

MINUTES OF THE ORDINARY MEETING HELD ON 15TH OCTOBER 2015 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH

PRESENT: Cllr P Foster, Cllr Mrs M Summers, Cllr P Burt, Cllr D Burke, Cllr G Dell, Cllr D Skerritt, Mrs J Close (Clerk), Borough Councillors Gidney and Anot, County Councillor Miss Kemp. There were 7 members 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 – Reported that the CC had voted that they would look at a Devolution deal with Suffolk and/or Cambs. It won't involve District levels. She had voted against it. A suggestion had been that Planning decisions could be made centrally. NCC need savings of £169 million. Regarding Gravel Hill Lane, a lot of work had gone on and she had addressed the BC in September regarding this. She believes the Inspector is not sure if the Local Plan is sound. A question was raised regarding Devolution as it was felt that there would be no gain for this area. She agreed and said it was all about saving money.

Borough Councillor Anot – reported that the County Councillor had covered most things and that he and Borough Councillor Gidney had both spoken against it. A question was raised regarding progress on Gravel Hill Lane and Leete Way car park. The developer had said the car park belongs to the surrounding properties and he will investigate further. The Chairman said the BC Enforcement Team know who is responsible and had given them notice to clear early in 2015.

Borough Councillor Gidney – Reported that the BC feel Devolution would be positive but he personally wasn't sure. The BC had sent a letter of intent to move forward on this. Regarding the Local Plan and the lack of a 5 year housing supply, a lot of parishes are getting a lot of planning applications for housing.

2. PUBLIC PARTICIPATION

None

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Thrower, Watts and Lamb.

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

Cllr Burt declared an interest in 6d (Quote – bund work) on the agenda and signed the declarations book.

5. TO CONFIRM MINUTES OF THE MEETING HELD ON 17TH SEPTEMBER 2015

It was proposed by Cllr Skerritt and seconded by Cllr Mrs Summers that the minutes of the Meeting held 17th September 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) Co-option of residents onto the Parish Council – The Clerk reported that no-one had come forward. Information is on the website and the noticeboards.

b) Hire of field for charity event on 20/8/16. The Clerk reported that the contact she had was leaving the company, but a note had been left for her replacement to contact the PC. Item deferred until the group get in touch again.

c) Hall quotes for work. Cllr Burke reported that the Hall has paid out £2,310 for a contractor to paint the inside of the Hall. A further £4025 + VAT will be paid for the Hall floor to be sanded, white lined and sealed. Cllr Skerritt proposed that the PC offer a £3,000 donation. The Precept had been increased and some of it could be used for this purpose. Cllr Mrs Summers asked if they had applied for a grant which Cllr Lamb was going to help them with. As the painting had already been carried out this would not be eligible and it was difficult getting money for repairs/maintenance. Cllr Burt seconded the donation of £3,000 and there were no other proposals voiced. Four councillors voted to accept the proposal with none against. The Clerk will send them a cheque but see 6 g below re Agreements.

d) Quote – bund work on WBC field. Cllr Burt left the room whilst this item was discussed. The Clerk advised that a written quotation of £120 had been received for works to remove the Bund from the newly installed barrier gate area, tidy up remaining Bund and move soil to block up the existing gateway, leaving room for pedestrians/wheelbarrow to get through. Everyone was in favour of accepting this quotation and Cllr Burt returned to the meeting.

- e) Table tennis – funding. Cllr Foster advised that he had not heard back from Mr Garrod regarding monies being given to the PC from the Tennis Club to support the Table Tennis Club (next agenda)
- f) PC Insurance – 3 year renewal due. The Clerk went through 4 quotations she had received. Prices for a 3 year renewal were for annual payments as follows:
£712.35, £1016.91 – no 3 year deal, £1,261.94 – no 3 year deal and £761 – 3 year deal. It was proposed by Cllr Burke that the PC accepted the cheapest quotation from Hiscox and this was seconded by Cllr Dell with all in favour. This new policy is dealt with by Came and Company insurers.
- g) Ownership of underground pipework (water and sewage), pipe insurance; and repair, maintenance and gritting of WBC car park. Cllr Skerritt raised concerns that the new sewer pipe had been installed and although the Hall and Social Club had agreed to pay a 1/3 cost each this did not sort out future maintenance for this, the car park repairs or winter gritting. The Chairman would look at the DEFRA document which Anglian Water had said proved the repairs to the sewer were not their responsibility and he felt the PC needed to take further advice. The Social Club had agreed car park/gritting/repairs as part of their lease but the Hall did not have such an agreement in place. It was agreed that the Clerk write to them regarding the donation and ask if an addendum or similar could be added to their lease regarding these costs.

