

MINUTES OF THE ORDINARY MEETING HELD ON 16TH OCTOBER 2014 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH

PRESENT: Cllr Mrs M Summers, Cllr D Skerritt, Cllr D Burke, Cllr P Burt, Cllr J Lockwood, Cllr R Shearn, Cllr S Watts, Cllr Mrs Brocka-Marti (after item 6b), Mrs J Close (Clerk), Borough Councillor Mrs Leamon and County Councillor Miss A Kemp. There were 8 members of the public present.

Cllr Mrs Summers took the Chair in the absence of Cllr Foster (Chairman)

1. REPORTS FROM OUTSIDE REPRESENTATIVES

County Councillor Miss Kemp – Reported that the Hardwick roundabout lines would be fixed the following day following many complaints to the Highways Agency. She would be speaking with one of the Directors at NCC re the Gravelhill Lane drainage problem. NCC have the responsibility for this. NCC had agreed to send letters to all affected residents of Gravelhill Lane and Westland Chase re this problem. There would be a meeting the following day with BC and NCC councillors re housing, roads and drainage issues. The NCC budget is being set. Problems with a pumping station being closed in Lincolnshire and also Thetford and sewage being transported by road to Clenchwaton/West Lynn. Re Adult homecare she is fighting to get home visits.

Borough Councillor Mrs Leamon – reported that there would be a meeting the following day with Cllrs re Hardwick roundabout improvements. Recycling system and Green bin capacity concerns - It has been suggested we wait a couple of weeks for system to settle down. Residents may then request a visit and ask for an additional green bin. There is a free forum for landlords/letting agents in October. Free electric blanket testing at Downham Market on the 21st November. Fawkes in the Walks is on Friday 7th November.

Police/PCSO Representative No-one was in attendance and no report had been received.

2. PUBLIC PARTICIPATION

Mr Hardwick referred to the Gravelhill Lane drainage problem and was pleased to see progress now being made as he has been trying to sort this out for 8 years.

Ben Gooden spoke about the skate park which he uses daily. Concerned that primary school children want to use the ramps rather than play in their own play area. Parents won't help move them off the skate park. Lighting is poor there but if better they could be there after the younger children have gone home. There were loose boards on the skate park. He handed round photographs of other sites. Cllr Skerritt proposed that this go on the next agenda and this was seconded by Cllr Burt. Ben also mentioned glass on the site.

Action: Skate park to be placed on the November agenda

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Lamb, Thrower, Dell and Foster. No apology had been received from the Police.

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

Cllr Shearn declared an interest in the Hall. The book was duly signed.

5. TO CONFIRM MINUTES OF THE MEETING HELD ON 18TH SEPTEMBER 2014

It was proposed by Cllr Skerritt and seconded by Cllr Burke that the minutes of the Meeting held on 18th September 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 Vice Chair.

6. TO REPORT MATTERS ARISING

a) Defibrillator – Concerns were raised about public liability and also vandalism. Will cost £400 - £550 to purchase. They can be key coded with the 999 operators able to hand over the code.

Action: Clerk to contact the East of England Ambulance Service re. this and put back on the November agenda.

b) Co-option of new councillor. Dorothy Brocka-Martin had volunteered for co-option. She left the room whilst councillors discussed this and she was duly co-opted onto the PC following a proposal by Cllr Burt which was seconded by Cllr Lockwood with all in favour. She completed the paperwork with the Clerk and joined the meeting.

c) Bus Shelter A10/Long Lane – Cllr Skerritt had met 3 contractors on site to discuss repairs. The Clerk had received 2 of the 3 quotations back.

Action: To be discussed at the November meeting.

d) The Pound – Cllr Skerritt wrote to the Commoners to ask if the PC could officially take this over. As the group only meet once a year the PC will have to wait for their reply.

e) Coronation Meadow – Macdonald's staff and councillors will meet on the 21st October to remove fly tipping from the site. The Clerk has organised a skip. Concerns were raised about disability access to the site.

Action: Clerk to speak to disability officer re legal obligation and put on the next agenda.

The Vice Chair pointed out that subject to a confidentiality agreement being signed the disabled resident could be given the access code to the gate

Action: Clerk to write to the resident re this.

The dog bin will need to be moved back towards the Meadow i.e. onto PC land. It was agreed that Cllr Burt would be paid for this work.

f) Football Fees - The Clerk reported that she had sent out an invoice and Agreement for signatures. Friendlies had not been subject to a fee in the past and Cllr Lockwood explained that match fees are not taken.

Action: Clerk to email the Club Secretary and ask for payment of at least half the invoice by end of October along with both signed copies of the Agreement. If not received the football facilities will be taken away from the Junior Football Club.

g) Trade Waste – The Clerk and Cllr Shearn went through the proposals for joint waste storage and had received verbal agreement from both the Hall and the Social Club. Cllr Mrs Summers proposed that a written agreement be signed by all 3 parties and costs shared and this was seconded by Cllr Burke with all in agreement. Cllr Shearn felt we could lose one of the white bottle banks and put the waste container there.

Action: Clerk to speak to the BC re locking the container to the fence and to organise the new trade waste contract to commence asap. Cllr Shearn will draft an Agreement.

Other matters from the previous minutes were raised: Cllr Skerritt had finally received a receipt from the Lynn News re the car boot advert and handed it over to the Clerk. Cllr Shearn reported that the Hall had unanimously agreed that the ownership of the kitchen in the changing rooms could be handed over to the PC. The Hall will produce a letter to that effect. The Hall will look at Legionnaire's and PAT testing and include the PC's football changing room at the same time as testing takes place. Liability re kitchen needs to be covered in the FC Agreement. John Moran and the Clerk both have keys to allow access from the Hall into the Changing Rooms.

