

**MINUTES OF THE ORDINARY MEETING HELD ON 17<sup>TH</sup> MARCH 2016 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WEST WINCH**

**PRESENT:** Cllr P Foster, Cllr P Burt, Cllr D Skerritt, Cllr J Lamb, Cllr G Dell, Cllr D Burke, Mrs J Close (Clerk) and County Councillor Miss A Kemp, There were no members of the public present.

**1. REPORTS FROM OUTSIDE REPRESENTATIVES**

County Councillor Miss Kemp – Reported that the county budget had been passed and she went through specific points. She reported on the Gravel Hill Lane site. Cllr Foster asked for her opinion on the fact the Borough Council would be spending money on incineration including sending it to Holland. She replied that the county council had 4 incineration contracts and she was not personally in favour of incineration. We should be looking at area based solutions. There won't be any landfill eventually.

Borough Councillor Anota had submitted a written report which stated that he was attending a briefing on devolution and would report back with any relevant information. He was going to the Leete Way car park to obtain photographs of the area and would put together another request to the BC to deal with the overgrown bushes and weeds.

**2. PUBLIC PARTICIPATION**

None.

**3. TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Thrower, Cllr Mrs M Summers, Cllr S Watts, Mrs J Leamon, Borough Councillors B Anota and P Gidney

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

None

**5. TO CONFIRM MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> FEBRUARY 2016**

It was proposed by Cllr Burt and seconded by Cllr Dell that the minutes of the Meeting held 18<sup>th</sup> February 2016 be signed as a true copy subject to an amendment at 12. Members' matters – the pavement is outside 14 – 20 Walnut Avenue and not Fir Tree Drive.. 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 – Cllr Burke is waiting for the Badminton Secretary to get back to him.

c) Hall – lease agreement. The Chairman reported that he and the Clerk had seen the PC solicitor the previous week. This had cost the PC £500 so far. We own the land and the Hall but the Hall Management Committee are responsible for maintenance and we could in theory do the work ourselves but send an invoice to each individual committee member. The Lease was poorly drawn up but is fit for purpose. The Charity could carry out extension work but would have to get consent from the PC in advance. Concern was raised that if some smaller meeting rooms were created then this could take bookings away from the Church Rooms and the Social Club.

*Action: Clerk to send copy of Solicitors letter to Chairman of Hall Management Committee.*

*Clerk to sign and return paperwork to Solicitor*

d) Anglian Water (AW). The Clerk reported that the PC should hear the outcome of AWs decision the following week. The Consumer Council for Water were not happy with the response time of AW.

e) Queen's 90<sup>th</sup> Birthday – Cllr Skerritt suggested planting an oak tree to commemorate this event. He will look into the costings of an oak tree and guard up to £250.

*Action: Cllr Skerritt to research cost of oak tree and guard*

**7. CORRESPONDENCE RECEIVED**

The Clerk had received some late correspondence from: a resident regarding a tree at Gravel Hill Lane, the Social Club regarding an electricity bill, BC regarding electronic planning application consultations, CC regarding recycling credits, BC re CIL consultation, West Norfolk Sports Council – AGM, Barclays and Mazars.

31 items of correspondence were listed on the agenda which included a request from the Social Club to use the field on Sunday 28<sup>th</sup> August to hold a Fun Day event in conjunction with the PC, using PC insurance and they also requested a donation. Councillors wanted the advertising literature to include the wording "in conjunction with the Parish Council" to cover

the insurance aspect. The PC would allow the Social Club to use the playing field free of charge along with football changing rooms and any water they required but could not consent to give a donation this year. The above was proposed by Cllr Skerritt and seconded by Cllr Dell with all in favour.

*Action: Clerk to email Social Club Entertainment Manager with this information.*

## 8. **CORRESPONDENCE SENT**

All correspondence sent by letter/email/telephone was listed in the Agenda Notes for the meeting and this was noted by councillors with no queries raised.

