this. Other councillor endorsed his comments.
- Finance Committee - Cllr Lamb thanked the team for all their help and the Clerk who is doing a good job.
- Playing Fields and Maintenance Committee – Cllr Burt reported that the playing field is deteriorating due to the wet weather. The Coronation drain is still a problem and a site visit is planned.
- Street Lighting Committee Cllr Burke had nothing to report
- Consultation Committee No Chair but nothing to report
- Health & Wellbeing Committee. Cllr Burke had nothing to report. The Chair said the Fun Day had been booked for Sunday 24th August 2014 and he will soon arrange a date to have the first meeting of the Committee.

12. MEMBERS' MATTERS

Cllr Thrower reported that the Setchey notice board was now in place. He reported that there are 2 large pot holes at Grange bungalows (black bungalows) Setchey end.

Action: Clerk to report to NCC

Cllr Dell reported that the Contractor had been informed that the village sign was peeling. Cllr Dell had found some special paint on the internet and has passed this onto the Contractor.

Action: Clerk to put on next agenda

Cllr Lockwood reported that an area of pavement on Hall Lane opposite the Playing Field was covered in mud as a result of contractors lifting the maize crop from the field.

Action: Clerk to report to NCC

He further reported that there was dog fouling on the west side of Hall Lane, between Long Lane to Leete Way alleyway.

Action: Clerk to report to BC Clean-up team

Cllr Burt reported that the NCC owned street light in the Church yard near the crossing is still out.

Action: Clerk to report to NCC for the third time.

13. DATE OF NEXT MEETING

The next meeting of the PC will take place on Thursday 20th February 2014 at 7.30pm.

14. ITEMS FOR NEXT MEETING

Coronation Meadow, Co-option of new councillors, street light in Long Lane, purchase of defibrillator, Hall 3 year maintenance contract, Hall roof, War Memorial, Village sign

At this point on the agenda the Hopkins Planning application was discussed and Borough Councillors Foster and Mrs Leamon left the room and Cllr Mrs Summers took the Chair. A letter of objection had been drafted by Cllr Mrs Summers and the Clerk. Following the observations made by Mr Ray it was proposed by Cllr Lamb and seconded by Cllr Lockwood that the letter be agreed by the PC with two additional points relating to the roundabout and the main traffic route through the site. This was agreed by all remaining councillors. Cllr Foster returned and took the Chair again.

- 15. CLOSE** The Vice Chairman proposed that under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the remaining items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act. This was seconded by Cllr Burt with all in favour. The Chairman thanked the public for their attendance and the meeting closed at 9.15pm.

Under the closed session items relating to the quotation for a replacement street light in Long Lane in which Cllr Burke will contact the contractor to discuss fitting a new LED in the car park and using the old fitting on the Long Lane light and a new employee contract and job description.

The meeting closed at 9.50pm

Signed _____

Date _____