

**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 – The Clerk read out a written report from Miss Kemp which included the Gravel Hill Lane consultation with residents being delayed until April and that she had written to the EA and Flood/Water Management at County Hall about the surface water flooding from the highway onto homes in Gravel Hill Lane.

Borough Councillor Anota had submitted a written report which included a meeting he had had with Stuart Ashworth from the BC regarding Planning housing numbers, he had asked for the methodology the council used to determine unit numbers for each village/town, but there was no method. It appears that the Borough needs to find between 700 – 900 new housing units each year. He also advised that the Leader Nick Daubney would be standing down as Leader after 9 years of service and finally he explained about the increase in Special Expenses in the new financial year. West Winch will have a charge of £2.72 for Tax Band D properties.

The Chairman said we still needed to know what Special Expenses we are paying for.

*Action: Clerk to write to Borough Councillors and the BC Chief Executive*

Cllr Skerritt said Mrs Sulman had spoken to BC Anota who had suggested the PC write to all householders in Leete Way regarding the overgrown car parking area. The Clerk advised that this had been the case but councillors had not agreed to that suggestion.

**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**

Cllr Mrs Summers declared an interest in item 7 (correspondence received) on the agenda and signed the declarations book.

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

It was proposed by Cllr Mrs Summers and seconded by Cllr Lamb that the minutes of the Meeting held 18<sup>th</sup> February 2016 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 he was still waiting for Cllr Burke to get back to the others. He reiterated that he would prefer any money that was going to go to the Table Tennis Club to be kept in the PC account. The PC could then purchase tables etc as required but should the Club fold then the equipment would remain the property of the PC.

c) Hall – lease agreement. The Chairman said the PC are custodian Trustees and as such are not responsible for maintenance of the building. The PC are not the charity. Clause 12 states who is responsible for payments. Cllr Skerritt suggested that the lease document was not fit for purpose. There was no mention of the car park maintenance in the Lease. The Chairman advised that the Hall had always agreed to pay 1/3 of car park costs but had never signed an agreement. The Social Club had signed an agreement to pay 1/3 of car park costs. Cllr Skerritt asked if it would be worth the Hall and Parish Council meeting to discuss the issues. Mr Shearn said the lease was between the Parish Council and Parish Council. The Council were the owners of the Hall and not the Hall Management Committee. If the Hall wanted to apply for grants then this had to be done by the PC. He needed clarification on "Who is the owner of the building" and responsible for applying for funding. Cllr Lamb said the PC could not apply for funding alone. The Chairman said the PC would consult a solicitor regarding this and then meet with Hall representatives.

*Action: Clerk to organise meeting with Solicitor/Clerk/Chairman*

- d) Anglian Water. The Clerk reported that she had replied to AW stating that the PC did not have any documentation which stated who was responsible for the sewer. All correspondence had been copied to The Consumer Council for Water (CCW). The CCW had emailed the PC to state that the case was becoming more complex. The case is currently with the legal team and there would be no further update until 25<sup>th</sup> March. The CCW was disappointed with the company's less than speedy response to date. The PC's issues had raised concerns with CCW's Quality Assurance team and they had pressed the company with further recommendations. The Clerk reported that she had emailed CCW to thank them for their update and for all the help they continued to offer the PC.
- e) Minimum Wage. The Chairman reported that the minimum wage was being increased from 1st April. He asked if the councillors wanted to maintain the differential between staff. Cllr Skerritt proposed that this item be moved into closed session and this was seconded by Cllr Burt with all in favour.

## 7. **CORRESPONDENCE RECEIVED**

The Clerk had received some late correspondence from: The Parish Church (thanking the PC for the Maintenance Grant); The Planning Inspectorate (approval of Palm Paper 3 CCGT Power station); the BC (Trade refuse collection service 2016/17); NCC (Temporary Traffic Order) and BC (EU Referendum dates which may clash with the September PC meeting). 27 items of correspondence appeared on the agenda. Item 19 was from West Winch Art Group requesting they be allowed to leave 6 cars in the WBC car park for the day on 8<sup>th</sup> June. Cllrs agreed to this request.

## 8. **CORRESPONDENCE SENT**

All correspondence sent by letter/email/telephone was listed in the Agenda Notes for the meeting. The Clerk reported that the A10 gullies had been repaired the same day she had emailed NCC and the Long Lane chippings had been removed that day. It was reported that Long Lane now has a poor surface with areas of chippings missing and a few potholes which need attention.

*Action: Clerk to report Long Lane surface to NCC. (call ref 540520). Also reported pothole and unsafe manhole cover outside Oriental Palace, A10 (call ref 540522)*

## 9. **ACCOUNTS & FINANCE**

### a) **Balance of accounts as 28<sup>th</sup> January 2016**

Community Account	£ 20,150.91
Business Saver Account	<u>£ 50,445.47</u>
	£ 70,596.38

The balance was noted.

