

WEST WINCH PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON 18TH JUNE 2019 IN THE VILLAGE HALL, WILLIAM BURT CENTRE, WATERING LANE, WEST WINCH STARTING AT 19.30.

PRESENT: Cllr Mrs J Leamon, Cllr J Lamb, Cllr T Gibson, Cllr M Everitt, Cllr Mrs J Jackson, Cllr P Jackson, Cllr D Skerritt, Cllr R Shearn, Mrs S Watts (Clerk/RFO), County Councillor Ms A Kemp, Borough Councillors Cllr S Nash and 3 members of the public

1. **REPORTS FROM OUTSIDE REPRESENTATIVES**

Borough Council reports – Planning application 18/02289/OM is in abeyance. So, this application is no longer on the website. Borough Councillor S Nash will try to find out some more information about what is happening with this application.

County Council Report – The Environment agency – is conducting a consultation into flood risk and coastal erosion. The report is on the website and the parish council should consider responding to this.

Parking Garage Lane – The police have been contacted about cars being parked near to the entrance of Garage Lane and it has been advised to call 101 to report when the cars are there.

Mill Road being Closed – for 17 weeks while work is carried out. Cllr Ms A Kemp is looking into why it will be closed for this long.

Local plan task group – The local plan puts the A10 as the growth corridor for this area. The parish council should write to the local task force group asking why this area is being focused on.

NHS Dentists– There are problems with people in this area not being able to register with an NHS Dentist. There is a review in place regarding West Norfolk's needs this will report on at the end of July.

Fairstead surgery closing - Cllr Ms A Kemp put in an objection to Fairstead Surgery closing as this will affect everyone putting more pressure on other surgeries. The Parish Council should consider writing to the department of health regarding this.

Chancellor funding – Cllr Ms A Kemp has Written to the chancellor about the need to fund Norfolk services properly and we should not be forced to make budget cuts.

Cllr D Skerritt asked Cllr Ms A Kemp if she any had a response to his question from the last meeting regarding the Police and crime commissioner increasing the precept to increase the number of police officers. Cllr Ms A Kemp did write to the police crime commissioner asking this question but has not yet received a response as they have 40 days to reply she is hoping to have an answer by the next meeting.

Cllr M Everitt asked with the closure of GP surgeries has there been any contact with the West Norfolk's Clinical Commissioning group (CCG). Cllr Ms A Kemp believes they are the people who are closing the surgery. A discussion took place regarding this. Cllr Ms A Kemp has asked that the suitability and transformation partnership (STP) put in a written complaint to the closure of the Fairstead surgery.

Cllr Mrs J Leamon is the chairperson of the Patient Participation group (PPG) and the Fairstead surgery building is now not fit for purpose so this is why it has to close. Anyone can comment on the survey.

2. **PUBLIC PARTICIPATION**

None

3. **TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies have been received and accepted from Cllr B Thrower and Cllr P Burt.

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

Cllr Mrs J Jackson and Cllr P Jackson declared an interest in Item 9i) as they are both members of the royal British legion. They also declared an interest in planning application 19/00944/F as this applies to their property.

Cllr D Skerritt declared an interest in item 9i) as he is a member of the royal British legion. The chairman reminded all councillors that if they have any need for dispensation to inform the clerk.

5. **TO CONFIRM MINUTES OF THE MEETING HELD ON 21ST MAY 2019** It was proposed that the minutes of the Meeting held on 21st May 2019 be signed as a true copy. This was agreed by all. The minutes were duly signed by the Chairman.

6. **TO ADOPT NEW STANDING ORDERS**
It was agreed that the standing orders still need some small changes made to them so this will be moved to the next meeting.

7. **TO ADOPT NEW FINANCIAL REGULATIONS**
It was agreed that the financial regulations still need some small changes made to them so this will be moved to the next meeting.

8. **TO DISCUSS TERMS OF REFERENCE AND APPOINT A CHAIRMAN TO EACH WORKING GROUP**
It was agreed that the terms of reference still need some small changes made to them so this will be moved to the next meeting.
 Planning working group Chairperson – Cllr Mrs J Jackson
 Finance working group Chairman – Cllr J Lamb
 Consultation working group chairperson – Cllr Mrs J Leamon
 Playing field working group chairman – Cllr P Burt
 Streetlight working group and health and wellbeing chairperson to be decided at the next meeting.

