

MINUTES OF THE ORDINARY MEETING HELD ON 20TH FEBRUARY 2014 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH

PRESENT: Cllr P Foster, Cllr D Skeritt, Cllr P Burt, Cllr Mrs M Summers, Cllr J Lamb, Cllr J Lockwood, Cllr G Dell, Cllr D Burke, Mrs J Close (Clerk), County Councillor Mrs Kemp and 3 members of the public

1. REPORTS FROM OUTSIDE REPRESENTATIVES

County Councillor Mrs Kemp reported that the County Council budget had been agreed. Following the storm surge a new County Council group will be set up. There is going to be another incinerator (free) vote for county councillors. She has organised two vigils regarding the incinerator where people can come along and write to Mr Pickles to object. She remains in the Labour Group and believes they should stand by the manifesto.

Borough Councillor Apologies had been received

PCSO Representative Apologies had been received

2. PUBLIC PARTICIPATION

Two representatives from the Brethren Church were in attendance to talk about a footpath and trees. Last year the Church had received a request from a parishioner asking if a footpath could be installed outside the Church. Norfolk CC could not fully fund it but would pay 50% if the Parish Council would pay the remainder. The Church offered to pay 25% of the cost if the Parish Council would pay the remaining 25%. The works could be completed for either £9700 or £14,800 depending on the finish. Trees and hedges are costing a substantial amount of money at the site. They would like the Mayor to formally attend a planting ceremony. Cllr Mrs Skeritt asked if there was room for both hedge and footpath in front of the fence and that at other places in the village a hedge adjacent the footpath made it narrow. The Church believed there was enough room and following a question from Cllr Dell they said they would regularly maintain the hedge. Following a question from Cllr Burt it was stated that if the cheaper quote for the footpath was accepted it would not be as robust as a proper footpath. Cllr Dell advised that the County Council had in the past been offering free trees but the Church had already placed an order. Cllr Skeritt reported there was an existing footpath across the road and money would be better spent making a safe crossing for residents wishing to cross the A10. The Chair proposed the matter be deferred to the next meeting and asked the Church to provide an exact costing and plan. This was agreed. It was further noted that the footpath would be on County Council land and they would maintain it.

Action: Clerk to place Footpath on next agenda.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies received from Cllr Thrower, Borough Councillor Mrs Leamon and the Police. No apology was received from Cllr C Clarkson

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

No declarations were made.

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

It was proposed by Cllr Burt and seconded by Cllr Skeritt that the minutes of the Meeting held on 16th January 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

a) Coronation Avenue – Mr Hilden address the meeting. He had received a draft copy of the Grazing Agreement. He pointed out that it would cost him £1500 for gates and fencing, and time/other costs would cost about £500. He felt that a 2 year lease would not be acceptable due to outlay cost. The Chair said he would have no objection for the lease to be 5 years and referred back to fly tipping which had, in the past, cost the Parish Council money. The Chair proposed that the second sentence of the draft agreement be changed to 5 years and this was seconded by Cllr Burt with all in favour. The Chair proposed that paragraph 6.0 should read via Brook Meadow Lane and that the Agreement requires a plan with a red line, which could be agreed by the PC Chair and Vice Chair outside a formal meeting and this was seconded by Cllr Burt with all in favour. The Chair finally proposed that subject to the above amendments that the Grazing Agreement be adopted and signed and this was seconded by Cllr Dell with all in favour.

Action: Chair/Vice Chair to agree Plan with red line.

b) Co-option of two new parish councillors. The Clerk reported that no-one had come forward and the item would remain on the agenda until two people came forward.

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

c) Street Light quotation Long Lane barrier. Cllr Burke had received a quotation from Pearce & Kemp to change the lamp head on Long Lane with one of the car park lamps and then install a LED on the car park lamp. The quotation was for £725.32 + VAT. The Chair felt it sensible to start installing LEDs especially in the car park as any CCTV required this type of lighting for improved pictures. It was proposed by Cllr Burke that the quotation be accepted and this was seconded by Cllr Dell with all in favour.

Action: Clerk to send formal order to Pearce & Kemp.

d) Purchase of defibrillator for WBC. It was felt that the Parish Council did not want to take charge of this. The Football Club needs to make the decision if they wanted to take ownership. Cllr Dell said his biggest concern was vandalism and he felt the machine would have to go inside a building and we haven't permission from any building owners. The item was deferred for Cllr Lockwood to obtain more information.

e) 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.

f) Hall 3 year maintenance contract – The Clerk advised she had sent 3 years of car park expenses to the Hall and was still waiting for a response as to whether or not they would be willing to pay £1600 per annum for 3 years. Cllr Burke advised there is a Hall meeting in the next few weeks.

g) War Memorial – Cllr Skeritt advised that he and the Clerk had applied for funding for half the cost of cleaning the West Winch War Memorial. The closing date for applications was 21st February so he hoped to hear something after that date.

h) Village Sign – Cllr Skeritt advised that the Sign had gone to Wormegay for repainting. There will be a cost involved. When the sign was last refurbished he wasn't given the best advice of suitable paint for such a project. He thanked Cllrs Burt, Dell and Thrower for helping remove the sign.

