

MINUTES OF THE ORDINARY MEETING HELD ON 17TH JULY 2014 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH

PRESENT: Cllr P Foster (arrived late), Cllr Mrs M Summers, Cllr J Lamb, Cllr B Thrower, Cllr D Skerritt, Cllr D Burke, Cllr R Shearn, Mrs J Close (Clerk), Borough Councillor Mrs Leamon (arrived late) and County Councillor Miss A Kemp (arrived late). There was 1 member of the public present

Cllr Mrs Summers opened the meeting due to the late arrival of Cllr Foster.

1. REPORTS FROM OUTSIDE REPRESENTATIVES

County Councillor Miss Kemp – Was not present during this part of the meeting.

Borough Councillor Mrs Leamon – Was not present during this part of the meeting. In her absence the Clerk advised that she had received an email from Mrs Leamon drawing everyone's attention to the Continental Market being held in King's Lynn later that week.

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

2. PUBLIC PARTICIPATION

A representative from the Plymouth Brethren informed those present that they were planning an event day later on in the year and will invite parish councillors and highway officials to look around their Hall

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Dell (holiday), Cllr Lockwood (work commitment) and Cllr Burt. No apology had been received from the Police/PCSO.

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

Cllr Burke declared an interest in financial matters relating to expenses for the Inter-Village Games and the book was duly signed.

5. TO CONFIRM MINUTES OF THE MEETING HELD ON 19TH JUNE 2014

It was proposed by Cllr Thrower and seconded by Cllr Shearn that the minutes of the Meeting held on 19th June 2014 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

Matters arising from the June minutes included 6(e) Cllr Skerritt advised that he had collected the village sign and Cllrs Skerritt, Thrower and Burt had erected it. Upon a question being raised about the electricity costs recharged by the Social Club, the Clerk explained that the Social Club received the Centre's invoice, they then read meters and recharged monies as appropriate. VAT at 20% was added to the invoice as it was a "service" provided by the Social Club.

At this point in the proceedings Cllr Foster arrived and took over the Chair.

A question was raised about the playing field goal mouths and who was going to maintain them, and the fact was that it was too late in the season to start work on them. Cllr Foster explained that at a meeting with representatives from the JFC it had been agreed that they do the work and the PC will pay reasonable expenses.

- a) Defibrillator – This was deferred until the next meeting when Cllr Lockwood would have obtained a price for purchase. The Clerk advised the meeting that the Social Club were happy for the machine to be installed on their premises. They still had to inform the PC if the Club's first aiders would be happy to use the machine in an emergency.

Action: Clerk to place on next agenda.

- b) Co-option of 2 new councillors – The Clerk reported that Steve Watts had still not signed the paperwork but she had received signed paperwork back from Cllr Shearn. Currently there remain 2 vacancies on the PC.
- d) Football Agreement – The Chairman advised he still needed to meet with Lynnsport Representatives to find out the actual fees needed in our Football Agreement but subject to that being added he asked if everyone was happy with the content. Comments were received from those present at that 5.4 needs the word "off" adding and 11. Be deleted. The Chairman proposed that subject to the above amendments the Agreement be agreed by the Parish Council and this was seconded by Cllr Shearn with all but one in favour.
- e) Village Sign – Cllr Skerritt reported this had been re-erected.
- f) Village Games – Cllr Burke had submitted an expenses claim regarding this and the matter would be discussed later on in the proceedings.

7. CORRESPONDENCE RECEIVED

Sixteen items of correspondence had been received and details circulated before the meeting. The Clerk read out a letter from Mrs Russell's representative regarding untidy land.

8. CORRESPONDENCE SENT

All correspondence sent by letter/email/telephone were listed in the Agenda Notes for the meeting and no questions were raised by councillors. It was reported that the Groundsman has told a councillor that following Hall bookings there is often a mess left outside the rear door of the Hall on PC land.

Action: Clerk to write to Hall Secretary.

9. ACCOUNTS & FINANCE

a) Balance of accounts as of 7th July 2014

Community Account	£ 19,481.34
Business Saver Account	£ 50,114.09
	£ 69,595.43

The balance was noted.

b) To Consider Quarterly financial projections

The quarterly projections were noted and no-one had any comments to make.