9. **TO REPORT MATTERS ARISING**
 - a) Co-option of residents onto the Parish Council – There are two members of the public interested in joining the council Mr Frank Dutton and Mrs Michele Summers. However, there is only one place available on the council at present. Both candidates introduced themselves to the council. The council will discuss and vote in a closed session at the end of the meeting.
 - b) Speed Watch – Clerk still waiting for more volunteers. it is hoped that advertising it on the Facebook page when it is up and running could attract some more volunteers.
 - c) The Pound Watering Lane – Cllr T Gibson is trying to find out who owns the pound now so progress can be made soon on trying to get it repaired. Cllr Mrs J Leamon has found some old photographs of how the pound used to look when the wall was still intact. She showed these to all the councillors.
 - d) Setchey Village Sign – As Cllr B Thrower was absent for this meeting it has been moved to the next meeting.
 A member of the public mentioned about the West Winch sign on the A10 needs some repairing. *Clerk to report this to the County Council.*
 - e) Skate Park and self-closing gate – this work is scheduled to be done the first week of July.
 - f) To Discuss inviting Borough Council Planning to a Parish Meeting – It was decided that the last meeting councillors should bring questions that they would like asked. It was decided to remove this from the agenda as there are not enough questions at this time.
 18/02289/OM is in abeyance as an environmental study needs to be completed. The councillors would like to know more about the licence involved in planning application 19/00818/F which Borough Cllr S Nash and the Clerk will look into. The borough council's response to this application is - The licence for the site will only reflect the planning consent and indeed a licence can only be issued in respect of land where planning permission exists. If the planning permission is granted for a larger site then the licensee will need to approach Housing Standards to arrange for the licence to be amended. The licence will only be amended to reflect a larger site if planning permission is granted and if the proposed layout complies with the site licence conditions.
 - g) To discuss creating a Facebook account for the Parish Council – Cllr M Everitt and the clerk has set up a page however, Facebook need to verify the clerk's identity so they are unable to show the councillors but they are going to try and base it on Denver Parish Council's Facebook page if the councillors would like to see an example. The clerk will contact the school and social club to advertise once the page is up and running. Cllr M Everitt also asked for any ideas on both the profile and cover photographs required. The suggestions were the West Winch sign that is in the Village Hall and a scene across the playing field.
Clerk to contact school and social club and Cllr Everitt to take photos.
 - h) Sound System – Cllr D Skerritt would like to discuss updating the current microphone system as it does not meet the council's needs and this does not encourage the public to attend if they cannot hear what is being decided. It was suggested by Cllr M Everitt that the table's could be rearranged so this will be trialled at the next meeting but it was felt the microphones still needed replacing. It was proposed by Cllr D Skerritt and seconded by Cllr

Mrs J Leamon that a new system is researched and costed. This was agreed by all present. *Cllr D Skerrit will research.*

- i) To discuss 75th Anniversary VE day celebrations May 2020 – Cllr D Skeritt asked if the Parish Council would like to do something to celebrate the 75th Anniversary of VE day. This was discussed as to what sort of celebration the council would like. It was decided that it would be nice to have something like a tree planted or a plaque to commemorate the day and also something in the hall such as displaying old photographs. Cllr R Shearn will check if the hall is available on Friday 8th May as this will be a bank holiday. There may also be funding available from the Borough Council. *Cllr R Shearn to check if the hall is available to hire*

10. CORRESPONDENCE RECEIVED

All correspondence received was forwarded to relevant councillors with the following brought to the councillor's attention.

1	WSP Parish Workshop 25 th June 10am KLIC – This has now been cancelled
2	Public consultation regarding Fairstead surgery – consultation group will comment
3	Highway rangers visit – comments have been received but would anyone like anything else added. – Clappers Lane and the weeds in the curb at the corner of Hall Lane and Orchard Grove need to be added to the list. <i>Clerk will email highways to add to the list already emailed.</i>
4	SAM2 funding has been accepted NCC will pay half the cost – The forms have now been signed and the clerk will now order SAM2 device. <i>Clerk to order SAM2 device</i>

11. CORRESPONDENCE SENT

One item of correspondence sent by letter/email/telephone was included.

12. ACCOUNTS & FINANCE

a) To note Balance of accounts as 10th June 2019

Community Account	£ 24,284.12
Business Saver Account	<u>£ 86,119.59</u>
	£110,403.71

The balance and transfer of money between accounts were noted.

The Chairman added that he has had an informal meeting with Cllr R Shearn regarding the Village Hall and who owns it. An agreement had been made between the Village hall and the Parish Council in July 2017 agreeing to share the cost of any major repairs or alterations to the hall. The village hall is owned by the parish council so it should be included in the parish councils' assets register. *The Clerk will contact the auditor for advice on the asset value of the village hall and will locate the deeds for the village hall.*

b) To consider payment of invoices

103757	Mr J Pressling – Groundsman June 2019	£176.28
103758	Mr A Hara – Handyman June 2019 + 13 hours Overtime	£349.09
103759	Mrs S Watts – Clerk Salary June 2019	£494.30
103760	Mrs S Watts – Clerk Expenses	£33.79
103761	Mr A Hara – Travel Expenses	£4.95
DD	HMRC April deductions DD	£1.60
103762	Westcotec – Street light maintenance June 2019	£120.92
DD	E-on – June	£171.10
103763	CGM Group – Grass cutting April	£237.48
103764	JBT Electrical – check hot water	£45.00
103765	SLCC – membership renewal	£106.00
103766	Cllr Burt – hire of leaf blower and generator	£60.00
103767	William Burt Social Club – electricity recharge 18 th April – 18 th May	£49.75

There was one additional invoice of £49.75 for electricity for the social club.