7. CORRESPONDENCE RECEIVED

Twenty three items of correspondence had been received and details circulated before the meeting. 1. Winter Gritting. Clerk will write to the Hall and Social Club to ask for their agreement to share cost, but will sign and return paperwork immediately to NCC. 5. Skate Park – it does need attention. 10. Archdale Close right of way – NCC deny responsibility. County Cllr Miss Kemp agreed to try and sort this out for the PC.

8. CORRESPONDENCE SENT

All correspondence sent by letter/email/telephone was listed in the Agenda Notes for the meeting and no questions were raised by councillors.

9. ACCOUNTS & FINANCE

a) Balance of accounts as of 25th September 2014

Community Account	£ 17,993.80
Business Saver Account	£ 50,120.82
	£ 68,114.62

The Clerk is waiting for PC Chairman's signature on documents before opening a different Savings Account.

b) **To note quarterly financial projections.** The finance was noted and no questions were raised.

c) **To consider approval of payment of invoices at this meeting**

103086	Mr J Pressling – Groundsman Salary October 14	£ 140.83
103087	Mrs J Close – Clerk Salary October 14	£ 397.62
103088	Mrs J Close – Clerk Expenses October 14	£ 37.41
DD	HMRC – income tax for September 14 (to be taken 22/10/14)	£ 99.40
DD	E-ON electricity for street lighting October	£ 67.31
103089	Berryman – Bottle banks - September	£ 79.38
103090	Pearce & Kemp – Street Lighting contract - September	£ 117.92
103091	CGM Landscapes – grass cuts	£ 284.39
103092	T Keens & Sons Ltd – sort out pilot light and rectify damaged flue cowl at Changing Rooms	£ 72.00
103093	Broker Network Ltd - Came and Company annual insurance Nov 14 – Oct 15	£ 910.22

Cllr Watts proposed that the above invoices be paid and this was seconded by Cllr Lockwood with all in agreement.

d) To note monies received since last meeting

8/9/14	Barclays Business Saver interest	£ 6.73
26/9/14	NCC – recycling credits July/August 14	£ 249.99
30/9/14	Bowls Club – Water recharge 14/09	£ 20.25
30/9/14	Each for All Club – Fun Day 10% tombola	£ 10.00

The receipts were noted.

10. PLANNING CONSULTATION

- a) New Planning Application Consultations received from Borough Council
14/01340/BT removal of BT payphone at A10, Setchey
14/01317/CU change of use from office to social meeting place (non-religious purposes),
4 Riverside Farm, Garage Lane Industrial Estate, Setchey
These applications would be discussed after the meeting formally closed.

- b) Notice of Decision by Borough Council
None received

11. COMMITTEE CHAIR FEEDBACK

- a) Planning Committee (including Neighbourhood Plan [NP]) – The Clerk handed out a copy of the draft Neighbourhood Plan document to all councillors. Cllr Mrs Summers explained it is going for a pre-submission health check. She asked councillors to carefully read through the draft and email her and the Clerk of any omissions, amendments required, or thoughts. The Clerk will email non attendees giving them until the 31st October for replies. It was agreed the PC would need a majority of councillor to disagree the NP for it not to go forward.

Action: Clerk to email a copy of the NP to all councillors and request their comments before 31st October.

- b) Finance Committee – Nothing to report
c) Playing Fields and Maintenance Committee – Cllr Burt reported that the playing field is in quite good condition. He needs a replacement basketball net

Action: Clerk to find replacement net from stores or order a new one.

The trees around the WBC playing field need attention as well as the hedge along Long Lane, ivy on some of the trees, tree work to one in the car park entrance (street light remains on) and a football goal mouth needs 2 – 3 square metres of turf. It was also reported that a vehicle had been seen on the playing field the previous Sunday. No job applications had been received for the Handyman post and this post holder could have carried out quite a lot of this maintenance.

Action: Clerk to write to Graham Yaxley Chris Hotson and CGM for prices for all the above work but splitting it up should not everyone be able to quote for all items. To go on next agenda. Clerk to email the FC re vehicle on the playing field

Cllr Burt reported that the Groundsman was having an operation and would be out of action for at least 8 weeks. Cllrs Burt and Skerritt said they would do the basic litter picking and organise a rota during his absence. Cllrs Watts and Lockwood volunteered to take their turn as well.

Action: Cllrs Burt and Skerritt organise a rota of volunteers and Clerk to obtain litterbin keys and storeroom keys from Groundsman.

- d) Street Lighting Committee - Nothing new to report.
e) Consultation Committee - There was nothing to report by Cllr Shearn.
f) Health & Wellbeing Committee. Cllr Burke reported that he was attending a Sports Co-ordinators meeting later in October re the Village Games etc. The Clerk handed out balance sheets regarding the Fun Day and went through the finances. These will go to a Fun Day Debrief meeting later in the month.

12. MEMBERS' MATTERS

Cllr Lockwood had been approached by residents of Leete Way who expressed their thanks to Cllr Shearn and the Clerk for sorting out the drain cover problems.
There is a large bush obstructing visibility on the ex-pony field adjacent the Church road.

Action: Clerk to contact Christopher Bond of Bidwell's re this.

Cllr Watts tendered his apologies for the following meeting due to holiday commitments. Cllr Thrower had also tendered his.

13. DATE OF NEXT MEETING

The next PC meeting will be held on Thursday 20th November 2014 starting at 7.30pm.

14. ITEMS FOR NEXT MEETING

Skate Park, Defibrillator, A10 bus shelter adjacent Long Lane, Coronation Meadows Disability access, WBC playing field – quotes.

15. CLOSE - The Vice Chairman closed the meeting at 9.48pm.

Signed _____

Date _____