

**MINUTES OF THE ORDINARY MEETING HELD ON 21<sup>ST</sup> JANUARY 2016 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH**

**PRESENT:** Cllr P Foster, Cllr Mrs M Summers, Cllr P Burt, Cllr D Skerritt, Cllr J Lamb, Mrs J Close (Clerk), Borough Councillor P Gldney, County Councillor Miss Kemp. There were 2 members of the public present.

**1. REPORTS FROM OUTSIDE REPRESENTATIVES**

County Councillor Miss Kemp – Reported that the Gravel Hill Lane ditch had been full of water. The willow tree roots are being cut by Anglian Water every 3 months. She suggested the PC write to the owner of 18 Westland Chase about their tree.

The LDF responses sent to the Inspector won't appear for consultation (regarding 3000 houses) until April.

Recycling Centre will accept commercial waste for a fee. An anaerobic digester may be installed in South Lynn.

NCC has published their annual budget plan. An event is being held in South Lynn.

Cllr Mrs Summers asked a question about the willow tree, although the tree roots are being cut every 3 months the roots are in the pipes and the water is not receding properly. It was thought that Mark Whitmore at the BC should be contacted about the statutory nuisance that this tree is causing. Cllr Burt reported that a building project in Westland Chase could make the problem worse. Cllr Mrs Summers asked about riparian ownership. The nuisance comes from no. 18 and the householder needs to sort it. The Chairman asked for a list of complainants from Miss Kemp along with problems they had raised so the PC could write to the BC.

Borough Councillor Gidney – reported that he had written to the BC regarding the above flooding and had also contacted NCC.

BC are promoting health checks which are being held at GP surgeries.

LDF replies have gone to the Inspector. Cllr Mrs Summers will send him a copy of the PC reply.

*Action: Cllr Mrs Summers to send B.Cllr Gidney a copy of the PC/NPSG response.*

Cllr Foster reported that £2488 would go onto Precept in West Winch regarding Special Expenses. He wanted to know what this was and if it could be itemised. The West Winch Development Area states that there won't be any CIL money payable. This means the PC won't have money to improve the village facilities. B.Cllr Gidney promised to look at these 2 questions.

**2. PUBLIC PARTICIPATION**

Mr Howard from 6 Common Close has an oak tree in his garden. There are a number of samplings available and wondered if the PC would like them. Cllr Burt will get in touch with him and discuss further.

**3. TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Thrower, Cllr G Dell, Cllr S Watts, Mrs Leamon and Borough Councillor B Anota.

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

Cllr Skerritt declared an interest in item 17 (correspondence received) on the agenda and signed the declarations book.

**5. TO CONFIRM MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> NOVEMBER 2015**

It was proposed by Cllr Burt and seconded by Cllr Lamb that the minutes of the Meeting held 19<sup>th</sup> November 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) Tennis bank account – The Chairman reported that Mr Burke had asked Mr Garrod, on behalf of the Badminton Club, if they could have half the money in the account. The Chairman stated he would rather the PC have the money in their account and buy the Table Tennis Club tables so if the Club ceased then the PC would still own the tables.

c) Hall – lease agreement, proposed addendum. Cllr Lamb reported that he had spoken with Hall representatives. The Chairman reported that in 2001 a Parish Councillor has said that organisations requesting grants should complete a form and submit accounts before monies over £500 were given.

- d) Anglian Water. The Clerk reported that recent correspondence regarding the letter of complaint sent by the PC had been received from AW and copied to the consumer council. The Chairman will help the Clerk with reply to AW.

*Action: Send reply to AW and cc CCW*

## 7. **CORRESPONDENCE RECEIVED**

There had been 33 items of correspondence received since the last meeting. The Clerk reported a late item – Sports Directory Questionnaire from Alive Leisure.

Item 16 – Church request for annual grant for church yard maintenance – The current 5 year Agreement granting the Church £500 per year expires in 2016. It was agreed to renew the agreement. The Clerk read out expenditure costs for 2015. It was agreed that the PC were minded to look at an additional payment to cover some of their costs but we need to know if other grants have been applied for or if there are funds in place.

