

## WEST WINCH PARISH COUNCIL

### MINUTES OF THE ORDINARY MEETING HELD ON 20<sup>TH</sup> NOVEMBER 2014 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH

**PRESENT:** Cllr Mrs M Summers, Cllr D Skerritt, Cllr P Burt, Cllr R Shearn, Cllr Mrs Brocka-Martin, Cllr G Dell, Cllr P Foster (arrived late), Mrs J Close (Clerk), Borough Councillor Mrs Leamon (arrived late) and County Councillor Miss A Kemp. There were 3 members of the public present.

Cllr Mrs Summers took the Chair until Cllr Foster arrived from his BC meeting.

#### 1. **REPORTS FROM OUTSIDE REPRESENTATIVES**

County Councillor Miss Kemp – Reported that she felt there had been a set back on the Incinerator saga. NCC had refused to accept the “no incineration” wording in a policy statement. She had raised a corporate complaint regarding the Gravelhill Lane flooding issue. A new carers strategy was being launched the following week. Regarding Fracking, there has been no policy set which means the county may be vulnerable. She raised the PC concerns regarding the proposed closure of the Thetford Anglian Water plant. Following a question about the flooding issue she suggested the PC contact the press.

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

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

#### 2. **PUBLIC PARTICIPATION**

No-one had anything to raise.

#### 3. **TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Lamb, Thrower, Lockwood, Burke and Watts. No apology had been received from the Police.

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

Cllr Burt declared an interest in a Finance item and the book was duly signed.

#### 5. **TO CONFIRM MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> OCTOBER 2014**

It was proposed by Cllr Shearn and seconded by Cllr Mrs Brocka-Martin that the minutes of the Meeting held on 16<sup>th</sup> October 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 Chair.

#### 6. **TO REPORT MATTERS ARISING**

a) Skate Park – Cllrs Skerritt and Burt and the Clerk had inspected the skate park following concerns raised by residents at the last meeting. Some boards are loose but felt to be safe until work can be carried out. It was suggested that RoSPA may be able to recommend a contractor to repair them. Cllr Shearn asked Ben Gooden (resident present) if there had been any improvement in the number of young children on the skate park and he said it was better but there was a lot of glass. Cllr Mrs Brocka-Martin and Cllr Skerritt had not found glass during their inspections but Cllr Burt had removed some during their litter picking exercises. The Chair asked those collecting litter to make glass checking a priority in the skate park area. It was agreed a sign will be purchased and erected stating the use of the skate park area.

*Action: Playing Fields and Maintenance Committee to agree wording for sign and inform Clerk. Also agree if the PC will erect or King's Lynn Signs be asked to do this.*

b) Defibrillator – The Clerk reported she had written to the East of England Ambulance Service asking for advice regarding this. Would a pin code to use the machine be available to anyone dialling 999 from the WBC. A response is awaited.

*Action: Place on January agenda*

c) Bus Shelter – Cllr Skerritt had met 3 different companies on site to discuss refurbishment of the shelter between Long Lane and Chequers Lane on the A10. The Clerk went through quotes and specifications, namely £939, £730 + VAT and £350. It was proposed by Cllr Skerritt that the PC accept the cheapest price and this was seconded by Cllr Burt. All were in favour apart from one abstention.

*Action: Clerk to send official order to Timberstone Landscapes to carry out the work on the bus shelter and as is normal practice inform all 3 companies the quotation prices received.*

d) The Meadow disabled access – The Clerk reported that she had written to occupiers of the address given to her at the last meeting, but the address was incorrect and she had spoken to the occupiers. She is waiting for the opinion of the Disability Officer at the BC regarding reasonable access.

e) WBC Playing Field quotations – The Clerk went through the quotes she had received for 1. Trees needing basal growth removing to 7 feet and ivy dealing with; 2. Long Lane hedge cut back; 3. Tree on car park needs work to keep it clear of street light; 4. One goal mouth needs re-turfing. The quotations were taken in 2 parts – 1-3 tree/hedge work and 4. turf repairs. For parts 1 – 3 the quotations were £360, £490 and £965 + VAT. For part 4, the 2 quotes were £65 and £205 + VAT.

It was proposed by Cllr Dell that we go for the £360 quotation and the £65 quotation respectively and this was seconded by Cllr Mrs Summers with all in favour.

