

MINUTES OF THE ORDINARY MEETING HELD ON 18TH SEPTEMBER 2014 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH

PRESENT: Cllr P Foster, Cllr Mrs M Summers, Cllr J Lamb, Cllr B Thrower, Cllr D Skerritt, Cllr D Burke, Cllr R Shearn, Cllr S Watts, Mrs J Close (Clerk), Borough Councillor Mrs Leamon and County Councillor Miss A Kemp. There were no members of the public present.

Cllr Foster opened the meeting and welcomed Steve Watts as a new parish councillor. The Parish Council has co-opted Steve at an earlier meeting. Steve had signed the paperwork with the Clerk before the meeting had begun.

1. REPORTS FROM OUTSIDE REPRESENTATIVES

County Councillor Miss Kemp – Reported that the Back Lane drainage works had been completed. There had been problems with utilities so works had been delayed. Gravelhill Lane drainage had been discussed with the IDB who were going to scoop out part of the ditch channel. It may be a tree root problem. She is pressing for NCC to take responsibility. There is a Waste Conference on the 9th October at the John Innes Centre regarding the disposal of waste in a different way. From the 1st October additional materials can be recycled via the green bins. Cllr Mrs Summers asked where exactly the IDB will dig the Gravelhill Lane ditch. It will be at The Common end as there is a poor flow there. Cllr Thrower advised there were some natural Springs near the Plymouth Brethren Church. No-one knows the ditch/drainage layouts around that part of the village i.e. where the water is coming from that flows into that particular ditch. Cllr Foster will speak to the BC and see if they have any further information.

Borough Councillor Mrs Leamon – reported that glass can be put into the green bin. The Elderly Persons directory with organisations listed is proving a hit. Hunstanton Promenade is being repaired. The Air Quality Action Plan for King's Lynn is open to consultation until the end of the month. The A47 in the North Runcton area is due to be repaired. Young people struggling to get to work can hire mopeds from a new scheme. A Careline brochure is available for those needing home modifications / alarms and key safes fitted.

Borough Councillor Foster – reported on questions he had put to the Council regarding the Infrastructure not being fit for purpose in this area, but that new housing could be accommodated elsewhere with no new road infrastructure required. He announced the LDF Sites Allocations had been delayed until after the General Election. He explained that as houses are built they reach trigger points to commence works on, for example, Community Centres but this can take years to reach and in the meantime there will be a strain on existing West Winch facilities at the William Burt Complex and others. Following a question from Cllr Watts he explained the Hopkins planning application could not yet be determined due to a holding objection from the Highways Agency who had concerns about the Hardwick roundabout being able to cope with additional vehicles from the development..

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

2. PUBLIC PARTICIPATION

There were no members of the public in attendance.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Lockwood (work commitment) and Cllr Burt. No apology had been received from Cllr Dell.

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

Cllr Skerritt declared an interest in financial matters relating to expenses for an advert regarding the Fun Day and Cllr Shearn declared an interest in the Hall. The book was duly signed.

5. TO CONFIRM MINUTES OF THE MEETING HELD ON 17TH JULY 2014

It was proposed by Cllr Lamb and seconded by Cllr Mrs Summers that the minutes of the Meeting held on 17th July 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

NCC had been asked to remove vegetation from a footpath from Hall Lane to The Common, via Walnut Avenue (Ref 481377). This had not been carried out.

Action: Clerk to contact NCC again

Waste Management at the William Burt Complex. The Clerk had written to the Hall and Social Club regarding bins left open and debris scattered around the complex. The Parish Council was asked to consider looking at a 1100 litre bin which would cost £841.60 per annum and costs / use could be shared between the Social Club, Hall and Parish Council rather than the Hall and Social Club having their own blue bins, the Football Club using a

black bin during the football season and the PC using trade sacks which had to be stored and put out on collection day.

Action: Clerk to contact Social Club and Hall to see if they would be willing to share cost with the PC of one 1100 litre bin. Clerk to check if there was an additional payment for the Waste Licence.

Flooding outside the Hall door. Cllr Shearn advised he had received a verbal quote to cut a channel to take the water away at a cost of £350 to £400.

a) Defibrillator – This was deferred until the next meeting when Cllr Lockwood would have obtained a price for purchase. The Clerk advised the Social Club 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 1 new councillor – The Clerk reported that no interest had been shown in the remaining councillor vacancy. Everyone would have to stand for election again in May 2015.

c) A10 bus shelter adj Long Lane – Cllr Skeritt suggested the Parish Council get quotes from Contractors to repair this wooden bus shelter. This was agreed by those present.

