

**MINUTES OF THE ORDINARY MEETING HELD ON 15<sup>th</sup> MARCH 2018 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WATERING LANE, WEST WINCH**

**PRESENT:** Cllr P Foster, Cllr Mrs M Summers, Cllr P Burt, Cllr Mrs J Leamon, Cllr J Lamb, Cllr Burke, Cllr Gibson, Mrs S Watts (Clerk/RFO), County Councillor Ms A Kemp and Borough Councillor P Gidney,

**1. REPORTS FROM OUTSIDE REPRESENTATIVES**

County Councillor Ms A Kemp – Budget- possible cuts to mobile library service, suggestions to cut the fleet or to have fewer stops. Bus Service – stage coach moving out of Norfolk, bus service will stay the but for a short while no.39 will be lost in the afternoon. Lynn Transport Plan – £300,000 not going to update the public transport computer model from 2007, not going to recommend more buses, not going to include anything about the A10 or the West Winch and Setchey Bypass. Cllr Kemp is asking to see the detailed contract. Police Commissioner – to possibly take over the Fire Service which could cause a conflict of interest. Hedge Setchey- hedge has now been trimmed back, would like carriage way to be improved but has been estimated at £250,000, markings in the road are going to be refreshed and new signs to be put up to alert people of the junction. Homelessness – problem with growing homelessness in the town centre.

A question was asked that if £300,000 is being spent on the transport study how much money has been allocated to implement the recommendations and the answer was unclear as to whether there was any money to implement the recommendations.

Borough Councillor P Gidney – Discussed 30 MPH sign, highway improvements, major structural plan for traffic problems. IDP – for entire allocation area – problems with non-consultation agreed a strongly worded letter be sent to Alan Gomm, Peter Gidney, NRPC and Cliff Jordan.

There were no Police present.

**2. PUBLIC PARTICIPATION**

No Public Participation

**3. TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Thrower and Cllr Dell.

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

None

**5. TO CONFIRM MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> FEBRUARY 2018**

Cllr Thrower informed through email that the hedge had not been cut at Setchey and the grit bin had not been moved, these were updated. It was proposed by Cllr Foster that the minutes of the Meeting held on 15<sup>th</sup> February 2018 be signed as a true copy. This was seconded by Cllr Burt. This was agreed by all those who had been present. The minutes were duly signed by the Chairman.

**6. TO REPORT MATTERS ARISING**

- a) Co-option of residents onto the Parish Council – None.
- b) Skate Park and Children's Play Area – H&S
  - i) New skate boards waiting fixing – Waiting for the weather to improve
  - ii) Fencing in play areas and r/o Hall need welding to make theft proof – Cllr Thrower agreed to weld when the weather improves
  - iii) Automatic closer on children's play area requires a spring ordering – Specialist Spring needed Cllr Burt to research, as a new gate is possible needed
  - iv) Soft play surface needs filler – Handyman will fill when weather improves.
  - v) Pressure Washer – two pressure washers were compared for price and specification it was agreed if somewhere could be found to store the pressure washer one would be purchased. This was proposed by Cllr Foster and Seconded by Cllr Mrs Summers
- c) Fence r/o Hall – Waiting welding (see ii) above) and then will be painted by Hall Committee
- d) Rights of Way Working Group – Nothing to report as meeting was cancelled due to the bad weather.
- e) Changing room electrics – A quote has been received however it is quoting for a timer which is not needed – clerk to email and get quote corrected.

- f) Tree surveys – Cllr Burt has met with Chris Hodson to discuss the trees; two low bows need removing at Long Lane, trees with Ivy on need sorting Coronation Ave. a quote will be sent to the clerk regarding the work that needs doing.
- g) Complaint re. Condition of football pitch – an email was received with suggestions of rolling the field and Scarifying, rolling is not done at this time of year and it has already been scarified. Suggest to keep off the pitch if it is unplayable.
- h) SAM2 Speed Device - Cllr Foster/Burt have identified lamppost where the sign could be turned around. Sign cannot stay in the same place for more than 2 weeks - Cllr Foster will email the position.
- i) Annual Residents Meeting
  - i) Publicity – More posters to be put this week.
  - ii) Setting out and putting away Chairs/tables – Cllrs to arrive at 6.45, Cllr Gibson informed he is not able to attend
  - iii) Refreshments – Clerk to buy tea, coffee, biscuits, milk and sugar. Cllr Mrs Summers and Cllr Mrs Leamon will serve refreshments on the night.
  - iv) Microphone – microphone will be tested after the Parish Council meeting tonight.
  - v) Draft Agenda – Clerk presents a draft agenda, Stephen Walker Cup to be move to item no. 2 on the agenda.