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

103046	Mr J Pressling – Handyman services (5 weeks) July 2014	£ 318.00
103047	Mrs J Close – Clerk Salary July 14	£ 397.62
103048	Mrs J Close – Clerk Expenses July 14	£ 48.10
DD	E-ON electricity for street lighting July– DIRECT DEBIT	£ 67.31
103049	Berryman – Bottle banks - June	£ 165.55
103050	Pearce & Kemp – Street Lighting contract - June	£ 117.92
103051	CGM Landscapes – grass cuts 17, 18 & 26 June	£ 84.00
103052	Hodson Office Supplies – stationery	£ 23.39
103053	BCKLWN – printing for Fun Day flyers for schools	£ 32.91
103054	PL Burt – O/N 14/25 Works to Meadow Drain as per quote	£ 500.00
103055	Mr P J Dodds – refurbish village sign	£ 558.68
DD	Anglian Water 10 th April to 3 rd July	£ 427.14
103056	Playsafety Limited – RoSPA report O/N 13/18	£ 163.20
CANCELLED	Mrs J Close – quick drying cement for Meadow sign	£ 20.87
103058	King's Lynn Signs – bands for dog bins	£ 33.85
103059	D Burke – purchase of T-shirts for Inter Village Games	£ 182.00

It was noted that the last 2 items on the list were late invoices. There was one cancelled cheque. The Village Sign invoice was discussed and it was agreed that the cheque will be issued upon receipt of a 5 year guarantee of paint being fit for purpose.

Action: Clerk to email Mr Dodds re Village sign guarantee.

It was proposed by Cllr Shearn that the monies be paid as detailed on the agenda along with the late invoices and this was seconded by Cllr Lamb with all in favour.

[The expenses claim for T-Shirts were agreed later on in the agenda but is shown above for auditing purposes].

a) To note monies received since last meeting

02/06/14	Barclays – interest on Saver account	£ 4.71
03/07/14	NCC BACS – recycling credits April – May 14	£ 199.91
04/07/14	Social Club – Inv 14/03 A Water charges Jan – Apr 14 BACS	£ 342.60
08/07/14	Village Hall – Inv 14/03 A Water charges Jan – Apr 14 [PIB 100278]	£ 12.61
08/07/14	Bowls Club – Inv 14/04 A Water charges Jan – Apr 14 [PID 100279]	£ 12.61

The monies received were noted.

e) To Agree the Finance Committee approve payments for August due to the absence of a Parish Council Meeting.

It was proposed by Cllr Mrs Summers that the Finance Committee be authorised to approve any payments due in August and this was seconded by Cllr Lamb with all in favour.

10. PLANNING CONSULTATION

- a) New Planning Application Consultations received from Borough Council
14/00756/F extensions and alterations at 59 Archdale Close, WW **PC SUPPORTS**

- b) Notice of Decision by Borough Council
13/01560/FM Demolition of 6 dwellings and provision of 16 new dwellings at Coronation Avenue, WW **PC SUPPORTED. BC PERMITTED WITH 11 conditions**
12/01477/F Removal of conditions to allow continued residential use, works to create private garden areas, retention of minor changes at Ivy Farm, 150 Main Road, WW **PC OBJECTED. BC PERMITTED WITH 2 conditions**
14/00697/F First Floor extension, Lilac Cottage, Rectory Lane, WW **PC SUPPORTED. BC PERMITTED with 3 conditions**

11. COMMITTEE CHAIR FEEDBACK

- a) Planning Committee (including Neighbourhood Plan [NP]) – Cllr Mrs Summers reported that the LDF document appears to have been delayed. She went through the process. She explained that the Core Strategy document showed 1600 new houses for North Runcton and West Winch but the Site Allocations was likely to be between 3,000 and 6,000 houses. She explained the dilemma regarding the Neighbourhood Plan (NP) as we would not support this additional growth but we still have to prepare a NP to show this number of houses should we fail at examination stage.
The NP consultation will be in October/November once drafted. There is the opportunity to have a pre-examination by an examiner who would not be involved in the “real” process which would cost about £300 - £400. The Borough Council would also contribute. The main concern raised by councillors was that no more than 1600 houses could be allowed to be built by 2026.
Cllr Mrs Summers said the PC and NP Group had to be ready to act and make comments when the Borough Council Sites Specific document is available for comments
- b) Finance Committee – Cllr Lamb reported that grant money is available and that the Clerk was doing an excellent job with the finance.
- c) Playing Fields and Maintenance Committee – Cllr Burt was unable to attend the meeting but it was reported that the Meadow is now draining well.
- d) Street Lighting Committee - It was reported that two street lights were currently out in the village but had been reported to the contractor.
- e) Consultation Committee - There was nothing to report by Cllr Shearn.
- f) Health & Wellbeing Committee. Cllr Burke reported that West Winch came 6th out of 9 medium sized villages at the West Norfolk Inter-Village games held on the 29th June. The gymnasts came 3rd overall and the adult archers 4th. The PC Chairman thanked him for all his hard work organising the villagers for the event. There was a rounder's event at Lynnsport on 30th July at a cost of £10.
Cllr Burke left the room whilst a discussion took place regarding the refunding him of the sum paid out for T-Shirts for villagers for the Games. It was proposed by Cllr Lamb that the invoice be paid and this was seconded by Cllr Shearn with all in favour. Cllr Burke returned to the meeting.

