

MINUTES OF THE ORDINARY MEETING HELD ON 21ST MAY 2015 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH

PRESENT: Cllr P Foster, Cllr P Burt, Cllr G Dell, Cllr J Lamb, Cllr Mrs M Summers, Cllr D Burke, Mrs J Close (Clerk), Borough Councillors Gidney and Anota (arrived late after attending another meeting), There were one member of the public present.

1. REPORTS FROM OUTSIDE REPRESENTATIVES

Police – No Police representative attended the meeting and no apology or written report received.

County Councillor Miss Kemp – Did not attend and no apology received.

Borough Councillor Gidney – explained his background and said he was here to help. Cllr Mrs Summers explained she was the Vice Chair of the NP group and may need support which both councillor agreed they would readily give.

Borough Councillor Anota – explained his background as well.

2. PUBLIC PARTICIPATION

Mr Dutton introduced himself and explained that there was a street light which shines into his property. He said he would be happy to pay for a shield. The Chairman said the previous owner had complained and adjustments had been made to the street light to prevent the glare. He proposed that the PC pay for adjustments and this was seconded by Cllr Burke with all in favour. Mr Dutton thanked the Parish Councillors for their assistance.

Action: Clerk to ask the Contractor to look at light and discuss with Mr Dutton, 2 Silvertree Way when on site. Also to report street light outside 8 Silvertree Way as being out.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Thrower, Cllr Skerritt and Cllr Watts.

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

None

5. TO CONFIRM MINUTES OF THE MEETING HELD ON 16TH APRIL 2015

It was proposed by Cllr Dell and seconded by Cllr Lamb that the minutes of the Meeting held on 16th April 2015 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) Planning conditions re. Skippy Skips – to be discussed under Planning Committee item.

b) Goal mouth re-seeding or re-turfing. The Clerk advised that the contractor was unable to carry out this work. Cllr Burt advised that the Handyman would re-turf this at a suitable time later this year.

c) Update on new football team and league updates required for AMA Lynn FC. The Clerk advised that she and Cllr Skerritt had (accidentally) met with representatives from AMA Lynn and the League Inspector. She read out an extract from an email received which said that in order to meet with ground standards for the Almary Green Anglian Combination league the following work would need carrying out: 1) showers need a partition in the centre of the room, leaving 3 shower heads in each section. 2) Match officials changing room requires a shower, plus the door moving so it is in corridor and not in away area. 3) A toilet for the match official's sole use must be made available. Regarding the 3rd point, the Clerk had suggested they approach the Social Club in the short term, but the AMA Lynn said they could easily install one in the match official's room. All works would be paid for by the AMA Lynn Club. The Chair said that as there would be no cost to the PC but in fact it would benefit the Changing Rooms that he had no objections and this was agreed by everyone else. The PC would wish to be involved in what was changed/improved at each stage though. The Clerk reminded those present that the Club was waiting to hear if their application to join that league was successful before signing the Football Agreement with the PC or carrying out any works.

d) Football Changing Rooms – boiler problems. The Clerk advised that she had asked Cllr Skerritt to look at the boiler with her as the pilot light kept going out. The light was at the back of the boiler and very awkward to get at. When they had relit it, the smell of gas was very strong and she had left the door open and called out the gas engineer as a matter of health and safety precautions. He had resealed a joint and fitted a spare part to the boiler, as the pilot light had gone out yet again. Whilst he was there the Clerk asked him about changing the boiler to an electric immersion heater type and installing a push button to give 2 hours of heating up time which would be ideal for the footballers and stop the tank being kept hot all year round. The engineer promised to quote and the Clerk asked a second engineer to provide a quote, but neither have been received before the meeting. She also reported that if the system was electric then the boiler room could be

locked and used for storage for the Handyman. Currently because of the gas it has to be kept unlocked and the JFC keep putting items in there which the Clerk has to keep removing for H&S reasons. The Chairman asked for this to go back on the next agenda when the quotes will have been received and Cllr Burt will ask a local engineer for a third quotation.

Action: To go on next agenda

7. CORRESPONDENCE RECEIVED

34 items of correspondence had been received.

