

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

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

1. REPORTS FROM OUTSIDE REPRESENTATIVES

County Councillor Mrs Kemp was not in attendance.

Borough Councillor Mrs Leamon reported that Tourist Information Centre (TIC) visits were recommended with brochures and money off vouchers available. Council Tax can now be managed online. The King John Cup has been returned to the town. There is now a waiting list for brown bins due to demand. SNAP meetings were held in North Runcton with main complaints being dog fouling and speeding motorists.

Borough Councillor Foster reported that the proposed town of Ebbsfleet is getting 2 million pounds for infrastructure whereas the amount being given for North Runcton and West Winch is zero. He will raise this at the Borough Council's full Council next week as we are getting 40% of the housing size that Ebbsfleet is getting. He also spoke about the incinerator funding.

PCSO Representative No-one was in attendance

2. PUBLIC PARTICIPATION

Mr Ray thanked for the Parish Council for getting the A10 cycleway swept. Regarding the proposed Hardwick Green development he pointed out that the 2011 census included methods of travel to work and there has been a large increase in cyclists using the A10 cyclepath.

A representative from the Brethren Church was in attendance and asked if any councillor had questions about the footpath they would like to have built in front of their Church with contributions from the Highway Department as well as the Parish Council. Cllr Mrs Summers said she had emailed concerns to them regarding the width of the hedge adjacent to the proposed footpath as she felt it was a very narrow area. The Representative thought it would fit but it would need a kerb line to give a clear definition. Cllr Skerrett asked if instead of a footpath would they invest towards a road/pedestrian central refuge to help other parishioners. The Representative said it could be put to the Trustees.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies received from Cllr Thrower (another meeting), Cllr Burke (late work shift) and County Councillor A Kemp. No apology was received from Cllr C Clarkson or the Police

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 Dell and seconded by Cllr Mrs Summers that the minutes of the Meeting held on 20th February 2014 subject to a minor change 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 – The Clerk had obtained quotations for the proposed dog waste bin and the proposed sign. The waste bin would have to be erected on a post adjacent to the footpath and would need a Licence agreement from the County Council and agreement from the Borough Council to empty the bin. This should not be a problem. The Dog Waste Bin would cost £46.14 plus VAT to purchase. The sign would cost £98.71 plus VAT to make up and come complete with post cap and base plate to stop the post being pulled out of the ground. The post would be 75mm square and stand 3m high but would have to be fixed in a minimum depth of 600mm and concreted in. The PC would have to erect the sign and the bin. Cllr Skerrett asked if a second dog waste bin would be ordered for the A10/Gravelhill Lane area as the current one was in a poor state of repair.

Cllr Mrs Summers proposed that the PC order 2 dog waste bins and one sign and this was seconded by Cllr Burt with all in favour.

Action: Clerk to order 2 dog waste bins and one sign

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) Defibrillator. Cllr Lockwood reported he is still obtaining advice about whether or not training is required to use the machine. He will keep investigating the rules and laws. Cllr Dell reported he still had concerns about vandalism.

Action: Clerk to place on next agenda.

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

Action: Clerk to place on next agenda.

e) Hall 3 year maintenance contract – The Clerk advised she is still waiting for the Hall to get back to her regarding this draft contract.

Action: Clerk to place on next agenda.

f) War Memorial – The Clerk advised she is still waiting to hear if the PC has been granted a Grant towards the cleaning of the Church War Memorial.

Action: Clerk to place on next agenda.

g) Village Sign – Cllr Dell advised that the sign is waiting for the contractor to begin work on the paintwork.

Action: Clerk to place on next agenda.

h) Setchey Footpath – the Clerk went through the proposals received by email from the Church. Cllr Mrs Summers endorsed Cllr Skerritt's idea about a central pedestrian refuge in the middle of the A109 but had no idea of cost. The Chairman said a minimum width for footpaths was two metres and this could be insisted upon by the NCC. The Chairman said that as Hopkins submitted a planning application for 1100 houses he would expect them to contribute. ZAL will also be submitting a planning application for over 2,000 houses in September.

Action: Clerk to look into cost of a crossing/central refuge and check footpath width with NCC. Also ask NCC about funding from a Developer.

i) CCTV site visits – Cllr Skerritt had kindly arranged a demonstration before the PC meeting that night. He thought the company was extremely thorough. The company had also been to take some filming earlier. The Chairman said the Finance and Grants Committee would need to request funding. Once quotations were received from all contractors it would go back on the agenda.

j) Standing Orders – The Chairman reported that the Government had issued instruction that all budget and precept voting should have a recorded vote. NALC had disagreed. The Chair said it should be recorded so the public can see who has voted for what and referred to the BC Council meeting of 27.3.14 page 6 where Borough Councillors were being asked to agree to the amendment of Standing Orders to incorporate this rule. He formally proposed that the West Winch Parish Council change their Standing Orders at 28 (c) to include "Immediately after any vote is taken at a Precept decision meeting of the council there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting." This was seconded by Cllr Dell with all in favour.

k) Football – The Chairman proposed that this be discussed in Closed Session and this was seconded by Cllr Dell with all in favour.

7. CORRESPONDENCE RECEIVED

Seventeen items of correspondence had been received and a list circulated to councillors before the meeting. A question was raised about the second item from FCC Environment – Duty of Care Waste Transfer re Bottlebank. The Clerk explained that all Waste collectors had to be registered to prove they were licenced to dispose of waste properly. This was the request from the Contract who emptied the Bottlebanks each month.

