

WEST WINCH PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON 17th MAY 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 D Burke, Cllr T Gibson, Cllr B Thrower, Mrs S Watts (Clerk/RFO), County Councillor Ms A Kemp and 6 Residents,

1. REPORTS FROM OUTSIDE REPRESENTATIVES

County Councillor Ms A Kemp – Manhole Cover Setchey – a temporary cover is now in place. Buses – number 37 and 39 there is a long wait in the afternoon coming from town to Gravelhill Lane, also trying to get the number 37 to go down Long Lane. PowerStation Objection – will not be putting in the lithium batteries but will possibly put a bigger stack in to tackle pollution, there will be another consultation until the 10th June. Foster Carers – appealing for anyone who is interested in being a foster carer. Crisis care service- County Council have set up a new crisis care service for children in partnership with the YMCA. NHS – the reorganisation of the NHS has been approved called the integrated care plan, meaning services could possibly be taken away from kings Lynn with Norwich being the centre.

There were no Borough Council or Police reports.

There were no Police present.

2. PUBLIC PARTICIPATION

A Resident reported that the road sign at Walnut Avenue North is damaged and despite already reporting it to the Borough Council it has still not been repaired and asks the Parish Council if they could report it to the Borough Council – *Clerk to Report (ref QWDFKBLB)*. The pot hole that was in the road at Walnut Avenue North has been repaired very well. There has been a complaint about anti-social behaviour in the William Burt car Park, there was a break in at the bowls club where chairs were removed from and used in the car park, and social club equipment was found on the bowling green it has been reported to 101. Cllr Mrs Summers informed the resident that the Parish Council are aware of what is happening and the police have agreed to help us deal with the matter. Lastly, he thanked the parish council for painting the yellow lines in the carpark outside of the bowls club.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Borough Councillor P Gidney.

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

None

5. TO CONFIRM MINUTES OF THE MEETING HELD ON 15TH MARCH 2018

It was proposed by Cllr Foster that the minutes of the Meeting held on 15th March 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 weather to improve – Cllr Thrower will complete the work within the next week.
 - ii) Fencing in play areas and r/o Hall need welding to make theft proof – Cllrs Thrower will complete the work within the next week.
 - iii) Automatic closer on children's play area requires a spring ordering and old spring removing – a quote has been found, however the Cllrs believed this to be a little too expensive for what the quote was for so Cllr Thrower will research different options with spring enclosed in post.
 - iv) Soft play surface needs filler – Clerk to order materials.
 - v) Pressure Washer – Pressure washer has been purchased.
- c) Fence r/o Hall – Waiting welding (see ii) above) and then will be painted by Hall Committee
- d) Rights of Way Working Group – Cllr Thrower attended an event in Norwich on the achieve and history of the village. Cllr Thrower is in contact with the local ramblers group to help with the rights of way, also someone at east winch is interested. Also, to put an advert in the parish magazine for anyone who may know of rights of way.

- e) Changing room electrics – need to meet with electrician again as he is quoting for a time clock and this is not what we require we just need a boost button
- f) Tree surveys – awaiting a quote.
- g) Complaint re. Condition of football pitch – the clerk and the Junior football team are now monitoring when the grass is being cut and to what standard.
- h) changing rooms – football club to give a drawing of what is required and the Parish Council will arrange for the job to be done.
- i) the football club would like to slab the small area of muddy ground outside of the changing rooms. – it was decided the Parish Council will find a company complete the work – *clerk to get 3 quotes*
- j) SAM2 Speed Device – Cllr Foster has sent email to clerk regarding this. Clerk to forward on to the Highways agency regarding where the devices can be placed.
- k) Annual Residents Meeting
 - i) to note about 50 Attendees and everyone was very enthusiastic.
 - ii) Attendance and participation
 - iii) Review of the meeting, is it something to continue with next year – the residents were pleased with the meeting, if it is to continue there need to be more commitment from the Councillors to attend as there were only 4 Councillors and this was noticed by the residents. The format seemed to work well and it was decided to continue with the meeting next year and decide after that is it is something that should continue. Need to find a better way to advertise for next year possibly a leaflet drops around the village.
 - iv) Matters arising
 - Village directory – residents are very keen to have a village directory. A group of residents to set up but Parish Council will organise for it to be printed. To be delivery once a year but to advertise in there the Parish Magazine and that up to date details can be found in there. The Rapid Response team did offer to deliver the directory for us.
 - Proposal to publish draft minutes for July and November with a draft watermark on them – This was agreed to be done for these two meetings Cllr Mrs Summers proposed this was seconded by Cllr Burke. All Cllrs were in favour.
- l) Outdoor Table Tennis Table – prices range from £1500 to £3000, to find the best place to put the table, the table would be bolted to the floor. Cllr Burke to research and bring a proposal to the next meeting.
- m) Village Hall Extension – Cllr Burke handed around the example plan of what the extension could look like. The Village hall would like the Parish Council to agree in principle the plans for an extension to the village hall, the extension would come off the village hall to come into alignment with the kitchen adding an office which the parish council or any other group could use, refurbishing the toilets and possibly if the Parish Council wanted to refurbish the changing rooms at the same time they could, the hall would possible have a partition wall meaning to groups could use the hall at the same time. Car park spaces that would be need for the extension would need replacing. All Cllrs in favour.
- n) Allotments – Some residents have expressed an interest in allotments and were surprised that the village do not have them. The village does not have any land they could give for allotments. If a place could be found the Parish Council would consider it.
- o) Proposal to change the day of the meeting
 - Change Day
 - keep to a Thursday but change to a different Week
 - Not change