*Action: Clerk to prepare new Agreement and write to them enclosing a Grant Form.*

Item 17 – Cllr Skerritt had requested dispensation regarding the RBL. The Chairman felt no dispensation was necessary

Item 19 – Seat at The Pound A letter had been received from the Chair of West Winch Commoners in response to the PC letter asking for an update on repairs of The Pound Wall. They are still waiting for the NFU to agree to settle the claim. The Commoners stated that the bench on The Pound was actually erected by the PC and it was agreed by councillors to arrange for the remaining slats to be removed and once the wall is repaired, the PC will repair the bench insitu.

*Action: Clerk to write to The Commoners stating the bench will be repaired after the wall is repaired but in the meantime the bench will be made safe.*

## 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 4<sup>th</sup> January 2016

Community Account	£ 23,881.06
Business Saver Account	£ 50,426.13
	£ 74,307.19

- b) **To note the Quarterly Financial Projections**

The Financial projections were noted.

- c) **To Consider and Agree the Annual Parish Precept**

Cllrs Lamb and Skerritt had drafted the Precept for 16/17 and went through the items. Those present agreed to accept the figures subject to the Contingency Sum being reduced to £1062. This makes the precept requirement £28,259 and Council Tax Support Grant £1170, a total of £29,429 This figure was proposed by Cllr Mrs Summers and seconded by Cllr Burt with all in favour.

- d) **To Consider Payment of invoices at this meeting**

103262	Mr J Pressling – Groundsman January 2016	£ 145.17
103263	Mr A Hara – Handyman January 2016	£ 156.00
103264	Mrs J Close – Clerk Salary January 2016	£ 454.68
103265	Mr A Hara – December expenses (travel)	£ 5.40
103266	Mrs J Close – Clerk Expenses January 2016	£ 63.28
DD	HMRC – December deductions DD.	£ 148.20
DD	E-ON January Electricity DD	£ 96.00
103267	Westcotec – Street light maintenance December 15	£ 120.92
103268	Parish Church of St Mary's West Winch with Setchey – Churchyard Maintenance Grant	£ 500.00
103269	West Winch Village Hall – hire of hall for PC meetings in 2016	£ 360.00
103270	CGM – grass cut December	£ 59.40
103271	T Keens & Sons – replacement boiler in changing rooms £1580 + VAT – boiler, £80 + VAT extra sockets, all plus VAT	£ 1992.00

The Clerk informed the meeting that the invoice from T Keens had been received and was for the amount shown above. It was proposed by Cllr Skerritt that all the invoices be paid and this was seconded by Cllr Mrs Summers with all in favour.

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

09/11/15	Social Club – Inv 15/19 – contribution sewer pipe BACS	£ 472.50
17/11/15	Social Club – Inv 15/21 –water/sew charge Jul/Oct BACS	£ 233.76
16/11/15	Hall – Inv 15/20 contribution sewer pipe PIB 100307	£ 472.50
20/11/15	Hall – Inv 15/23 water/sew charge Jul/Oct PIB 100308	£ 186.48
19/11/15	JFC – Inv 15/18 – pitch fees – interim a/c PIB 100309	£ 459.00
27/11/15	Groundwork UK – Neighbourhood Plan GRANT BACS reserved money	£4800.00
01/12/15	Bowls Club – water/sew charge Jul/Oct PIB100310	£ 15.73
15/12/15	Social Club – water/sew charge Jul/Oct BACS	£ 233.76
04/01/16	Barclays – interest	£ 23.48

The income was noted

f) **To note Payment of Invoices during December 2015**

103255	Mr J Pressling – Groundsman December	£ 145.17
103256	Mr A Hara – Handyman December	£ 138.73
103257	Mrs J Close – Clerk Salary December	£ 454.68
103258	Mr A Hara –November 15 expenses (travel)	£ 5.40
103259	Mrs J Close – Clerk Expenses December	£ 55.68
DD	HMRC –November deductions DD.	£ 148.40
DD	E-ON December Electricity DD	£ 92.90
103260	Westcotec – Street light maintenance November	£ 120.92
103261	URM Bottle bank November	£ 21.96

Payments made in December were noted.