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 27th February 2014

Community Account	£17,649.67
Business Saver Account	<u>£30,105.63</u>
	£47,755.30

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

103002	Mr J Pressling – Handyman services (5 weeks) March 2014	£ 318.00
103003	Mrs J Close – Clerk Salary March 14 (£96.40 deducted HMRC)	£ 385.40
103004	Mrs J Close – Clerk Expenses March 14	£ 42.21
Bank Transfer	HMRC – Income Tax January to March 14	£ 289.00
Direct Debit	E-ON electricity for street lighting – DIRECT DEBIT	£ 62.82
103005	Berryman – Bottle banks	£ 111.30
103006	Pearce & Kemp – Street Lighting contract	£ 117.92
103007	CGM Landscapes – scaritrac football field 3/2/14	£ 57.14
103008	BCKLWN – Trade sacks one roll plus annual collection charge	£ 92.50

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

The Clerk explained that HMRC were asking for electronic transfer of income tax. This was proving a problem for the PC and she had prepared a letter to the Bank to request they electronically transfer £289 to the HRMC for the last quarter's tax. Rather than change online banking information it was agreed that the Clerk speak to Payroll regarding direct debit payments.

c) To note monies received since last meeting

19/02/14	NCC – recycling credits June to November 13	£1220.89
04/03/14	Village Hall – Inv 13/26 Winter Gritting Nov/Dec 13	£ 302.30
04/03/14	Village Hall – Inv 13/28 Anglian Water 10/10/13 – 7/1/14	£ 179.61
18/3/14	WW Junior Football Club Inv 13/18 & 13/19. £173.50 & £400.00 (part outstanding on second invoice)	£ 573.50

Monies received were noted along with two late cheques received from the West Winch Junior Football Club for pitch hire fees of £173.50 (Seniors) and £400.00 (Juniors).

d) To consider Clerk salary increment from 1st April 2014.

The Chairman reported that the salary scales showed the increment to be approximately 35p per hour from 1st April 2014 and proposed that this rate be agreed by those present. This was seconded by Cllr Mrs Summers with all in favour.

10. PLANNING CONSULTATION

- a) New Planning Application Consultations received from Borough Council or County Council
14/00275/F Vary condition 2, conversion of barn to dwelling at 19 Silvertree Way, West Winch. **PC SUPPORTS**
14/00428/F Extension/alterations to dwelling at 21 Gravelhill Lane, West Winch
- b) Notice of Decision by Borough Council
14/00122/F Vary condition 3, conversion of barn to dwelling at 19 Silvertree Way, West Winch. **(PC OBJECTED) BC PERMITTED WITH CONDITIONS. Letter also sent to PC from BC explaining why the determination was made contrary to the PCs recommendation**

11. COMMITTEE CHAIR FEEDBACK

- a) Planning Committee (including Neighbourhood Plan [NP]) – Cllr Mrs Summers went through some of the comments received back to the NP Group after the Draft Plan had been sent out to Planning Aid, Developers and the BC. She reported that she had spent 15 hours working on the amendments that week and the Clerk had spent a couple of hours as well. There is lots more to do. She requested input from councillors regarding the Green Open Spaces within West Winch. A scoping exercise needs to be undertaken but the NP Group and Planning Aid believe the LDF Team at the BC should do this.

Action: Cllr Mrs Summers and Clerk to write letter to Geoff Hall, Executive Director of Planning and Environment at BC to this effect.

- b) Finance Committee – Nothing to report
- c) Playing Fields and Maintenance Committee – Cllr Burt reported that CGM had carried out the first cut of the football pitches. The car park bollard will be dealt with shortly.
- d) Street Lighting Committee – The replacement SL has been ordered by the Clerk but she had noticed earlier that evening that the SL is out in the car park.
- e) Consultation Committee - No Chair but nothing to report
- f) Health & Wellbeing Committee. – A cap is missing from a piece of equipment in the Children's play area. The Clerk believed a spare one was in a parish drawer and she would investigate.

12. MEMBERS' MATTERS

There is a cracked freshwater drain cover in Archdale. Cllr Burt would find out exact address for the Clerk to pass onto Anglian Water and Highways. (NCC Ref No 463300)

Action: Cllr Burt to find address and inform Clerk to pass complaint onto relevant company

There is a manhole cover in the road outside either Millfield or Millfield Drive which is noisy when traffic passes over it. Cllr Lockwood would find out exact position for the Clerk to pass onto Highways. (NCC Ref No 463303)

Action: Cllr Lockwood to find address and inform Clerk to pass complaint onto NCC.

The pedestrian crossing surface on the A10 is getting noisy again. (NCC Ref No 463317)

Action: Clerk to inform NCC

The Clerk has also reported that the Hardwick roundabout and A10 in North Runcton has surface problems. *(Ref NCC 463307 & email acknowledgement from Highways Agency)*

13. DATE OF NEXT MEETING

The next meeting of the PC will take place on Thursday 17th April 2014 at 7.30pm.

14. ITEMS FOR NEXT MEETING

Footpath/crossing at Setchey, Co-option of new councillors, purchase of defibrillator, Hall 3 year maintenance contract, Hall roof, village sign, war memorial, CCTV, Football Agreement and Summer Tournament, cleaning of bus shelters

- 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 and request for a Summer Tournament were discussed. The Meadow Agreement for horse grazing was signed by the Chairman.

The meeting closed at 9.25pm

Signed _____

Date _____