

WEST WINCH PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON 19TH JANUARY 2017 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WATERING LANE, WEST WINCH

PRESENT: Cllr Foster, Cllr Mrs Summers, Cllr Dell, Cllr Burt, Cllr Skerritt, Cllr Burke, Cllr Lamb, Cllr Watts, Mrs Close (Clerk), County Councillor Miss Kemp, There were 2 members of the public present.

1. REPORTS FROM OUTSIDE REPRESENTATIVES

County Councillor Miss Kemp – The Bus Contract is up for renewal and residents had asked her for evening buses, some to go direct to the QEH and to operate on Sundays. She commented that a lot of hard work had gone into the Neighbourhood Plan and that the fight at Gravel Hill Lane was not yet over. She was fighting to keep the school crossing patrol at the A10 in the village. She would be attending a meeting regarding help for vulnerable children. A second contract would be entered into to provide Better Broadband by end of year. County Council council tax would go up by 4%. She was still fighting to get The Willows site removed from the County's Waste Plan listing.

2. PUBLIC PARTICIPATION

A question was asked to the Chairman regarding the legality of the Village Hall lease. Did the Solicitor at any time say the lease was invalid? As far as the Chairman and Clerk could remember this was never mentioned. There are some sensitive documents which haven't been disclosed to anyone else.

Action: Clerk to email PC Solicitor to ask her advice.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Thrower.

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

None.

5. TO CONFIRM MINUTES OF THE MEETING HELD ON 17TH NOVEMBER 2016

It was proposed by Cllr Burt and seconded by Cllr Skerritt that the minutes of the Meeting held 17th November 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 there were no applications.
- b) Table Tennis - Cllr Burke has not had time to get in touch with anyone,
- c) Trees at Coronation Avenue. The PC is still waiting for the BC to reply about ownership of some of the trees. There was one dangerous branch which the PC got their tree surgeon to deal with immediately although ownership was still in doubt.

Action: Clerk to email Kevin Atkins at the BC again and ask for an ownership decision.

- d) Projector – The Clerk had researched 4 prices for a projector for use with planning applications. It was felt by those present that one was needed and may come in useful for other events. The best projector appeared to be an Epson EB-S31 with better contrast and brightness. This price would be in the region of £250 to £270. It was proposed by Cllr Skerritt that this be purchased and this was seconded by Cllr Mrs Summers with all in favour.

Action: Clerk to purchase projector

- e) Trees blocking 3 street lights adjacent playing field – The Clerk reported she had visited the street lights with the Tree Surgeon who was going to price up the job and send in a quote. This has not yet been received.
- f) Photograph and frame re tree planting – Cllr Skerritt had circulated photographs from the Lynn News to all councillors. He asked councillors if they would support the purchase of a frame for the photograph which would cost about £50. He would approach the Hall for permission to hand it with the other photographs and it would be a similar size. Cllr Burke proposed that a frame be purchased and this was seconded by Cllr Mrs Summers with the majority in favour.
- g) Fencing to rear of Hall. Cllr Lamb reported that at the November meeting it had been agreed to obtain 3 quotations for this work and that the PC agreed to pay for the works with the Hall agreeing to pay 50% (less VAT) upon receipt of an invoice. He went through the 3 quotations received all based on the same specification: £2707.75 + VAT; £2569.00 + VAT; £2340.00 + VAT. The kick wall would be put on hold for the moment

as the fence may solve the problem. Cllr Lamb proposed that the quotation for £2340 + VAT be accepted and the order be placed. This was seconded by Cllr Skerritt with all in favour. The preferred contractor was Greenscape Services.

Action: Clerk to place order.

Other matters arising: It was noted that the Monitoring Officer at the BC had not yet been approached regarding the publication of draft minutes.

Action: Clerk to write to Norfolk ALC for legal view on this.

A question was raised about an extension clad in cedar and what outcome had been reached. It was reported that Planning Working Group members had visited but were not sure of what they could do.