(5) The Commoners had replied to the PC request to take over the Pound. They were happy for the PC taking over the upkeep of it but did not want to relinquish ownership rights. They also pointed out that the wall had been demolished by a lorry and was subject to an insurance claim. Quotes had been obtained and they were waiting to hear back from their insurers as to whether they can go ahead with the repairs. It was agreed that we ask the Commoners to sort out the repairs and generally tidy up the area. We need to know what their plans are for the Pound and if there is anything the PC could assist them with. A new seat is required.

Action: Clerk to write to Commoners Chair

(13) An email was read out from a company called Top Coaching asking to run their own multi-sports day on the WBC playing field. They would like to hire the field and have use of a toilet and a room. Cllr Burke advised he hadn't booked the taster day planned by the PC and suggested we rent the field out to this company. It was decided that the PC need to meet with them to discuss. Public access to the field must be maintained. Will need a copy of the PLI and ensure they have a qualified first aider present. Will charge £250 for 5 hours for 2 pitches and access to the Changing Rooms

Action: Clerk to email Top Coaching with this information

(31) A letter from UK Power Networks was read out and related to a street light bracket mounted on a pole which they believe required replacing. As it appeared that the company had failed to tell the PC of the works 5 years ago they would replace the pole at no cost to the PC. It was agreed by those present that we ask the company to go ahead and replace the pole.

Action: Clerk to write to them

No questions were raised regarding any other item of correspondence received.

8. CORRESPONDENCE SENT

All correspondence sent by letter/email/telephone was listed in the Agenda Notes for the meeting. No questions were raised.

9. ACCOUNTS & FINANCE

a) Balance of accounts as of 5th May 2015

Community Account	£ 50,255.13
Business Saver Account	<u>£ 33,350.77</u>
	£ 83,605.90

The balance was noted

b) To note Clerk's pay increment from 1st April

The increment was noted.

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

103169	Mr J Pressling – Groundsman May 2015	£ 140.83
103170	Mr A Hara – Handyman May 15	£ 121.27
103171	Mrs J Close – Clerk Salary May 15	£ 432.75
103172	Mr A Hara – May expenses (travel)	£ 12.60
103173	Mrs J Close – Clerk Expenses May 15	£ 122.88
DD	HMRC – April deductions DD	£ 145.60
DD	E-ON May Electricity DD	£ 68.93
103174	Berryman Bottle bank April	£ 10.38
103175	Stephenson Smart – payroll	£ 216.00
DD	Anglian Water – 23/10/14 – 21/4/15 DD	£ 805.56
103176	CGM Landscapes – grass cuts 16/4	£ 119.34
103177	Earth Anchors – replacement dog bin following fire	£ 148.74
103178	T Keens & Sons Ltd – boiler repair at changing rooms	£ 90.00
103179	Society of Local Council Clerks – annual subscription	£ 103.00
103180	CGM Landscapes – grass cuts 28/4, 30/4	£ 119.34

It was proposed by Cllr Lamb that all invoices be paid and this was seconded by Cllr Burt with all in favour.

d) **To Note monies received since the last meeting**

27/4/15	HMRC – VAT repaid for 14/15 BACS	£ 3108.64
28/4/15	Mr R Hilden – Inv 15/03 – grazing agreement 15/16 PID 100292	£ 5.00
28/4/15	Hall - Inv 15/02 – Annual share of Trade Waste PIB 100293	£ 295.00
28/4/15	Hall - Inv 14/21 – Gritting PIB 100294	£ 194.82
28/4/15	Hall – Inv 14/19 – Gritting PIB 100295	£ 151.53
28/4/15	Hall – Inv 14/17 – Gritting PIB 100296	£ 317.87
1/5/15	Barclays Base Rate Reward interest	£ 20.64
5/5/15	Social Club – Inv 15/01 – Annual share of Trade Waste BACS	£ 295.00
5/5/15	Social Club – Inv 14/16 – Gritting BACS	£ 317.87
5/5/15	Social Club – Inv 14/18 – Gritting BACS	£ 151.53
5/5/15	Social Club – Inv 14/20 – Gritting BACS	£ 194.82