*Action: Clerk to send official order to Chris Hotson to carry out the tree and hedge work and to Graham Yaxley to carry out the re-turfing of the goal mouth. As is normal practice she will inform all 3 companies of the quotation prices received.*

f) BT Phone Box – A request had been received from a parish councillor who wanted the PC to adopt the red telephone box in Setchey with a view to selling it. The Chair was concerned about the PC purchasing it and then selling it on and various discussions took place about auctioning it, selling by tender or keeping it. Concerns were raised about the cost of removing it from its current position and making good the area and possibly having to disconnect electrics, remove the hard standing and reinstate the resident's hedge. It was finally agreed that the PC take no further action in taking over the telephone box.

*Action: Clerk to inform the BC of the decision made by the PC.*

g) Football Agreement – The Chair expressed concern that the FC have ignored the PC's request for a signed Agreement although the outstanding match money has now been paid.

*Action: Clerk to write and give them until 30<sup>th</sup> November to sign the paperwork, or offer them to choose a date before then to meet with the PC to sign the document together. The FC be warned that if this agreement is not signed the facilities will be withdrawn.*

At this point in the proceedings the two Borough Councillors addressed the meeting:

Borough Councillor Mrs Leamon – Informed the meeting of Lily – Living independently in later years and of her support for Middleton PC re speeding concerns. The Highways Agency had written to say that the pedestrian crossing had now been installed and no further action would be taken.

Borough Councillor Foster - explained to those present of his BC work over the last month.

## **7. CORRESPONDENCE RECEIVED**

Seventeen items of correspondence had been received and details circulated before the meeting. Item 13: An email from FCH had been sent to all councillors regarding their decision that the Coronation Avenue trees bordering their properties and the PC land were not on Freebridge land. It was believed that this strip of land which includes the trees is not under PC ownership either. The trees are covered by tree preservation orders and cannot be touched without formal BC consent

*Action: Clerk to check the PC records to double check who owns this strip of land, or who gave the land to the PC in the first place it is this strip may still be in their ownership.*

Item 14 – NCC Rangers visit – The Clerk asked for a list of jobs which the Rangers could carry out in the village. TROG at Setchey overgrown (Raised by Cllr Thrower by email), A10, trees on waste land between Gravelhill Lane and Long Lane need cutting back as overhanging footpath, leaves gathering in road over road drainage gullies in area of Watering Lane opposite the WBC complex. Blackthorn bush on edge of WBC car park entrance overhanging – This is PC responsibility and Cllr Burt agreed to deal with it.

*Action: Clerk to report these issues to NCC Rangers, and Cllr Burt will deal with the bush at edge of car park.*

## **8. CORRESPONDENCE SENT**

All correspondence sent by letter/email/telephone was listed in the Agenda Notes for the meeting. Cllr Shearn reported that he had been going through the PC's Anglian Water invoices and he should be able to get a refund on the latest invoice which was particularly high this quarter due to the bumper boats pool being filled up using water from the Football Changing Rooms on Fun Day..

## **9. ACCOUNTS & FINANCE**

### **a) Balance of accounts as of 6<sup>th</sup> November 2014**

Community Account	£ 16,278.60
Base Rate Reward	<u>£ 50,123.84</u>
	£ 66,402.44

### **b) To Authorise the Finance Committee to approve December's invoices in the absence of the Parish Council meeting that month**

It was proposed by Cllr Burt that this Finance Committee be authorised to approve next month's invoices and this was seconded by Cllr Mrs Summers with all in favour

c) **To Authorise the Finance Committee members to meet in December to set a Draft Precept for agreement at the January meeting**

It was proposed by Cllr Burt that the Finance Committee be authorised to meet next month and set a draft Precept which would be discussed at the January meeting and this was seconded by Cllr Mrs Summers with all in favour.