## 7. CORRESPONDENCE RECEIVED

Twenty-three items of correspondence had been received.

Item 14 and 15 - Street Lighting and Grass cutting Contracts. All Cllrs agreed with them being signed and sent back.

Item 17 – Village Hall application to extend opening hours.

Item 18 – email regarding Tree Strategy in the future. Cllr Mrs Leamon expressed concerns about trees being planted near pavements in case the roots break up the pavements.

## 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.

## 9. ACCOUNTS & FINANCE

### a) To note Balance of accounts as 7<sup>th</sup> March 2018

Community Account	£17,141.40
Business Saver Account	<u>£60,840.67</u>
	£77,982.07

The balance was noted, it was also discussed as to why the Business saver account has so much in it, this is in case the car park at the William Burt Centre ever need resurfacing.

### b) To note the Minimum Wage Rate from 1/4/18 to £7.83 per hour (33p increase) and To determine if the Handyman's wage should be increased by pro rata amount of 4.35%. Currently £9.65 per hour. Would become £10.07

All Cllrs agreed to the pay rise for the for the Groundsman and Handyman.

### c) To consider payment of invoices

103568	Mrs J Close – February Mentoring	£75.00
103569	Mr J Pressling – Groundsman March 2018	£159.30
103570	Mr A Hara – Handyman March 2018	£209.08
103571	Mrs S Watts – Clerk Salary March 2018	£464.42
103572	Mrs S Watts – Clerk Expenses	£27.49
103573	Mr A Hara – mileage	£5.40
DD	HMRC March deductions DD	£3.20
DD	E-ON – March Electricity DD	£110.13
DD	Anglian Water – Nov – Feb	£500.50
103574	Westcotec – Street light maintenance March 2018	£ 120.92
103575	CGM Ltd – Flail back site 1 and 2	£300.00
103576	URM – collection of glass 31/01/18	£16.20
103577	NCC – Gritting January 2018	£683.64
103578	William Burt SC Electricity 02/12/17 – 01/02/18	£184.67
103579	BCKLWN – emptying dog bins 02/17 – 02/18	£906.05

It was proposed by Cllr Foster that all the above invoices be paid and this was seconded by Cllr Lamb with all others in agreement.

**d) To note monies received**

01/03/18	Barclays Interest	<b>£11.67</b>
06/03/18	Junior Football Club Second invoice	<b>£36.00</b>
06/03/18	NCC Recycling credit	<b>£51.20</b>

The income was noted.

**10. PLANNING CONSULTATION**

- a) New Planning Application Consultations received from Borough Council/NCC
- b) Notices of Decision by Borough Council / County Council

**11. WORKING GROUP CHAIR REPORTS**

	Planning	Nothing to report
	Finance	Nothing to report
	Street Lighting	New Contract signed
	Consultation	Nothing to report
	Playing Fields and Maintenance	To look at putting a screw stand pipe in for the pressure washer, there is a water supply in the cellar of the WBC
	Health & Wellbeing	Cllr Burke is hoping to start a walking group when the weather improves.

**12. MEMBERS' MATTERS**

Cllr Burt informed clerk of a loose man hole cover on Long Lane. – *Clerk to report*

The nets in the tennis court will be put back up after Easter

There is a bus stop that need to be put back up after the bad weather CCllr Mrs Kemp will look into.

**13. 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.

**14. DATE OF NEXT MEETING** – Thursday 19<sup>th</sup> April 2018 at 7.30pm.

**15. CLOSE OF OPEN MEETING** - the meeting closed at 20.50 hours.

**16. CLOSED SESSION**

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

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