Action: Cllr Skeritt/Clerk obtain 3 quotations for this work and report back to the next PC meeting.

d) Hall Lane Footpath – The Clerk explained the difficulty a member of the public in an electric disability scooter had had on the Football Tournament day as cars were parked on verges, on pavements and on the road due to the popularity of the event, but one car had parked right across the pavement on Hall Lane where there was no dropped kerb for the disabled person to get off the footpath and onto the road. This was noted.

e) The Pound – Cllr Skeritt requested that the Parish Council investigate taking over The Pound, Watering Lane from The Commoners as it was in a bad state of repair. It was agreed that Cllr Skeritt approach The Commoners regarding improvements to this land.

Action: Cllr Skeritt to approach the Chairman of The Commoners and report back to a later meeting.

f) Coronation Meadow – Cllr Foster had been approached by Mr Morris and his son regarding alleged criminal damage caused to Mr Morris's land by our Meadow tenant. It had been alleged that a parish councillor had been present when the damage occurred but that was incorrect. A question had been put to Cllr Foster regarding the PC leasing the land without a tender process. It was explained that a large amount of money had needed spending on the field and the tenant had done all the work, including clearance and fencing costing a lot of money himself.

7. CORRESPONDENCE RECEIVED

Forty four items of correspondence had been received and details circulated before the meeting. Item 13 referred to a complaint about a sunken cover which was reported to NCC Ref No 483439. This has been passed to the NCC Team to deal with as the Clerk has now checked progress online. Anyone can do this at <https://online.norfolk.gov.uk/highways/>. The Clerk was asked to chase up repairs to the A10 covers – previously on Ref No 483438

Action: Clerk to chase up repairs on the A10. (Original Ref 483438, reported again on 488317).

Item 30 related to the Parish Council's savings account. The Clerk had contacted the bank and has received details of an alternative account "Base Rate Reward" which pays the base rate currently 0.5% which was better than the 0.05% currently received. Interest would not be paid in any month where a withdrawal was made. The bank account could be accessed online so the Clerk could continue to move money between the two accounts. It was proposed by Cllr Mrs Summers that the Business Saver account be closed and monies moved into a Base Rate Reward account and that the application form be completed. This was seconded by Cllr Shearn with all in favour.

Action: Clerk to complete the application form, obtain 2 signatures and send to the bank with a covering letter requesting online access as before.

Attention was drawn to Item 15 – Street Naming and Numbering for 5A Archdale Close. Concern had been raised with the Planning Department as this building is an annex to the main residential property and should not require a separate house number.

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 28th August 2014

Community Account	£ 22,456.56
Business Saver Account	<u>£ 50,114.09</u>
	£ 72,570.65

It was noted that £2841.18 has to go back to Social Club due to a duplicated payment made to the PC in error.

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

103074	Mr J Pressling – Groundsman Salary September 14	£ 148.93
103075	Mrs J Close – Clerk Salary September 14	£ 397.62
103076	Mrs J Close – Clerk Expenses September 14	£ 37.92
DD	HMRC – income tax for August 14 (to be taken 22/9/14) DIRECT DEBIT	£ 99.40
DD	E-ON electricity for street lighting September – DIRECT DEBIT	£ 69.55
103077	Berryman – Bottle banks - August	£ 107.15
103078	Pearce & Kemp – Street Lighting contract - August	£ 117.92
103079	CGM Landscapes – grass cuts	£ 113.66
103080	Mrs J Close – purchase of cleaning materials/black bags	£ 13.00
103081	Mazars - Annual Audit	£ 270.00
103082	Mrs J Close – purchase of trade sacks	£ 122.00
103083	William Burt Social Club – return of duplicated Ground Rent payment	£2841.18
103084	KL Burt – supply 35 metal stakes for Fun Day O/N 14/27	£ 87.50
103085	D Skeritt – car boot advert Lynn News	£ 33.93

The payment for D Skeritt was taken separately. The Clerk advised that she had expected the invoice to be about £40. There was no receipt as the Lynn News advert had been done online and despite Cllr Skeritt trying to obtain a receipt from them it had proved impossible. The advert had been placed in the paper and she was happy with the price. It was proposed by Cllr Mrs Summers that the payment be made and this was seconded by Cllr Lamb with all in favour except Cllr Skeritt who took no part in this item.

The Clerk advised that the Groundsman's salary had been put through payroll and a cheque was ready to sign although concerns had been raised by councillors by his sickness which had not been reported to a councillor apart from the first couple of days. The Clerk only knew of the sickness when she received his timesheets after chasing him for them. The Clerk advised that a fit note had not been received and that the work appeared to have been subcontracted which meant there was no insurance in place. Cllr Skeritt proposed that his salary be paid but that a letter be sent with the cheque explaining fully the procedure for absences and that work must not be contracted without the consent of the Parish Council. This was seconded by Cllr Lamb with all in favour.