The Pound - Although the Clerk had written to the Chairman of the Commoners no reply had been received and no works had been carried out following the accident involving a lorry.

Action: Clerk to write to the Borough Council and request that this Untidy Land be cleared.

Since the meeting, a letter was received from the Chairman so the BC has not been written to until councillors read the letter.

7. CORRESPONDENCE RECEIVED

36 items of correspondence had been received. Questions were asked as follows:

Item 10 – Kenneth Bush Solicitors – interpretation re additional land purchased and trigger of events should it be sold. The Chairman explained that this “addition” land was the strip between the children’s play area and Long Lane purchased a few years ago. There is a clause in the paperwork which states that if the PC sells the land for profit e.g. housing, then Zurich would be entitled to a percentage of the profits.

Item 20 – this should say “light” pollution.

Item 36 – Social Club Spring Bank and August Bank Holiday events – permission was sought to use the playing field. It was noted that previously the PCs public liability insurance covered the events as the PC was part of it. This time the Social Club are running it themselves. It was proposed by Cllr Foster that subject to them providing the Clerk with a copy of their own PLI and Risk Assessment then the PC would be happy for them to go ahead with the 2 events. This was seconded by Cllr Mrs Summers with all in favour. The Clerk had spoken to Gary Shipp to check that the footballers wouldn’t need the field on the May date.

Action: Clerk to email Social Club with this information and copy in Gary re football.

The Clerk reported receipt of one late item from the PCC regarding the annual churchyard maintenance grant. This would be discussed under the Precept.

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 8th January 2017

Community Account	£24,339.42
Business Saver Account	<u>£50,667.41</u>
	£75,006.83

The account balances were noted

b) To Note the quarterly financial projections for ¼ ending 31/12/16

The projections were noted

c) To Discuss and Set the PC Precept for 2017/18

The Chairman stated that due to healthy reserves we could set a precept with no additional percentage. He proposed that the Church be paid £600 for the Churchyard Maintenance Grant and the same each year until the end of the current Agreement. This was seconded by Cllr Skerritt with all in favour.

It was proposed by Cllr Foster that the Precept request be set at 3”8,259 plus the Support Grant of £800 making a total of £29,059. This was seconded by Cllr Lamb with all in favour.

Action: Clerk to finalise Precept and send to BC. Copy to go on noticeboards and on website.

BOROUGH CONCILLOR REPORT

At this point in the proceedings Borough Councillor Gidney arrived. He reported that Cabinet Members have moved around. He said he was extremely happy with the content of the Neighbourhood Plan (NP) and said “Well Done” to those involved. The Chairman asked him about a memo received from the Borough Council which says the BC has

the final decision as to if the NP is adopted or not. The Borough Councillor will look into that matter. He said that in the Press Borough Councillors are complaining about the state of the roads and the congestion but they are voting to have all the additional housing. The BC has refused to put together a full Transport Plan. It was felt that concentrating on Hardwick roundabout only is not acceptable. The Chairman asked the Borough Councillor for a hard copy of Hardwick Green planning application plans as they would be needed for a public exhibition and could not be viewed satisfactorily on a projector. Cllr Mrs Summers asked him about Infrastructure Delivery Plans. He said he should know in 3 weeks but wasn't sure if there would be public consultation on it.

d) To Consider Payment of invoices at this meeting

103404	Mr J Pressling – Groundsman January 2017	£ 153.80
103405	Mr A Hara – Handyman January 2017	£ 174.45
103406	Mrs J Close – Clerk Salary January 2017	£ 474.37
103407	Mr A Hara – expenses (travel)	£ 2.70
103408	Mrs J Close – Clerk Expenses	£ 31.71
DD	HMRC – December 2016 deductions DD.	£ 147.00
DD	E-ON January 2017 Electricity DD	£ 111.49
103409	Westcotec – Street light maintenance January 2017	£ 120.92
103410	C Hotson – removal of tree branch at Coronation Meadow	£ 120.00
103411	NCC – Winter Service 1/11/16 – 30/11/16 – 13 actions	£ 572.36
103412	WB Social Club – electricity 2/8/16 – 1/11/16	£ 132.30
103413	URB – empty bottle bank	£ 9.00
103414	PCC – Churchyard maintenance grant 2016	£ 600.00