## 9. **ACCOUNTS & FINANCE**

### a) **Balance of accounts as 25<sup>th</sup> February 2016**

Community Account	£ 15,934.18
Business Saver Account	<u>£ 50,445.47</u>
	£ 66,379.65

### b) **To Consider Payment of invoices at this meeting**

103284	Mr J Pressling – Groundsman March 2016	£ 145.17
103285	Mr A Hara – Handyman March 2016	£ 156.00
103286	Mrs J Close – Clerk Salary March 2016	£ 454.48
103287	Mr A Hara – expenses (travel)	£ 2.25
103288	Mrs J Close – Clerk Expenses	£ 82.89
DD	HMRC – February deductions DD.	£ 152.60
DD	E-ON March Electricity DD	£ 89.81
103289	Westcotec – Street light maintenance February 16	£ 120.92
103290	Glasdon – litter bin	£ 355.99
103291	BCKLWN – dog bin waste collection Mar 15 – Feb 16	£ 804.96
103292	CGM – grass cutting 29 September (invoice never received)	£ 119.34
103293	NCC – winter gritting November – February	£ 1893.53
103294	Modicum – Planning Consultant re NP Plan (money from reserved Grant)	£ 400.00
103295	Modicum – Planning Consultant re NP Plan (money from reserved Grant)	£1600.00
103296	Lingo Design – NP Graphics (money from reserved Grant)	£ 720.00

The Clerk reported receipt of the last 3 invoices on the list and it was proposed by Cllr Burt that all the above invoices be paid and this was seconded by Cllr Lamb with all in favour.

### c) **To note monies received since last meeting**

1/3/16	Bowls Club – Invoice 15/26 – AW PIB 100312	£ 10.51
1/3/16	Village Hall – Invoice 15/27 – AW PIB 100313	£ 186.51
1/3/16	Barclays interest	£ 20.04
	NCC – recycling credits	£ 247.83

The receipts were noted along with the NCC payment which was received after the agenda had been sent out.

### d) **To note the Clerk's pay increment from 1<sup>st</sup> April as per Contract of Employment.**

This was noted by councillors.

## 10. **PLANNING CONSULTATION**

- a) New Planning Application Consultations received from Borough Council  
16/00078/F – demolition of outbuildings to create 2 bed flat and additional parking with new balcony at Village Stores, 212 Main Road, West Winch **PC objected**  
16/00211/F replacement dwelling, 84 Main Road, West Winch **PC supported**  
16/00408/F - 4 dwellings on land East of The Barn, 42A Hall Lane, West Winch
- b) Notices of Decision by Borough Council  
None

## 11. **WORKING GROUP CHAIR REPORTS**

a)	Planning	Cllr Mrs Summers had submitted a written report due to her absence from the meeting. It is expected that the BC will be consulting on modifications to the <b>SADMP</b> in April. There will be a 6 week
----	----------	--

		consultation window and all comments will go to the inspector. We need to hold a meeting with parishioners re Gravel Hill Lane land. Need a specific date and time for the meeting. Waiting for exact wording of modification and she is happy to do short presentation to parishioners. We need as many councillors as possible to come along. Leaflets need to go out quickly. Re <b>NP</b> , we are working on modifications and a consultation log. Rachel Hogger (consultant) has been a tremendous help and we have applied for further grant to purchase more of her time. Proposed changes will go to the BC for preliminary comment. Then needs approving by both PCs before going to the BC for their consultation.
b)	Finance	A question was raised about Council Tax D band in conjunction with the Special Expenses being charged to parishioners in the 2016/17 Council Tax bill. It was explained that band D is the band used for the average bill.
c)	Playing Fields	Cllr Burt reported that the tennis court nets had been replaced. Moss is being removed. He has collected the saplings donated by a parishioner.
d)	Street Lighting	Cllr Dell reported that there is a street light out in Hall Lane, but this has been reported. The Bowls Cub entrance light needs tilting upwards. A discussion took place about existing street light poles. The Long Lane ones need replacing but consideration needs to be taken re neighbours and passing buses.
e)	Consultation	Cllr Foster reported on the CIL consultation. He had started to read it. Section 106 payments will give the BC £18 million. He expects we will object as the new development land in West Winch is excluded from CIL fees. 23 <sup>rd</sup> April is the deadline. An advance copy of a planning application regarding a replacement Clay Pit at land off Setch Road, North Runcton/Middleton had been received as the access road was in West Winch PC parish. No observations or comments were raised regarding this application subject to NCC Highways being happy with proposals.
f)	Health & Wellbeing	Cllr Burke reported he had been unable to arrange some sports tasters for the Easter break but would try for ½ term. Inter-village games is in a few months' time and the Bowls Club will be involved. It was agreed by those present that the PC will pay for t-shirts for the games.

12. **MEMBERS' MATTERS**

Special Expenses – Cllr Foster had a map and a breakdown of areas charged e.g. provision of play equipment at Leete Way. He thought this had had an original S106 Agreement on the site.

*Action: Clerk to request copies of S106 Agreements for Mason Gardens and Row Hill from the Borough Councillors.*

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 21<sup>st</sup> April 2016 at 7.30pm

15. **CLOSE OF OPEN MEETING** - the meeting closed at 8.30pm.

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

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