



West Winch Parish Council

Minutes of the ordinary meeting held on Tuesday 19th May at 7:45 in a virtual meeting room

Present

Cllr J Lamb, Cllr T Gibson, Cllr D Skerritt, Cllr B Thrower, Cllr Mrs J Leamon (arrived 19:50) , Cllr R Shearn, Cllr M Everitt, Cllr Mrs M Summers, Cllr P Jackson, Cllr Mrs J Jackson, Mrs S Watts (Clerk/RFO), County Councillor Ms A Kemp, Borough Councillor P Gidney.

1. To Receive Reports from County Councillor and Borough Councillors. (5 minutes each)

a) County Councillor Ms A Kemp

The funds for the Setchey speed camera were supposed to be approved at the end of 2019 but this unfortunately didn't happen. It is now due to go to the panel at County Council again in July. It is agreed that the clerk will send a letter to Tom McCabe and Ian Parkes expressing the need for there to be a speed camera at Setchey.

The County Council has recommended refusal of planning permission to an application submitted by the Plymouth Brethren on the grounds of the traffic coming out of Garage Lane and affecting the corridor of movement.

The work on Watering Lane will be carried out by Highways on the 29th June 2020

Cllr Mrs J Leamon arrived 19:50

b) Borough Councillor P Gidney

The Borough Council will be holding virtual planning meetings. The Borough Council have received further information regarding discretionary grants for small businesses and self employed to help during Covid 19. This information has been sent to the clerk. The Borough Council's Construction project has started again with social distancing.

Borough Councillor P Gidney leaves the meeting 19:55

2. Open Forum for Public Participation: an opportunity to hear from members of the public

No members of the public were present

3. To Receive Apologies for Absence

Apologies have been received and accepted from Cllr G Dell.

4. To Receive Declarations of Interest in Items on the Agenda and consider any requests for dispensation.

There are no declaration of interest or requests for dispensation in items on the agenda.

5. To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday 21st April 2020.

It was proposed that the minutes of the meeting held on Tuesday 21st April 2020 be signed as a true copy. This was agreed by all. The minutes were duly signed by the Chairman.

6. To Report on Items not on the agenda from the last meeting: Clerks Report (information only)

The Clerk reported that the Parish Council have received a £1000 grant from the Norfolk community fund. This is to help the Parish Council support the community during the Coronavirus. The work the was due to start in May on Watering Lane will now start on 29th June 2020. Highways are aware of the pot holes at the top of Gravelhill Lane and at Sandover Close but these are both classed as minor defects so are not considered urgent. ZAL have been contacted regarding the suspected rabbit problem at the pound. Came and Co have been contacted regarding employee insurance and if we will be covered should the groundsman and handyman return to work and they confirmed that as long as we follow all government guidance we will be covered. A risk assessment will also be written up before they return to work. The CCTV is currently recording and the clerk will have a meeting with JBT Electrical concerning accessing the images. It is asked if the clerk will check the insurance for Councillors over 80's.

7. Agenda Items

- a) To consider and resolve putting a dog bin at the corner of Orchard Grove for people coming off the common with their dogs.

This was discussed at the last meeting. Cllr Gibson has contacted the commoners regarding putting a dog bin at the corner of Orchard Grove. The Commoners are happy for the Parish Councillor to put a dog bin there but are not willing to contribute to the cost. The Parish Council currently have 10 dog bins around the village which the Councillors feel is sufficient at this time. It is **RESOLVED** that the Parish Council will not put a dog bin on the corner of Orchard Grove with all Councillors in favour.