The payment of the remaining invoices was proposed by Cllr Mrs Summers and seconded by Cllr Lamb with all in favour.

c) To note monies received since last meeting

23/07/14	Bowls Club – Ground Rent – Inv 14/06 PIB 100280	£ 95.63
28/07/14	NCC – refund TROD paid 13/14 after final audit of works BACS	£ 15.59
28/07/14	Social Club – Ground Rent – Inv 14/05 BACS	£ 2841.18
05/08/14	Mr R Hilden – Grazing 1/4/14 – 31/3/15 – Inv 14/01 PIB 100281	£ 5.00
11/08/14	NCC – recycling credits May/June 14 BACS	£ 470.37
19/08/14	Mrs S Frost – Bingo profits donation for Fun Day PIB 100282	£ 400.00
19/08/14	West Winch Village Hall Inv 14/08 A.Water recharge PIB 100283	£ 163.91
26/08/14	Fun Day takings PIB 100284	£ 1816.26
26/08/14	Village Hall Committee – Fun Day donation PIB 100285	£ 60.00
19/08/14	Social Club – Ground Rent – Inv 14/05 paid in error BACS	£ 2841.18

d) To Note Payments made in August 2014.

These payments had been agreed by the Finance Committee in the absence of a Parish Council meeting.

103060	West Winch Village Hall – balance due re hire for Fun Day Cancelled as already paid	
103061	Mr J Pressling – Groundsman Salary August 14	£ 147.34
103062	Mrs J Close – Clerk Salary August 14	£ 397.62
103063	Mrs J Close – Clerk Expenses August 14	£ 38.53
DD	HMRC – income tax for June 14 (taken 22/7/14) DIRECT DEBIT	£ 99.40
DD	HMRC– income tax for July 14 (to be taken 22/8/14) DIRECT DEBIT	£ 99.40
DD	E-ON electricity for street lighting August – DIRECT DEBIT	£ 69.55
103064	Berryman – Bottle banks - July	£ 34.44
103065	Pearce & Kemp – Street Lighting contract - July	£ 17.92
103066	CGM Landscapes – grass cuts 3,12,21,31 July	£ 397.52
103067	T Keens & Sons Ltd – gas safety check, annual service / check plumbing in Football Changing Rooms O/N 13/19	£ 102.00
103068	Mrs J Close – quick drying cement for new Meadow sign	£ 20.87
103069	Mrs J Close – envelopes, laminator etc and refuse sacks	£ 25.20

103070	BCKLWN – Fun Day leaflets for house to house delivery & village maps reprinted	£ 171.38
103071	Mrs J Close – purchase of long handled dustpan and brush for Groundsman	£ 34.99

e) **To note and take action regarding the minimum wage rise from 1st October 2014**

The Clerk advised that from 1st October 2014 the Minimum Wage will rise to £6.50 per hour. She reported that the Borough Council now pay a minimum of £7 per hour. The Groundsman is currently on £6.36 per hour. Cllr Foster proposed that the Parish Council pay the Groundsman £6.50 per hour from 1st October 2014 and this was seconded by Cllr Lamb with all in favour.

10. PLANNING CONSULTATION

a) New Planning Application Consultations received from Borough Council

14/00914/DM demolition of buildings at Newmarket Plant Hire, Garage Lane, Setchey.

PC SUPPORTS

14/01105/F Extension to 18 Westland Chase, West Winch. **PC OBJECTS** because of severe flooding problems to the rear of this property and several neighbouring properties. Large drainage ditch floods into gardens when it rains.

14/01217/F 2 storey extension at 12 Fir Tree Drive, West Winch. **PC SUPPORTS** It was noted that NCC have objected because the application did not meet current parking standards.

14/01112/CU change of use of part of haulage yard, BG Rust Haulage, Garage Lane, Setchey – this would be discussed after the meeting.

b) Notice of Decision by Borough Council

14/00212/O one residential dwelling and car parking land west of 49 Coronation Avenue, West Winch. **PC SUPPORTED BC PERMITTED with 14 conditions.** Cllr Foster reported the discussion he had had with the BC which resulted in the planning application being reduced from 2 dwellings down to one because the PC had a Right of Way across the garage area to The Meadow.

14/00756/F extensions/alterations at 59 Archdale Close, West Winch. **PC SUPPORTED BC PERMITTED**

14/00914/DM demolition of buildings at Newmarket Plant Hire, Garage Lane, Setchey. **PC SUPPORTED BC PERMITTED**

11. COMMITTEE CHAIR FEEDBACK

a) Planning Committee (including Neighbourhood Plan [NP]) – Cllr Mrs Summers reported that the NP is almost finished. The BC has offered pre-examination before the formal consultation stage. She answered questions raised by councillors. The next NP meeting is on Wednesday 24th September. A policy regarding play areas was read out after a question was raised. The 2 Borough Councillors will be meeting with representatives from the Planning Department to discuss S106 monies which are needed in West Winch should the housing go ahead. This is because houses will be built before amenities are put in place – play areas, community centres etc. and it is likely the village will be inundated with new people wanting to use existing facilities which are likely to struggle to cope.

b) Finance Committee – Cllr Lamb reported that grant money is available and he has been searching for funding online. The PC Chairman suggested that when we leaflet drop the NP information we could ask for ideas regarding village improvements.

c) Playing Fields and Maintenance Committee – Cllr Skerritt reported that the RoSPA report was quite good. The soft fill around certain play equipment areas had had some concrete put in place (left over from the siting of the sign at The Meadow) to fill some of the gaps. He reported that the sign and the new dog bin had been erected at The Meadow.