Action: Clerk to write to Hall, Chairman to assist with wording of letter.

- h) Replacement boiler in Changing Rooms – quotations received. Cllr Skerritt and Dell has visited the Changing Rooms and due to the smell of gas they determined that the gas boiler was unsafe and switched off the gas supply. This meant that there was no hot water available. Three quotations had been received to replace the gas boiler with an electric one: £1630 + VAT, £2200, and £1609 + VAT. The cheapest contractor was fully booked until January 2016. It was proposed by Cllr Burt that the quotation from T Keens & Sons Ltd (£1630 + VAT) be accepted and this was seconded by Cllr Skerritt with all in favour.
- i) Transparency – Committees and Working Groups. The Clerk reported that at one of the Norfolk ALC Café Clusters she had attended it was made clear that any Committees needed to have agendas and minutes, and notice be given along with agendas placed on notice boards/website for transparency purposes. She suggested a way forward would be to call them Working Groups, as that was in fact the reason why they met, and change the Terms of Reference and Standing Orders to reflect this. Cllr Foster proposed that all reference to Committees be reworded as Working Groups and this was seconded by Cllr Dell with all in favour. Anything discussed at these Groups is ratified at the next Council meeting apart from urgent planning applications for which we only have a couple of weeks to respond.

7. **CORRESPONDENCE RECEIVED**

There had been 25 items of correspondence received since the last meeting.

8. **CORRESPONDENCE SENT**

All correspondence sent by letter/email/telephone was listed in the Agenda Notes for the meeting.

9. **ACCOUNTS & FINANCE**

a) **Balance of accounts as of 7th October 2015**

Community Account	£ 27,377.49
Business Saver Account	<u>£ 50,360.55</u>
	£ 77,738.04

The balances were noted.

b) **To consider the Financial Quarterly Projections**

The Projections were noted.

c) **To Consider approval of payment of invoices at this meeting (15th October 2015)**

103229	Cancelled	
103230	Cancelled	
103231	Mr J Pressling – Groundsman October 2015	£ 145.17
103232	Mr A Hara – Handyman October 15	£ 138.73
103233	Mrs J Close – Clerk Salary October 15	£ 454.68
103234	Mr A Hara – September expenses (travel)	£ 4.95
103235	Mrs J Close – Clerk Expenses October 15	£ 90.46

DD	HMRC – September deductions DD.	£ 148.40
DD	E-ON August Electricity DD	£ 92.90
103236	Westcotec – Street light maintenance September 15	£ 120.92
	Berryman/URM Bottle bank September	£
103237	1-2 Call Drainage & Groundwork Ltd – CCTV drain survey	£ 144.00
103238	Came & Company –annual insurance	£ 712.35

The Clerk advised that the Berryman/URM invoice had been received and the payment request was for £19.26, cheque number 103239. It was proposed by Cllr Mrs Summers that all these invoices be paid and this was seconded by Cllr Skerritt with all in favour.

d) To note monies received since last meeting

1/10/15	Barclays – base rate reward account interest	£ 20.69
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This receipt was noted

