

WEST WINCH PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON 16TH FEBRUARY 2017 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WATERING LANE, WEST WINCH

PRESENT: Cllr Foster, Cllr Dell, Cllr Burt, Cllr Skerritt, Cllr Burke, Cllr Lamb, Mrs Close (Clerk), There was 1 member of the public present.

1. REPORTS FROM OUTSIDE REPRESENTATIVES

County Councillor Miss Kemp – The County Councillor had given her apologies but had sent a report saying the West Winch crossing patrol had been saved, the County Council budget was set to rise affecting vulnerable people, and an extract of an email she had written about social care.

2. PUBLIC PARTICIPATION

None until later on in the meeting

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Thrower, Watts, Mrs Summers and County Cllr Ms Kemp

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

Cllr Skerritt declared an interest in a financial item on the agenda and duly signed the declaration book.

5. TO CONFIRM MINUTES OF THE MEETING HELD ON 19TH JANUARY 2017

The Chairman drew everyone's attention to a proposed amendment to the minutes requested by Mr Shearn (Item 2, 2nd sentence "In correspondence with the Council's Solicitor is there any reference that the lease might not be a valid document" and asked if a councillor would propose that the minutes be amended. No-one did this. It was proposed by Cllr Burt that the existing and previously circulated minutes of the Meeting held on 19th January 2017 be signed as a true copy. This was seconded by Cllr Lamb. This was agreed by all those who had been present apart from one abstention. The minutes were duly signed by the Chairman.

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 blocking 3 street lights adjacent playing field. The Clerk reported that the Council's tree surgeon had inspected the lights and trees and could trim branches back for a fee of £120. It was proposed by Cllr Burt and seconded by Cllr Lamb that this work go ahead with all in favour.
- d) Draft Minutes – The Clerk reported that she had spoken to the Norfolk Association of Local Councils who advised that the PC is not subject to the Transparency Code as it has a turnover greater than £25,000 and therefore currently has no obligation to publish draft Minutes.
- e) Hall Lease – The Clerk advised that this matter is in the hands of the PC's Solicitor who the Clerk spoke with last week.

At this point the Chairman allowed Mr Shearn to speak. He said that if a member of the public puts forward a question then it should be in writing to ensure the matter is correctly minuted. Councillors agreed. He went on to say that he believed the minutes were incorrect but the amendments was rejected by councillors. He then asked who the PC's Solicitor was. The Chair informed him it was Kenneth Bush.

7. CORRESPONDENCE RECEIVED

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

Item 18 Parish Churchyard Maintenance Grant. It was suggested that the Church be asked to amend their own copy of the Grant agreement.

Action: Clerk to email Church. Agreement will be looked at again in early 2021.

A late item was reported by the Clerk regarding possible soccer schools on the football field. Councillors thought this was a good idea and agreed to allow them to use the football changing rooms and toilets. This had been proposed by Cllr Skerritt and seconded by Cllr Lamb with all in favour.

Action: Clerk to write to KLCF asking for a copy of their PLI, to ask them to liaise with the JFC, to ask them to encourage parking at the Social Club rather than on the roads and that the toilets must be left clean and the changing rooms tidy.

The Clerk reported that the JFC had requested the use of the field for their annual festival on Sunday 9th July. It was proposed by Cllr Foster that the JFC be allowed to go ahead with this subject to the car parking being sorted and nearby houses being leafleted to warn them. A traffic action plan would be required. This was seconded by Cllr Dell with all in favour.

Action: Clerk to inform JFC of this

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 6th February 2017

Community Account	£12,505.34
Business Saver Account	<u>£60,677.47</u>
	£73,182.81

It was noted that £10,000 was transferred from Community Account to Business Saver Account on 6th February 2017 and was included in the above balance.

b) To note the Minimum Wage Rate from 1/4/17 to £7.50 per hour (30p increase) and To determine if the Handyman's wage should be increased by pro rata amount of 4.166%.

The Minimum Wage increase was noted by councillors. It was proposed by Cllr Dell that the Handyman's wage should be increased by 4.166% pro rata with the minimum wage rise and this was seconded by Cllr Lamb with all in favour.

c) To note a 1% and incremental pay increase for Clerk from 1/4/17 as per Contract of Employment under NJC Agreement

This increase was noted by councillors.

d) To Consider Payment of invoices at this meeting

103415	Mr J Pressling – Groundsman February 2017	£ 153.80
103416	Mr A Hara – Handyman February 2017 – part sick pay. Figures agreed with Cllr Mrs Summers / Clerk	£ 148.85
103417	Mrs J Close – Clerk Salary February 2017	£ 474.37
103418	Mrs J Close – Clerk Expenses	£ 40.17
DD	HMRC – January deductions DD.	£ 147.20
DD	E-ON February Electricity DD	£ 111.49
103419	Westcotec – Street light maintenance February 2017	£ 120.92
	Anglian Water – meter reading submitted following estimated invoice so delay in getting new invoice	
103420	David Skerritt – purchase of frame, print and hanging brackets	£ 13.55
103421	NCC – gritting December	£ 484.31
103422	URM – bottle bank	£ 19.80

The payment of the above invoices (excluding the AW invoice and including the late URM invoice) was proposed by Cllr Lamb and seconded by Cllr Skerritt with all in favour. The Clerk reminded councillors that she was still waiting for the invoice for materials for the proposed fencing for the rear of the Hall and a cheque may need to be raised before the next meeting.

e) To note monies received

16/1/17	North Runcton PC Inv 16/21 NP contribution	£ 660.00
30/1/17	Village Hall Inv 16/22 Gritting PIB 100246	£ 158.99
30/1/17	Village hall Inv 16/19 AW July – Oct PIB 1000247	£ 276.33
3/2/17	Barclays interest	£ 11.45

The monies received were noted.

10. PLANNING CONSULTATION

- a) New Planning Application Consultations received from Borough Council/NCC
17/00181/F car port and garage extension at Gables, 17 Hall Lane, West Winch.
17/002119/F extension, accessible garden, level access to front at 38 Hall Lane, West Winch.
- b) Notices of Decision by Borough Council / County Council
None

12. WORKING GROUP CHAIR REPORTS

a)	Planning	None
b)	Finance	The Clerk to send the Chairman the revised Precept.
c)	Playing Fields	None
d)	Street Lighting	None
e)	Consultation	None
f)	Health & Wellbeing	None

13.. MEMBERS' MATTERS

It was reported that the overhanging branch in Blick Close had been cut back.
The Clerk had attended a meeting with all relevant agencies to discuss the fire at North Runcton. She agreed to send her personal notes to all councillors.

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 March 2017 at 7.30pm.

16. CLOSE OF OPEN MEETING - the meeting closed at 8.16pm.

Signed _____

Date _____