The income was noted

10. PLANNING CONSULTATION

- a) New Planning Application Consultations received from Borough Council
15/00712/F - 2 storey extension, 66 Coronation Avenue, West Winch
 - b) Notice of Decision by Borough Council
15/00284/F - Construction of s/s dwellings/garage following demolition of substandard dwelling, West View, 145 Main Road, West Winch.
- PC SUPPORTED, BC PERMITTED with conditions**

Cllr Mrs Summers reported that the Clerk had been in contact with the NCC regarding outstanding conditions on Skippy Skips planning consent. NCC had replied stating all but one condition had been discharged and this was for planting. The Clerk had asked them to ensure this planting does go ahead at a suitable time of the year.

11. COMMITTEE CHAIR REPORTS

a)	Planning	Neighbourhood Plan. Cllr Mrs Summers reported that the re-write following inspection was almost finished. She and Rick Morrish were meeting John Clements (BC) the following day. If it was agreed with the BC then the public consultation can begin. Planning rules had changed and this meant a lot of wording changes to the NP.
b)	Finance	Cllr Lamb reported that the Clerk does more than her 9 hours a week and gives additional hours as necessary. He proposed the PC change hours to 11 per week with the proviso that additional be agreed as and when necessary. This was seconded by Cllr Burt with all in favour.
c)	Playing Fields	Cllr Burt reported that he had been considering a new access barrier gate to the field and moving the entrance from next to the Bowls Club to a gap in the car park lining so access could be maintained at all times. The Clerk had obtained 2 quotes for a gate and he would obtain a third quote. There would be some work required to remove part of the bund. <i>Action: To go on next agenda.</i> The nets still need to go on the basketball posts. Anglian Water need to clear the spillage on Coronation Meadows now it has dried out. The goalmouth will be sorted out in autumn. The Clerk asked for advice from councillors regarding the fire damage as both other parties blamed each other. It was agreed she write to both and ask for their insurance details so she could write directly to both.
d)	Street Lighting	Cllr Dell will sort out the labelling soon.
e)	Consultation	Nothing to report
f)	Health & Wellbeing	The village games take place on 28 th June. The Chair asked Cllr Burke to purchase any T shirts required and present the invoice to the PC for payment.

12. MEMBERS' MATTERS

Pothole opposite post box in Watering Lane

Action: Clerk to inform NCC Call Ref 512842

Verge outside Bowls Club on Watering Lane needs cutting

Action: Clerk to inform NCC Call Ref 512844. Also emailed them to see if can be done as part of Rangers visit in June.

Roadside along Long Lane near wooden fence hasn't been cut. Clerk has already emailed the contractor.

Potholes A10 still dangerous.

Action: Clerk to ask Mr Wallace for site visit around that area. [CC A Kemp involved and AW.BT have been given 28 days to sort out these manholes/potholes] No site visit requested until we see what happens with the enforcement request from NCC..

Hardwick roundabout traffic lights should not be operating through the night. Clerk has already spoken to NCC about this.

Defibrillator training needs booking *[Clerk was asked to speak to Anne from the Ambulance Service but the training has already been booked by the Social Club]*

The Social Club have asked to use the field on Sunday 30th August for a Fun Day. The PC would be involved and use their own PLI. It was proposed by the Chair that we let them have the field and we pay £300 towards their expenses. They would have to use their own water for bumper boats. Request the Social Club is open to non-members on that day and that someone first aid trained is present. This was seconded by Cllr Burt with all in favour.

Action: Clerk to email Steve Perrin Social Club with this information.

13. ITEMS FOR NEXT MEETING(S)

Skate Park/BMX Park –The Chair asked all councillors to go and look at Skate Park before the meeting. Football Changing Rooms - boiler exchange, playing field barrier. Probationary period of Handyman – pay award

14. DATE OF NEXT MEETING – Thursday 18th June (apologies Cllr Dell)

15. CLOSE OF OPEN MEETING - the meeting closed at 9.10pm.

Signed _____

Date _____