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

103094	Mr J Pressling – Groundsman Salary November 14	£ 140.83
103095	Mrs J Close – Clerk Salary November 14	£ 397.62
103096	Mrs J Close – Clerk Expenses November 14	£ 38.58
DD	HMRC – income tax for October 14 (to be taken 22/11/14) DIRECT DEBIT	£ 99.40
DD	E-ON electricity for street lighting November – DIRECT DEBIT	£ 69.55
103097	Berryman – Bottle banks - October	£ 28.93
103098	Pearce & Kemp – Street Lighting contract - October	£ 117.92
103099	CGM Landscapes – grass cuts	£ 227.31
DD	Anglian Water – WBC usage 4/7/14 – 22/10/14 (parts to recharge) DIRECT DEBIT	£ 756.89
103100	Hodson Office Supplies – Neighbourhood Plan stationery (from NP Grant allocation)	£ 256.15
103101	Royal British Legion – donation to Poppy Wreath Remembrance Day Service at Middleton Church	£ 25.00
103102	Miss F Leamon – NP Print costs (from NP Grant allocation)	£ 63.25
103103	Royal British Legion – Clerk error. 103101 should have been for £35.00	£ 10.00
103104	Mr P Burt – keys cut	£ 20.60

The Clerk reported that she had made an error with the Royal British Legion donation as we normally donate £35 and not £25 (second cheque raised). It was proposed by Cllr Mrs Summers that all the invoices (except cheque 103104) be approved and this was seconded by Cllr Burt with all in favour.

The Clerk reported that she had received a receipt from Cllr Burt for £20.60 in connection with having keys cut for the WBC. Cllr Burt left the room whilst this item was discussed. It was proposed by Cllr Shearn that this amount be paid and this was seconded by Cllr Mrs Summers with all other councillors in favour. Cllr Burt then returned to the meeting.

e) **To note monies received since last meeting**

22/10/14	Junior Football Club Inv 14/10; PIB 100288	£ 208.04
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The FC payment was noted.

f) **To discuss Contracts due to expire March 2015**

a) Street Lighting Maintenance Contract. The Clerk reported that the 3 year contract for street light maintenance would expire at the financial year end. Councillors agreed that the current Contract holder had done a good job over the 3 years. The Clerk was asked to obtain up to 3 quotations for a further 3 year contract starting 1<sup>st</sup> April 2015.

*Action: Clerk to obtain contract prices for street lighting maintenance for 3 years commencing April 2015.*

b) Grass Cutting Contract. The Clerk reported that the grass cutting contract was also due to expire at the financial year end. Again the contractor had done an excellent job over the last 3 years and on a couple of occasions had done their utmost to help out the PC with problems on the field.

*Action: Clerk to obtain contract prices for grass cutting for 3 years commencing April 2015.*

**10. PLANNING CONSULTATION**

a) New Planning Application Consultations received from Borough Council

14/01317/CU Change of use from office space to D2 social meeting place, 4 Riverside Farm, Garage Lane Industrial Estate, Setchey **PC – No planning objection**

14/01590/F extension and alterations, 19 Watering Lane, West Winch

b) Notice of Decision by Borough Council

14/01217/F 2 storey extension at 12 Fir Tree Drive, West Winch. **PC – Support. BC – Permitted with condition re car parking space**

14/01105/F extension at 18 Westland Chase, West Winch. **PC – Object re flooding problems/drainage ditch issues. BC – Permitted**

14/01112/CU Change of use of disused agricultural area to extend hauling company's yard for stabling of vehicles at BC Rust Haulage, Garage Lane, Setchey. **PC Support subject to previous drainage issues/pond/dyke protected. BC – Permitted with conditions re use by BHG Rust and or GM Concrete and limitation to number of commercial vehicles being on site at any one time.**

## 11. COMMITTEE CHAIR FEEDBACK

- a) Planning Committee (including Neighbourhood Plan [NP]) – Cllr Mrs Summers thanked the 2 parish councillors who had replied to the consultation regarding the Neighbourhood Plan. It is now going for a health check by an examiner. NCC had given a presentation to the NP Steering Group regarding solutions to Hardwick roundabout. Cllr Mrs Summers covered their main points but agreed to email all councillors a copy of the Report.
- b) Finance Committee – Nothing to report
- c) Playing Fields and Maintenance Committee – Cllr Burt reported that the field could do with another grass cut.

*Action: Clerk to arrange a further cut*

A grit bin on the corner of Long Lane and Hall Lane was demolished by a car on Wednesday morning at 5.30am. Cllr Mrs Summers proposed that a new bin be purchased as a matter of urgency and this was seconded by Cllr Shearn with all in favour.

*Action: Clerk to order grit bin from Glasdon, have it delivered to Cllr Burt's property and once positioned in the verge arrange for the NCC to fill it.*

It was reported that the fields of maize had been cut earlier in the week resulting in churned up verges and mud on footpaths. Cllr Mrs Summers has emailed the land agent.