7. CORRESPONDENCE RECEIVED

Twenty five items of correspondence had been received and a list circulated to councillors before the meeting. The Clerk advised there had been some late items of correspondence:

a) A complaint had been received about parking on a piece of grass in Oak Avenue.

Action: Clerk to contact the County Council ask them to deal with parking issue and reinstate the grass to its original condition. If should be BC land then ask them to pass information on. (NCC Ref 456814)

b) A letter asking for Dispensation under Section 33 of the Localism Act 2011 for the William Burt Social Club and the William Burt Centre. Cllr Dell left the room whilst the item was discussed. It was proposed by Cllr Mrs Summers that the Dispensation be accepted and this was seconded by Cllr Skeritt with all in favour. Cllr Dell returned to the meeting.

c) Quotations had been received from King's Lynn Signs and Glasdon relating to the installation of a sign and dog waste bin at Coronation Meadows. It was agreed to discuss this in more detail at the next meeting.

Action: Clerk to put these two items on the agenda for the March meeting.

d) An email from NALC had been received advising that Sue Lake, Lead Officer had been appointed Town Clerk for Aylsham TC beginning in May.

The Clerk then drew attention to item 1 on the agenda. The Village Hall Committee advised that there was water collecting on the car park outside the hall entrance. The Chair pointed out that the Hall had contributed nothing towards the costs of the car park and was concerned that the Parish Council is expected to spend public money for just the Hall. If they paid the £1600 annual maintenance cost the PC could get the work done. He asked if we could cordon this area off for health and safety reasons until the matter was resolved. Cllr Skeritt was concerned that the Hall had also asked for assistance towards the roof repairs and it was pointed out that the gulley invoice had not been paid from a previous year. Cllr Burke, a PC representative on the Hall Committee said they had agreed to the £1600 annual maintenance but had not told the PC. It was proposed by Cllr Foster that the matter of the water outside the entrance was deferred to the next meeting and an Agreement be written by Cllr Mrs Summers and made available for the Hall Committee to sign. This was agreed by Cllr Burt with all in favour.

Action: Cllr Mrs Summers/Clerk to write Hall Agreement regarding the car park maintenance agreement

Item 9 - The Clerk advised that there had been 4 nominations for the Stephen Walker Cup.

Item 22 – Rangers Visit. The meeting was informed that the footpath outside Oriental Palace on the A10 needed sweeping.

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.

9. ACCOUNTS & FINANCE

a) Balance of accounts as of 30th January 2014

Community Account	£18,282.31
Business Saver Account	£30,105.63
	£48,387.94

The balance of accounts was noted.

b) To consider approval of payment of invoices at this meeting (20th February 2014)

102993	Mr J Pressling – Handyman services Jan 2014	£ 254.40	
102994	Mrs J Close – Clerk Salary Jan 14 (£96.40 deducted for HMRC)	£ 385.40	
102995	Mrs J Close – Clerk Expenses Jan 14	£ 43.18	
DD	E-ON electricity for street lighting – DIRECT DEBIT	£ 69.55	
102996	Berryman – Bottle banks	£ 91.69	
102997	Pearce & Kemp – Street Lighting contract	£ 117.92	
102998	Middleton Aggregates – revised invoice re ditch digging. Previous invoice credited in full	£ 384.00	
102999	West Winch Village Hall Hire for PC meetings	£ 280.00	
103000	West Winch Village Hall Hire on 24/8/14 for Fun Day	£ 28.00	
103001	Hodson Office Supplies – stationery	£105.95	

It was proposed by Cllr Lamb that the payment of invoices be agreed and this was seconded by Cllr Skerrett with all in favour.

c) To note monies received since last meeting

3/2/14	North Runcion PC – Inv 13/24 – NP costs	£ 22.70
3/2/14	West Winch Bowls Club – Inv 13/29 - Anglian Water	£ 15.07

Monies received were noted.

d) To note balance sheet for Fun Day 2013 (spreadsheet circulated to councillors with agenda)

The Clerk presented income and expenditure for the 2013 Fun Day. It had cost the Parish Council £108.97 to run the event which she thought was good value for the entertainment packed day but pointed out that a low cost was dependant on the weather being good as there would be less income on a wet day.