Football invoices had not been sent out although the one remaining club – the Juniors had sent the Clerk the first draft of the list of matches. The Clerk is still waiting for the PC Chairman to tell her the prices to add into the Football Agreement. A query was raised about friendlies and if they should be charged for. The Clerk will wait for direction by councillors on this, but in the meantime will ask the Club for a list of Friendlies which have not appeared on the fixture list.

Cllr Mrs Summers reported that The Meadow now has 2 horses in residence. The fences are up and the top layer of grass/weeds has been bulldozed to the edge of the fencing. This includes a lot of fly tipping. She had spoken to a group of MacDonald's staff who do litter picking in the community and they viewed the site and said they would be quite happy to put the fly tipped rubbish into a skip if we would provide one. The cost of the skip will be £170. The Clerk had spoken to the BC to ask if a skip could be temporarily sited on the garage site and they agreed to waive the licence fee if the PC would put the 4 fly tipped tyres behind their garages onto the skip. This has been

agreed. Everyone was happy to go ahead and order the skip for Monday 20th October ready for MacDonald's to fill it on Tuesday 21st October.

Action: Clerk to confirm hire of skip for Monday 20th October to Wednesday 22nd October. Also to inform the BC that the dog bin is now in place and needs to be regularly emptied.

- d) Street Lighting Committee - Nothing new to report. Lights are reported as they fail. The Clerk thanked Cllrs Skerritt and Shearn who checked the position of a light which had been reported to ensure it was a PC owned light.
- e) Consultation Committee - There was nothing to report by Cllr Shearn.
- f) Health & Wellbeing Committee. Cllr Burke reported that Active Norfolk is running new courses. The Clerk gave a verbal debrief regarding the Fun Day. It was suggested that we take out insurance against bad weather should we hold a further event. A meeting of the Fun Day Committee will take place on Wednesday 22nd October starting at 7pm in the Social Club.

12. MEMBERS' MATTERS

A councillor asked why Hardwick roundabout lights are not turned off in the evenings. Due to a fault they had been off 24/7 for a number of days with no apparent problems.

Action: Clerk to contact NCC and Highways Agency to ask if this could be considered.

A councillor asked about the Village Children's Fund and if it could be taken over by the PC. It was agreed this was not a good idea. The Clerk and others had been approached to replace Mr Sandey as a signatory and the Clerk said if they really did want her to do this then it would be as a resident and not as Clerk to the Council. As others had also been approached she would rather someone else be the third signatory.

It was reported that the grass at the bus stop at Setchey had still not been cut. Weeds along a footpath between Hall Lane and the Common, as well as between Archdale Close and the A10 had not been removed despite them been reported online. County Councillor Miss Kemp offered to contact the NCC to arrange for this work to be treated as a priority.

It was reported that the road sign adjacent to the bus shelter on Rectory Lane needed straightening out.

Action: Clerk to contact the BC (and also ask for the Coronation Avenue sign to be cleaned)

Community Payback was discussed after the Clerk explained what it involved. The Clerk explained the grass cutting contract to those present. The contractors cut the grass a certain number of times a year and they use their expertise to determine when it needs a cut. The Clerk does inform them of important dates such as the Football Tournament, Fun Day but cuts are determined by the weather and the length of the grass.

The kitchen window in the changing rooms has been repaired. Ownership of the kitchen was raised. The Hall do own it but may want to hand it over to the PC.

Action: Cllr Shearn to investigate

It was reported that the dog bin on the WBC playing field gets full quickly as people are putting carrier bags full of waste into it. It was suggested that a sign be stuck on the bin saying it is permissible to put your dog waste, properly wrapped, in your black bin.

Finally it was reported that there is another Waste Amnesty weekend at Saddlebow on the 4th and 5th October.

13. DATE OF NEXT MEETING

The next PC meeting will be held on Thursday 16th October 2014 starting at 7.30pm.

14. ITEMS FOR NEXT MEETING

Defibrillator, co-option of new councillor, A10 bus shelter adjacent Long Lane, The Pound, Trade Waste, Football Agreement and Football Friendlies.

- 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 advert was discussed.

Signed _____

Date _____