10. PLANNING CONSULTATION

- a) New Planning Application Consultations received from Borough Council
15/01176/F - First floor extension above existing single storey side extension, new porch and alteration to window openings at side and rear, 28 Back Lane, West Winch **PC no objections in principle but “indoor pool” on existing plan becomes “annex” on proposed plan. This change would need planning consent and a condition to ensure it remains part of main dwelling and could not be sold or occupied as separate unit of accommodation.**
15801300/F – Extension, 15 Orchard Grove, West Winch **PC no objections in principle but attention drawn to 3 particular points. 1. More trees present than shown on plan submitted 2. Extension at no. 14 not shown on plan. 3. Proposed extension very close to boundary, care needed to ensure rain water goods remain on 15 Orchard Grove’s land.**
15/013561/F – Pair of semi-detached 2-storey dwellings on land at 70 Coronation Avenue, West Winch
- b) Notice of Decision by Borough Council
15/00827/F – replacement dwelling, 145 Main Road, West Winch.
PC SUPPORTED, BC PERMITTED SUBJECT TO CONDITIONS INCLUDING 6 METRE GAP BEFORE GATES, TURNING AREA, ASBESTOS REMOVAL.
15/01044/F – Loft Conversion/Garage, 20 Back Lane West Winch
PC SUPPORTED, BC PERMITTED
15/00973/F – Car park extension, landscaping, canopy, Downham Gospel Hall Trust, West Winch.
PC SUPPORTED, BC PERMITTED SUBJECT TO CONDITIONS INCLUDING SURFACE WATER DETAILS TO BE SUBMITTED AND LIGHTING SCHEME TO BE IMPLEMENTED AS PER PLANS APPROVED
15/01019/F – Demolish Conservatory and erect 2 storey extension, 68 Back Lane, West Winch
PC SUPPORTED, BC PERMITTED

11. WORKING GROUP CHAIR REPORTS

a)	Planning	<p>Cllrs Mrs Summers and Cllr Skerritt had attended the BC Local Plan examination with Rick Morrish who had spoken at the Hearing representing the parishes and the Neighbourhood Plan Steering Group. Both councillors said he did an excellent job and it was requested that the PC Clerk write and that him.</p> <p><i>Action: Clerk to write to Rick Morrish</i></p> <p>Cllr Mrs Summers reported how the Hearing went and that the Inspector had asked the BC to go away and look at a Schedule of Further Questions which he had written down. There would then be a 2 week public consultation on the BC’s responses with the Hearing resuming in November. If the Inspector felt it necessary for a further Hearing then this would be held. The Gravel Hill Lane modification would be published with a 6 week consultation period. Responses would have to go to the BC but would be given to the Inspector. She felt it would probably be the new year but lots of people in the village were getting involved and she suggested a public meeting to help people write their</p>
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		objection letters. This would be accompanied by a leaflet drop and the Clerk will ask the resident who did the previous drop if he would be willing to do it again and for what price. We would also need posters around the village and get the Press involved. She thanked all residents who had got involved in the Gravel Hill Lane site since the BC put it back into the Local Plan. <i>Action: Clerk to contact resident re leaflet drop. Cllr Mrs Summers to draft leaflet ready for inserting venue/date/time before printing. Both to write list of comments to go in objection letters.</i>
b)	Finance	Nothing to report
c)	Playing Fields	Cllr Burt reported that there had been 2 fires in the play area – in the round shelter and the skate board park. The Clerk asked for those who discovered the fires to ring 101 and speak to the Police themselves as it is too late once she is told and pointless for her to meet them on site as she doesn't have all the facts. A key for the Changing Rooms has been given to the Groundsman. Rubbish was left outside the changing rooms. It would be useful to have a socket in the Handyman's hut and 4 sockets put under the fuse box in the Changing Rooms. <i>Action: Clerk to discuss with Contractor who is doing the hot water work.</i>
d)	Street Lighting	Cllr Burke reported the middle light along the edge of the field is out. All 3 lights along Hall Lane are surrounded by tree branches. The Playing Fields Working Group will look at this.
e)	Consultation	Cllr Foster reported that NCC Minerals documentation received but it did not affect West Winch parish
f)	Health & Wellbeing	Nothing to report

12. **MEMBERS' MATTERS**

It was reported that the Mill is in a state of disrepair. The BC Enforcement Team are aware. The Pound is also in a poor state.

Action: Clerk to write to The Commoners' Chairman and ask when it is to be repaired.

The Hall Committee had been approached by Tom Thumb asking about fencing to the rear of the Hall as they would like to install a sandpit. It was agreed that the Hall ask them to contact the PC who will arrange for a couple of representatives to meet them on site.

13. **ITEMS FOR NEXT MEETING(S)**

Councillors were asked to contact the Clerk with items for the next meeting in writing, at least 14 days in advance of the meeting date.

14. **DATE OF NEXT MEETING** – Thursday 19th October 2015 at 7.30pm

15. **CLOSE OF OPEN MEETING** - the meeting closed at 8.55pm.

Signed _____

Date _____