- b) To Consider and resolve the work to the football pitches
The Goal mouths on both football pitches needs to be repaired. The quotes have been considered and it is proposed by Cllr Thrower and Seconded by Cllr Skerritt with all in favour. It is **RESOLVED** the work will be carried out.
- c) To Consider suggestions on how to spend the Covid 19 Grant of £1000 given by Norfolk Community Fund.
The Plymouth Brethren have donated food boxes to 10 residents in West Winch since the outbreak of Coronavirus. It is suggested we could provide another set of food boxes for these residents. It is also suggested to set up a Village food bank and possibly run it from the Church Rooms. It is suggested to contact the school to see if they can put us in contact with the people who may need help. Cllr Lamb suggests the supply of facemasks to people in the village. It is proposed by Cllr Skerritt and Seconded by Cllr Mrs J Jackson with all in favour of setting up a village food bank.
- d) To Consider building new Football Changing Rooms.
Cllr Mrs J Jackson would like the Council to consider building a new changing room for the football club and giving the village hall the old changing rooms to use for storage. Cllr Lamb would like to form a working group to discuss different option for extending the village hall, football changing rooms and potential office for the Parish Council. The working group will need to have representatives from the Village hall, the football club and the Parish Council.

8. Accounts & Finance including:

a) To Note Balance of Account on Monday 11th May 2020

Community Account	£ 30,792.68
Business Saver Account	<u>£ 84,384.21</u>
	£115,176.89

The Balance is noted

b) Internal Auditors Report

The internal audit has been completed. The only recommendation that was given is the Parish Council should have a financial risk assessment.

c) To consider payments for May

103906 – 103908	Handyman, Groundsman and Clerks May Salary	£1023.12
103909	Mrs S Watts – Clerk Expenses	£212.70
103910	Westcotec – Street light maintenance May 2020	£120.92
DD	E-on – May 2020	£122.47
103911	William Burt Social Club - Electricity recharge 18/03/20 – 17/04/20	£30.80
DD	Anglian Water – Water usage 09/02/20 – 15/03/20	£159.77
103912	BCKLWN – Recycling Bin Annual Collection 20-21	£172.24
103913	Internal Audit YE 2021	£115.00
103914	CGM – Memorial Peace Garden	£2071.05
103915	NALC – Word and PDF Accessibility Training	£24.00
103916	NALC – Chairing a meeting on Zoom Training	£78.00
103917	URM – Empty Bottle Bank	£34.20
103918	A F. Holman and Son – Peace Garden Plaque	£508.68
103919	JBT Electrical Ltd – 1 CCTV camera	£347.00
103920	CGM – Grass cutting April	£188.40

With the addition of two invoices one for JBT Electrical and one for CGM. It is agreed by all to pay the above invoices.

d) To Note money received

16/04/2020	Village Hall – Gritting Donation – inv 19/29 – Bacs	£500.00
20/04/2020	HMRC – VAT claim – Bacs	£2292.10
01/05/2020	Barclays – Interest	£20.80
01/05/2020	Norfolk Community Foundation fund – Covid 19 - Bacs	£1000.00
13/05/2020	Mr R Hilden – Annual Grazing Fee – inv 20/03 – PIB 100371	£5.00

Monies received is noted

e) To Note Petty Cash Spent

There has been no Petty Cash Spent this month

9. Planning Consultations

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

- 20/00291/F – Proposed office unit – plot at grid 563096.99-313666.86 W of Travelling Crane, Garage Lane, Setchey.
- 20/00576/F – Proposed retail warehouse club store for church community with access, car parking and landscaping – Brethren Christian Church, 370 Lynn Road, West Winch.

- 20/00608/F – Proposed extension and alterations at Sandrane, 1 Hall Lane, West Winch

b) Notices of Decision by Borough Council and County Council

No decisions have been made this month

10. Working Group Reports

a) Planning

Nothing to report

b) Finance

Nothing to report

c) Street Lighting

Nothing to report

d) Consultation

Nothing to report

e) Playing Fields and Maintenance

The goal posts have now been removed ready for the work to goal mouths. There appears to be a problem with the rabbits at The Pound.

f) Health and Wellbeing

Nothing to report

11. To Receive items for the next meeting agenda by Thursday - 4th June 2020.

12. To Confirm the Date of Next Meeting of the Parish Council scheduled for Tuesday 16th June 2020 at 7:30pm to be held through a Virtual Meeting.

13. Close of Open Meeting

Close of open meeting 20:50

14. Closed Session

To consider and resolve buying a memento for previous Councillors. This was discussed.

Close of closed session 21:00

Signed _____

Dated _____