*Action: Clerk to contact NCC re damaged verges and muddy footpath/roads Ref 497002*

Cllr Burt reported that the Clerk had purchased a basketball net for him to put up but in the meantime the existing ones had disappeared.

*Action: Clerk to order a further 2 basketball nets so we still have a spare one.*

Cllr Mrs Summers and Cllr Burt reported on the Coronation Meadow. One of the new fence posts had gone through a sewer pipe which is the responsibility of the tenant. The field is very wet and Cllr Mrs Summers had contacted Lindum who are doing the FCH house demolition work. They had been very helpful but are struggling to understand the drainage system. FCH will need to do remedial work and unblock drains. CCTV will then be put through the system and they will work out what the problem is and map the drains. It was noted that 2 properties there have a catch pit.

Cllr Shearn asked the Committee about litter picking. The Handyman vacancy was then discussed. The Clerk reported that although no-one had come forward to fill the Handyman position a self-employed person who has done some PC work for us, had offered to undertake some duties but he would want to invoice us rather than be paid via PAYE. It was agreed to meet up with him and offer him the current 5 hours a week litter picking plus some additional duties as the Playing Fields Committee determine.

*Action: Clerk to write and ask him if he could meet them at the WBC Social Club at 12 noon on Sunday, or to suggest a different but suitable time when he can meet.*

- d) Street Lighting Committee – It was reported that there is a street light out near the Bowls Club entrance.

*Action: Clerk to report to SL Contractor.*

- e) Consultation Committee - Cllr Shearn reported that the Committee had read through a consultation document from Palm Paper which was 100's of pages long. The looked at the PC's previous concerns and felt these concerns had been addressed by Palm Paper. Cllr Mrs Summers expressed concern about the chimney height. It would be hard thought to find specific planning objections to raise and the majority of those present were happy with the content. The Chair thanked Cllr Shearn for all his hard work.
- f) Health & Wellbeing Committee. – No report

## 12. MEMBERS' MATTERS

Cllr Shearn raised a problem which the Hall and Social Club had with a sewer which runs along the grass verge along the entrance road to Watering Lane. It has become blocked twice in recent weeks. A camera had been put down and the drains are of a fibre manufacture and can compress. Obstruction was found near the road area next to a street light and Cllr Shearn felt it was a PC matter. The Football Changing Rooms and Bowls Club sewage goes down a different route and into a sewer in Hall Lane. The main problem for the Hall and Social Club sewer appears to be between 2 manholes about 30metres apart. SDS Contractors will prepare a report and this will be used to tender for works to be done. The Chair asked Cllr Shearn to call a meeting between the 3 parties when the report is received. The Hall will undergo PAT testing tomorrow.

BT have the fibre cable in place and residents can ask to be connected.

Outside 38 Hall Lane there is a split in the road.

*Action: Clerk to report this to NCC. Ref No 497003*

The Pound – Cllr Skerritt has spoken to Mrs Nichols and this will be discussed by the Commoners in March 2015.

War Memorial. Cllr Skerritt reported that the Clerk had received an email from a resident who was complaining that the PC wasn't represented, or a wreath present on the 11<sup>th</sup> November in West Winch. Cllr Skerritt had responded to the complaint explaining that as the church service on Remembrance Sunday had been held in Middleton, it was not practical to move the wreaths back to West Winch in time for the 11<sup>th</sup>, but in fact both the PC and PCC wreaths had been repositioned the following day. The Chair had also spoken to the complainant.

There is a layby outside 49 Hall Lane which needs white lines painting to separate the layby from the road. During recent foggy weather it has been hard to pinpoint the layby when driving down Hall Lane and councillors felt it quite dangerous.

*Action: Clerk to contact NCC Ref No 497005*

It was pointed out that the new trade waste container did not come with keys.

*Action: Clerk to contact the BC (who in fact were coming out the following day to collect the spare PC trade waste bags and deliver the keys!)*

**13. DATE OF NEXT MEETING**

The next PC meeting will be held on Thursday 15<sup>th</sup> January 2015 starting at 7.30pm.

**14. ITEMS FOR NEXT MEETING**

Defibrillator, Coronation Meadow – drainage and tree ownership, Football Agreement, Street Light and Grass cut contracts, Groundsman update, Parish Precept

**15. CLOSE -** The Chairman closed the meeting at 10pm

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_