10. PLANNING CONSULTATION

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

14/00122/F vary condition 3 of 13/01650/F – barn adjacent 19 Silvertree Way, West Winch. **PC OBJECT as variation not robust enough to protect bats/roosts**

14/00104/F retention of storm water attenuation lagoon and construction of security fencing, land west of Lynn Road, West Winch. **PC SUPPORT**

b) Notice of Decision by Borough Council

13/01650/F conversion of barn to dwelling adjacent 19 Silvertree Way, West Winch **BC APPROVED WITH CONDITIONS**

It was reported that a rumour was going around that the barn floors were being ripped out. Cllr Burt would check tomorrow and contact the Clerk who in turn would contact the Planning Department.

11. COMMITTEE CHAIR FEEDBACK

a) Planning Committee (including Neighbourhood Plan [NP]) – Cllr Mrs Summers reported that a copy of the Draft Neighbourhood Plan had been circulated. A copy had gone to Planning Aid and Developers for their comments. Some comments had been received back from Developers stating what they liked and disliked. A meeting was being held with Alan Gomm (BC) and Rachel Hogger (Planning Aid) the following day regarding progress and what was needed for the next stage. She explained future stages including the Referendum. Cllr Mrs Summers asked if anyone had any comments to make. Concern has been voiced by a number of residents about land south of Gravelhill Lane. We need more written concerns. It was suggested that a petition for this land would be sensible but was pointed out that if land is not within 400metres of existing services it probably would not be acceptable. If councillors have any suggestions or amendments they needed to email Cllr Mrs Summers.

b) Finance Committee – CCTV – Cllrs Skerrett and Thrower are looking for quotes for installers. All parties at the William Burt Centre are interested in meeting to discuss quotations. The car park lighting will need to be improved. Funding is out there and

projects include extending the village hall, a MUGA and tennis courts all could be covered by grants. The Equality and Diversity Policy had been written by the Clerk as it was required for the Funding application. Subject to some minor amendments it was proposed by Cllr Burt that the Policy be adopted and this was seconded by Cllr Mrs Summers with all in favour.

Action: Clerk to amend Policy and place on website.

- c) Playing Fields and Maintenance Committee – It was agreed that an official order be sent to RoSPA for the inspection of the play area and skate park along with an order for the annual boiler service/certificate for the Football Changing Rooms. It was agreed that the drains at the William Burt Centre do not need cleaning out this spring. Cllr Burt reported that the Coronation Avenue drain has been cleaned out and will be finished in the next few weeks as it dries out. The Clerk is aware of mole hills in the Play area and will get the Mole Man to visit.

Action: Clerk to send official orders to RoSPA and Mr Keens re inspection and boiler service and notify the Mole Man about the play area.

- d) Street Lighting Committee - Cllr Burke reported that the street light contractor is struggling to get a certain type of lamp head and it was felt we may need to be transferring to LED in the future.
- e) Consultation Committee - No Chair but nothing to report
- f) Health & Wellbeing Committee. Cllr Burke reported that there is a netball tournament in East Dereham in April and the netball players in the village had been informed. It was reported that the first meeting of the Fun Day was required. It was noted that ASDA may do a free BBQ with profits going to the village. A meeting was planned for Monday 10th March at 7.30 in the Social Club. A poster will be prepared to advertise this and a letter sent to all village organisations.

Action: Clerk to prepare poster and book room at the Social Club. Cllrs Skeritt and Foster to attend first meeting with Cllr Foster charring meeting. All other councillors are asked to attend

12. MEMBERS' MATTERS

Cllr Dell advised that cars are advertised for sale on the layby at Chapel Lane/A10

Action: Clerk to contact NCC (NCC Ref 456932)

He further advised that a number of catalytic convertors have been stolen over the area.

Cllr Skeritt reported that the bus shelters around the village need cleaning. He further reported that Peter and Sylvia Frost held a bingo session to raise money for a cabinet to hold a list of the Stephen Walker Cup winners. The Chair suggested that he speak to the Hall for permission to display this.

Cllr Burke advised that the litter bin in Hall Lane had not been emptied.

Action: Clerk to inform the Handyman

Cllr Foster reported that he had been looking at the Borough Council Precept list. Snettisham's is £74.42 per household, Upwell's is £45.39 and ours is £30.45.

Pothole outside 15 Long Lane

Action: Clerk to inform NCC (NCC Ref 456818)

13. DATE OF NEXT MEETING

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

14. ITEMS FOR NEXT MEETING

Footpath at Setchey, Co-option of new councillors, purchase of defibrillator, Hall 3 year maintenance contract, Hall roof, Dog Bin and Notice Board for Coronation Meadows

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 Burt with all in favour. The Chairman thanked the public for their attendance and the meeting closed at 9.00pm.

Under the closed session items relating to a new employee contract and job description and Football Agreements were discussed

The meeting closed at 9.50pm

Signed _____

Date _____