It was proposed by Cllr Skeritt that the invoices including the churchyard maintenance grant be paid and this was seconded by Cllr Foster with all in favour.

e) To note monies received since last meeting

7/11/16	Social Club Inv 16/20 AW July – Oct 16 BACS	£ 283.58
17/11/16	NCC – recycling credits BACS	£ 307.74
21/11/16	Bowls Club Inv 16/18 – AW July – Oct PIB 100245	£ 103.35
1/12/16	Barclays interest	£ 20.81
3/1/17	Barclays interest	£ 11.45

This was noted.

f) To note invoices approved by the Finance Working Group in December in the absence of a Parish Council meeting

103395	Mr J Pressling – Groundsman December 2016	£ 153.80
103396	Mr A Hara – Handyman December 2016	£ 174.65
103397	Mrs J Close – Clerk Salary December 2016	£ 474.37
103398	Mr A Hara – expenses (travel)	£ 4.50
103399	Mrs J Close – Clerk Expenses	£ 49.46
DD	HMRC – November 2016 deductions DD.	£ 221.80
DD	E-ON December 2016 Electricity DD	£ 107.89
103400	Westcotec – Street light maintenance December 2016	£ 120.92
103401	Modicum Planning – consultancy fee – Neighbourhood Plan	£ 800.00
103402	Modicum Planning – consultancy fee – Neighbourhood Plan	£ 400.00
103403	Lingo Design – final changes to Neighbourhood Plan	£ 144.00

These payments were noted.

10. PLANNING CONSULTATIONS

- a) New Planning Application Consultations received from Borough Council/NCC
16/02220/F new entrance driveway at 15 Westland Chase, West Winch. The PC is still waiting for a plan and handwritten note to be made available.
- b) Notices of Decision by Borough Council / County Council

16/01771/F Replacement porch and first floor extension over garage, 24 Fir Tree Drive, West Winch **PC Supported, BC Permitted**

16/01645/F Sub-division of Plot 13 of approval 11/00694/FM to provide 2 single storey dwellings, Chapel Lane, West Winch **PC no comments, BC Permitted.**

12. **WORKING GROUP CHAIR REPORTS**

a)	Planning	Cllr Mrs Summers reported that the Neighbourhood Plan is having its final consultation. The BC is looking for an Examiner and the Steering Group has rejected the first one.
b)	Finance	None
c)	Playing Fields	Cllr Burt reported that the field is getting muddy as teams are playing during poor weather conditions. <i>Action: Clerk to write to JFC about this.</i> He reported that the Handyman is currently off sick. The Groundsman wanted to take all his holiday in February but has agreed to do one day a week on a Monday to cover for the Handyman. Cllr Skerritt reported that the football club had complained about ingress of water in the changing rooms. The Handyman had hopefully solved the guttering problems.
d)	Street Lighting	None
e)	Consultation	There has been a consultation regarding silica sand but it doesn't cover this parish.
f)	Health & Wellbeing	It was reported that the village games won't take place this year. There will be smaller events around villages.

13.. **MEMBERS' MATTERS**

The Stephen Walker Cup recipients' cabinet needs to go on the PC Asset Register at £300.

Action: Clerk to update register

A question was raised about the registering of the land on which the Hall stood. The Chairman explained that this was the final piece of PC owned land around the complex to be registered.

A councillor had been asked if the PC owned the Hall. They also asked about Public Liability for events in the hall.

The paper bank still needed emptying. Clerk has phoned them twice.

14. **ITEMS FOR NEXT MEETING**

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.

15. **DATE OF NEXT MEETING** – Thursday 16th February 2017 at 7.30pm.

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

Signed _____

Date _____