County Councillor Miss Kemp has arrived late for the meeting due to other commitments but was able to address the meeting at this point. She reported on:

- The Waste Advisory Group
- Dentist work being discussed at NCC
- Air Quality Management Report – A BC document. She said a West Winch Park and Ride had been discussed in the past and that we needed to put a “wish list” forward.
- Hopkins Site – NCC/BCKLWN had met to discuss the Hardwick roundabout
- Gravelhill Lane ditch – she wondered if the PC could help the residents.

Cllr Skerritt asked her if the rumour was true about NCC signing a contract with Suffolk CC for a percentage of waste to be sent to Suffolk. She replied it was true and that she had complained about it.

Borough Councillor Foster then addressed the room and reported on:

- Questions he has raised re Gypsy/travellers
- LDF Task Group

12. MEMBERS' MATTERS

It was reported via a resident that there are brambles outside Coolstak.

Action: Clerk to report to NCC. [ref 481374] Also speak to NCC and get them to telephone Cllr Thrower re outstanding matters.

The River Nar sign is still in the river but Cllr Thrower will try and lift it out for the NCC.

The A10 bus shelter near Long Lane is in bad repair. The Chairman thought that the handyman may be able to fix it.

Action: Clerk to place on next agenda.

The footpath from Hall Lane to the Common via Walnut Avenue is overgrown.

Action: Clerk to report to NCC. [ref 481377]

The Football Club Tournament was commented upon. Litter had been cleared off the field but lots of it remained down Hall Lane. Cllr Skerritt had asked the Groundsman to spend ½ hour doing this additional work.

Action: Clerk to contact FC and thank them for their hard work in clearing up the field but point out the mess left on Hall Lane.

The cycle path between the Church and Mill Lane is full of weeds.

Action: Clerk to report to NCC. [ref 481380]

A complaint was made about cars parking across and blocking the footpath as well as the grass down Hall Lane whilst the football tournament was underway.

Action: To go on the next agenda.

A question was raised about the PC logo. The Clerk was still waiting to hear from the company.

The Pound, Watering Lane was raised and a question was asked about how the PC thought about taking it over and renovating it.

Action: To go on the next agenda.

The Village Hall and Social Club have blue bins outside the premises which are regularly overflowing with the lids up. Birds are getting into the waste and spreading it around the bin areas which means the cleaners are having to clean this up.

Action: Clerk to write to both Secretaries.

At the Hall AGM it was proposed that the Village Hall and Social Club get together to discuss various matters with the PC present to act as intermediary. It was proposed to have 3 representatives from the Hall and Club and 2 from the PC who would mediate and record the meeting with all 3 parties signing the minutes. It was agreed that the Clerk would chair the meeting and Cllr Skerritt or another would record the minutes.

Action: Cllr Shearn to organise the meeting but the Clerk to email both Secretaries and explain a meeting would be arranged and 3 representatives from both parties invited to attend.

A question was asked about the shutter area in the Hall and who it belonged to. A discussion took place regarding this.

Action: Clerk to lend Cllr Shearn the lease documents.

Flooding outside the Hall door was raised. It was suggested that the Hall get a quotation and bring a written request back to the PC to consider contributing towards repairs.

Finally it was noted that the microphones had not worked during this PC meeting.

13. DATE OF NEXT MEETING

The next PC meeting will be held on Thursday 18th September 2014 starting at 7.30pm.

14. ITEMS FOR NEXT MEETING

Defibrillator, co-option of new councillor(s), A10 bus shelter adjacent Long Lane, cars parking across footpath, The Pound.

- 15. CLOSE** The 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 Mrs Summers with all in favour. The Chairman thanked the public for their attendance and the meeting closed at 9.20pm.

During the closed session the Handyman interviews were discussed.

Signed _____

Date _____