All Cllrs were in favour of paying the above invoices including the additional invoice for the Social Club.

c) To note monies received

01/06/19	Interest	£30.15
15/05/19	Bowls Club – AW Feb- May – inv19/09	£13.19
20/05/19	Village Hall – hire and empty of waste container – inv 19/01	£368.92
21/05/19	Social Club – Gritting March and April – inv 19/05	£77.50
28/05/19	Social Club – AW Feb – May – inv 19/07	£196.55
31/05/19	Social Club – Ground Rent	£260.00

Monies received were noted

d) To Note Petty Cash spent

	No petty cash was spent this month	
	Total Remaining	£250.00

13. PLANNING CONSULTATION

a) New Planning Application Consultations received from Borough Council/NCC

19/00925/F – Conversion and extension of detached garage to self-contained annex – Roselea, Millfield Lane, West Winch, PE33 0LR – PC Support

19/00944/F – Proposed extension and alterations – Sandrane, 1 Hall Lane, West Winch, PE33 0PJ – PC Support

19/00765/O – Outline application with some matters reserved for proposed residential development of five properties – N 34 E of 32 and S of 28 Hall Lane, West Winch, - PC Support

19/01031/F – Proposed extension and alterations – Kimberley, 82 Hall Lane, West Winch, PE33 0QF – PC Support

Cllr Mrs J Jackson spoke about the above planning applications, comments have been submitted to the Borough Council for all.

Cllr Mrs J Jackson also spoke about planning application 19/00687/F at Elbri, Westland Chase. Objected as it is within a meter of the boundary and overlooking neighbours window. Applicants explained wrong plans had been submitted the council further objected to the amended plans.

19/00818/F – Extension of Park view site. Strong objections to this site. Based on previous objections. Quoting Neighbourhood plans.

b) Notices of Decision by Borough Council / County Council

C/2/2016/2010 – Clay extraction pit, to include formation of new public footpath and restoration to landscape irrigation reservoir – Land off Setch Road, North Runcton, Middleton Aggregates Ltd – PC Support – BC Permitted.

14. WORKING GROUP CHAIR REPORTS

Planning	There are some pending applications for this area. 18/02001/O – construction of three dwelling at Rectory Lane which was not commented on is pending. c/2/2019/2009 - Skippy Skip is held in abeyance but will become live again. 15/01053/FM - 17 dwellings near the Winch. The parish council has written to the borough council expressing concern that the majority of trees have been removed from the site to make way for the access road this has changed the look of the site and have asked if a tree protection order is in place and is it in force.
Finance	Nothing to report
Street Lighting	Mr F Dutton asked whether LED or sodium streetlights will be used in

	the new development. Cllr Mrs J Jackson informed him that the council were advised by a contractor that LED would be used as sodium streetlights are no longer available.
Consultation	It is discussed if personnel working group is needed. It is decided that the health and wellbeing group already deal with any personnel issues that have happened in the past. An appraisal form has been found that could be used and the chairman will carry out the clerk's appraisal in the future.
Playing Fields and Maintenance	Nothing to report
Health & Wellbeing	Nothing to report

15. MEMBERS' MATTERS

Cllr Mrs J Jackson – Flooded road at Chapel Lane junction with A10 has been reported to highways explaining how dangerous it is. It was believed drainage work was carried out on Chapel Lane 2 years ago but this may not have been the case. County Councillor Ms A Kemp is also awaiting a reply after her complaint.

Cllr D Skerritt – Commented on the pot holes in the William Burt car park and asked if they were to be fixed. Clerk informs him that the handyman is going to repair them. There is also a pot hole at Birch grove. Although Birch Grove is an unadopted road it is believed that the pot hole is in the piece of road that is owned by highways. *Clerk to report to highways.*

Cllr J Lamb – commented on faded white lines on the road around the village and especially at Gravel Hill Lane entrance. *Clerk to report to highways.*

16. 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.

17. DATE OF NEXT MEETING – Tuesday 16th July 2019.

18. CLOSE OF OPEN MEETING - the meeting closed at 20:55

19. CLOSED SESSION – A closed session followed to discuss the two candidates. It was decided to choose Mrs M Summers as she has previous knowledge of the council. However, the council would like to welcome Mr F Dutton to attend the council meeting as a member of the public.

“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”

Signed _____

Date _____