10. **PLANNING CONSULTATION**

- a) New Planning Application Consultations received from Borough Council  
 15/01328/F – wooden garage, Elyards Farm, 18 Back Lane, West Winch – **PC OBJECTED due to type/colour of wood not specified and no mention of drainage arrangements. Further information had been received which allowed the Planning Working Group to agree to the planning application**  
 15/01618/F – 2 storey outbuilding, Archdale Manor, 14 Back Lane, West Winch PC – **NO OBJECTION subject to a condition restricting the use of the building**  
 15/01397/O – detached bungalow and garage and shared access, 15 Westland Chase, West Winch **PC – SUPPORT subject to drainage condition.**
- b) Notice of Decision by Borough Council  
 15/00070/TPO – fell T2 Yew Tree of TPO 2/TPO/00114.at 221 Main Road, West Winch **(PC not consulted) BC – APPROVED subject to replacement Yew tree being replanted within 12 months or next planting season**

11. **WORKING GROUP CHAIR REPORTS**

a)	Planning	Cllr Mrs Summers reported that the Inspector has asked the BC to carry out further work and this had been consulted upon. She and the Clerk had been through the amendments and made comments to the Chair of the NPSG who had submitted them to the BC/Inspector. Any policy modifications will have to be part of a public consultation. The PC needs to start putting information into the parish magazine. A NP grant of £4800 had been received. Due to the number of consultations received back from consultees a consultant had been appointed to go through the comments. The consultation statement also needs amending.
b)	Finance	Cllr Lamb reported he had met with the Hall and had spoken to Big Lottery Fund regarding a hall extension which could cost £150K. They did qualify and details had been passed to the Hall Secretary. The Chairman pointed out that the Hall has not spoken to the PC regarding extending onto their land. They could have had a lottery grant for the floor repair and they should have realised that they could have had a reduction in VAT on their electricity. It is not up to the PC to do all the work for them. There is a meeting planned with Ian Bix Architect to discuss basic plans.

c)	Playing Fields	Cllr Burt reported the field was recovering well after matches. The rubbish bin near the telephone box needs replacing and it was agreed that the Clerk obtain a replacement bin.
d)	Street Lighting	Nothing to report
e)	Consultation	Nothing to report
f)	Health & Wellbeing	The Clerk reported that the table tennis club was getting registered which in turn means that funding will become available. The club is working with Alive Leisure to achieve this. They are also opening their own bank account. If funding did become available they asked if the PC would allow them to put 2 outside table tennis tables on the grass between the play area and the tennis courts or in another agreed location. They would be made out of concrete or metal with a solid net and grass matting underneath. They would then be available to all residents. The Club asked if the PC would take over maintenance/insurance once erected. It was agreed that the principle of this was acceptable but a formal agreement would be made nearer the time. It would be good to have additional sports facilities at the WBC.

*Action: Clerk to order a replacement litter bin*

**12. MEMBERS' MATTERS**

Pothole at Hall Lane/Fir Tree Drive on the Fir Tree side of the junction.

*Action: Clerk to contact NCC [call ref 537352]*

Tom Thumb wanted a fence but unsure what we would allow. Suggested they tell us what they would like and we would look at their proposals.

Long Lane – road and footpath needs sweeping again

*Action: Clerk to contact NCC [call ref 537354]*

A10 gullies are dangerous and in need of a quick fix or permanent repair.

*Action: Clerk to contact NCC [call ref 537359]*

**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.

- Minimum Wage and other wages
- Anglian Water update

**14. DATE OF NEXT MEETING – Thursday 18<sup>th</sup> February 2016 at 7.30pm**

**15. CLOSE OF OPEN MEETING - the meeting closed at 9.15pm.**

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

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