Cllr Thrower and Cllr Gibson cannot attend a number of meeting in the winter as the already have other commitments. It was asked if the meeting could be moved so they can attend more meetings, possibly to start in September if a different day could be agreed on.

It was decided this needs to be clarified - *the clerk will find out the evenings the hall is free for next meeting.*
- p) William Burt Car Park – Litter and unsocial behaviour. – a letter needs to be written to the owners of the cars that are causing the anti-social behaviour stating that it is a car park and they are not welcome on the land unless they are using the facilities the police will review

the letter and pass it on. It was noted that the CCTV doesn't work and the picture quality is very poor.

- q) Proposal for three new bins to be purchased for the playing field to try to cut the amount of litter left. – This was approved – *Clerk to order bins, Handyman to install.*
- r) Resident in Watering Lane has stated that people appear to be using the wide grass verge adjacent to the bowling green behind the over grown vegetation as a toilet this occurs in the late evening and mid-week when the bins are emptied – *a letter needs to be written to the police as this is an offense and also report to the borough Council as the employ the bin men.*
- s) Cleaning of the village war memorial. This was approved.

7. CORRESPONDENCE RECEIVED

There were 30 items of correspondence in April

Item no. 30 – Norfolk age UK are asking for a donation this was not approved

There were 22 items of correspondence in May

Item no. 15 – no objections to the village fete using the field.

Item no. 22 – the fete in august would like to add a car and scooter show all Cllrs agree subject to public liability. the school have agreed to open their field for the cars to park on.

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 12th May 2018

Community Account	£ 42,241.11
Business Saver Account	<u>£ 60,866.09</u>
	£ 103,107.20

The balance was noted

b) To Consider Quarterly Financial Projection (31ST March)

The projections were noted.

c) To note payment of invoices for April

103580	Mrs J Close – March Mentoring	£112.50
103581	Mr J Pressling – Groundsman April 2018	£167.85
103582	Mr A Hara – Handyman April 2018	£218.18
103583	Mrs S Watts – Clerk Salary April 2018	£464.42
103584	Mrs S Watts – Clerk Expenses	£57.49
103585	Mr A Hara – mileage	£1.80
103586	Mr J Pressling Expenses	£3.00
DD	HMRC April deductions DD	£3.00
DD	E-ON – April Electricity DD	£121.94
103587	West winch Village Hall – hire of the hall 2018	£396.00
103588	Westcotec – Street light maintenance April 2018	£120.92
103589	NCC – Feb gritting	£1595.16
103590	Norfolk ALC Annual Subscription 2018	£469.68
103591	CGM – Grass cutting 9 th and 22 nd March	£188.80
103592	Stephenson Smart- payroll Services	£318.00
103593	Mr A Hara – Expenses Pressure Washer	58.06
103594	URM Ltd – Bottle Bank collection 31/03/18	£18.00
103595	Richard Askew Agriculture – pressure washer	£675.60

d) To consider payment of invoices

103596	Mrs J Close – April Mentoring	£198.25
103597	Mr J Pressling – Groundsman May 2018	£167.65
103598	Mr A Hara – Handyman May 2018	£218.18
103599	Mrs S Watts – Clerk Salary May 2018	£464.42
103600	Mrs S Watts – Clerk Expenses	£159.21
103601	Mr A Hara – mileage	£7.65