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

Mr J Pressling – Groundsman February 2016	£ 145.17
Mr A Hara – Handyman February 2016	£ 156.00
Mrs J Close – Clerk Salary February 2016	£ 454.68
Mr A Hara – expenses (travel)	£ 5.85
Mrs J Close – Clerk Expenses	£ 41.41
HMRC – January deductions DD.	£ 152.60
E-ON February Electricity DD	£ 96.00
Westcotec – Street light maintenance January 16	£ 120.92
Anglian Water – water and sewerage 30/10 – 18/1 DD	£ 407.18
Hodson office – stationery (incl £75.34 + VAT NP)	£ 158.41
Hodson office – stationery	£ 130.96
URM - bottlebank January	£ 25.56
Modicum Planning – Consultancy work on the NP (£4800 grant in WWPC bank account to pay for this)	<b>£ To be confirmed</b>

The Clerk informed councillors that the Modicum Planning invoice was £2,200.00 and money was in the NP budget for this as a grant had been received. A further 2 requests for payment had been received. The Clerk had paid for some keys to be cut for the Football Club who would reimburse the PC (£37.99) and West Winch Village Hall had arranged for their electrician to replace an emergency light in the Football Changing Rooms (£84). Payment of all the invoices was proposed by Cllr Dell and seconded by Cllr Mrs Summers with all in favour.

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

15/12/15	Social Club duplicated payment to PC	<b>£ 233.76</b>
19/1/16	NCC – recycling credits	<b>£ 179.25</b>
27/1/16	JFC – senior pitch fees – Inv 15/24	<b>£ 191.65</b>
1/2/16	Barclays – January interest	<b>£ 19.34</b>

The receipts were noted.

The Chairman reported that the Social Club have said the Hall needs to apply for VAT exemption, but in his opinion it is the Social Club who need to apply by filling in a form and saying what percentage of the invoice is for charitable purposes. It was pointed out that the Social Club are keeping a 6% discount for paying the joint electricity invoice by direct debit.

*Action: Clerk to write to Social Club about this*

**10. PLANNING CONSULTATION**

- a) New Planning Application Consultations received from Borough Council  
 15/02136/CU – change of use from warehouse to storage and sale of antiques/collectables including auction at Beers of Europe, Garage Lane, Setchey **PC supported**  
 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. This application would be considered by the Planning Working Group after the meeting.
- b) Notice of Decision by Borough Council  
 None

**11. WORKING GROUP CHAIR REPORTS**

a)	Planning	Cllr Mrs Summers reported that Modicum Consultancy (Rachel) had been working really hard on the NP. A 55 page document had been compiled relating to replies on the NP consultation. Rachel had also written a chart listing the old and new policies along with wording changes and a detailed list of wordings and policies. The Clerk and Cllr Mrs Summers had met with Rachel and Rick Morrish for a 6 hour meeting. Rachel is going with Cllr Mrs Summers and Rick to meet Alan Gomm on the 22 <sup>nd</sup> February to discuss various issues. There is still a lot of work to do but the BC's Local Plan has to be finished first as if the Inspector changes their plan it will then affect the NP. The BC Plan has major modifications coming forward, possibly in April, when everyone can comment. The Consultation log is another massive document and is currently being worked on by the Clerk.
b)	Finance	Cllr Lamb reported that he had spoken to Lottery HQ regarding funding and there was a good chance of obtaining funding by working with the Hall. An application to them would be completed in stages and there will be a group working on it shortly comprising of Hall users, PC and Hall Management.
c)	Playing Fields	Cllr Burt reported that some of the football changing room users seem to be cleaning boots inside on the walls and in the sink. Certain areas of the tennis courts need moss removing and this will be looked at again at the end of the month. The tennis court fence needs repair again and the lines need repainting. Cllr Burke said he would approach Alive Leisure to see if there is a grant available for this work. Cllr Burt will arrange for one of the bollards near the entrance to the WBC to be removed and re-fixed near the Bowls Club entrance to the field.
d)	Street Lighting	Cllr Dell reported that he has numbered 3 additional lights in the WBC car park. The Clerk had reported to our Contractor one faulty light in the village.
e)	Consultation	Nothing to report
f)	Health & Wellbeing	Cllr Burke reported that he will try to arrange a sports taster session in the village.

*Action: Clerk to email JFC re football changing room users*

*Action: Cllr Burke to contact Alive Leisure regarding grants for maintenance to the tennis courts.*

**12. MEMBERS' MATTERS**

The pavement outside 14 – 20 ~~Fir Tree Drive~~ Walnut Avenue is covered in moss

*Action: Clerk to report this to Highways (call ref 540539)*

The Queen celebrates her 90<sup>th</sup> Birthday in 2016 and a councillor thought that all residents aged 90 or over should be provided with a meal – or cake and tea for senior citizens one afternoon. This will go on the next agenda but it was pointed out by the Clerk that there are no records of the ages of parishioners.

*Action: Agenda Item – Queen's 90 Birthday Celebration*

It was reported that Cllrs Foster and Burt went to Mr Bob Wrights funeral with the Chairman representing the PC.

It was reported that the unadopted roadway adjacent to the Church, and leading to Manor Barns is in a bad state of repair./

*Action: Clerk to email Christopher Bond at Bidwells, ZALs land agent*

**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.

- Queens 90<sup>th</sup> Birthday Celebration
- Anglian Water update

**14. DATE OF NEXT MEETING – Thursday 17<sup>th</sup> March 2016 at 7.30pm**

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

**16. CLOSED SESSION – During this session the minimum (living) wage increase was discussed. The meeting closed at 9.25pm**

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

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