103602	National alc – Book Local Councils Explained	£64.99
DD	HMRC May deductions DD	£1.80
DD	E-ON – May Electricity DD	£129.82
103603	Westcotec – Street light maintenance May 2018	£120.92
103604	Cllr Mrs Summers – reissue cheque Nov 17 car parking and land registry	£8.50
103605	CGM – Grass cutting April	£251.88
103606	BCKLWN – Annual hire and empty of waste container at WBC	£1046.00
103607	NCC March Gritting	£820.37
103608	Norfolk ALC – cllca Training	£360.00
103609	Norfolk ALC – GDPR Training	£30.00
103610	Internal Auditor – Jo Raby	£115.00
103611	William Burt Social Club Electricity usage 02 nd Feb- 26 th April	£164.86

It was agreed to pay Cllr Mrs Summers £8.50 for parking and land registry.

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.

e)To note monies received in April

03/04/18	Barclays Interest	£13.75
16/03/18	King's Lynn community football inv 17/27 – PIB100343	£10.00
28/03/18	Social Club inv 17/24 – Gritting Dec 17 – BACS	£354.48
28/03/18	Social Club inv 17/28 – Gritting Jan 18 – BACS	£189.90
28/03/18	Social Club inv 17/30 – AW Nov 17 – Feb 18 - BACS	£195.93
05/04/18	Village Hall inv 17/29 – Gritting Jan 18 – PIB 100345	£189.90
05/04/18	Village Hall inv 17/32 – AW Nov 17 – Feb 18 – PIB 100344	£257.02
12/04/18	Precept	£29,556.00

f) To note monies received in May

01/05/18	Interest	££11.67
17/04/18	Social Club inv 18/02 – Feb Gritting – BACS	£443.10
27/04/18	Village Hall inv 18/01 – Feb Gritting – PIB 100346	£443.10
19/04/18	KL Community Football inv 18/03 – BACS	£10.00
30/04/18	Bowls Club inv 17/31 – AW Nov 17 – Feb 18 – PIB 1003467	£18.22
23/04/18	Recycling credit	£164.98
08/05/18	Village Hall inv 18/07 – March Gritting – PIB 100348	£227.88
11/05/18	HMRC VAT Return	£1906.22

The income was noted.

g) Petty Cash Spent

Cleaning Supplies	£13.50
Second Class Stamps	£13.44
Printer Ink	£10.99
Car Parking	£2.50
Car Parking	£2.50
Postage	£2.90
Engraving Stephen Walker Cup	£13.00
Graffiti Remover	£10.05
Refreshments	£11.95
A4 Laminator Pouches	£2.99
Ball of String	£1.79

Printing and Laminating A3	£6.00
underpayment on groundsman's wages	£0.20
Total spent	£91.81
Total remaining	£108.19

The petty cash was noted

10. PLANNING CONSULTATION

- a) New Planning Application Consultations received from Borough Council/NCC
18/00464/F – Proposed detached double garage with home office – 159 Main Road, West Winch – approved, no comment
18/00632/F – Loft conversion of garage roof to provide office/study – 4 The Paddocks, Setchey – approved, no comment
- b) Notices of Decision by Borough Council / County Council
c/2/2018/2009 – change of use from commercial vehicle sales to a waste transfer site – 2, Roy Peeling Commercials, Garage Lane, Setchey – application withdrawn 08/05

11. WORKING GROUP CHAIR REPORTS

Planning	nationally Only 5 to 6% of councils have completed neighbourhood plan
Finance	To add Petty cash into the financial regulations
Street Lighting	Street lights out Hall Lane - <i>the clerk has reported these</i>
Consultation	Historical public rights of way need to be officially recorded by 2026 (see report from Cllr Leamon) Cllr Thrower to be given a copy of the report to give to the ramblers
Playing Fields and Maintenance	Handyman has blown the grit away in the car park this should help to stop the cars from skidding and will also repaint lines in tennis court, tennis nets are up. It was agreed to pay the handyman extra hours that had been work.
Health & Wellbeing	Walking starter kit available free to join Tuesdays 10.30 all around the coast. Cllr Burke would like to be involved in the public rights of way group. Cllr Burke is hoping to start a walking group.

12. MEMBERS' MATTERS

There was nothing to report

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 21st June 2018 at 7.30pm.

15. CLOSE OF OPEN MEETING - the meeting closed at 21.00 hours.

16. CLOSED SESSION

Other Matters

"That under section 100(A)(4) of the local government act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of part 1 of schedule 12A to the act"

It was agreed this paragraph should be added to this section of the agenda

Signed _____

Date _____