



## West Winch Parish Council

Minutes of the ordinary meeting held on Tuesday 20<sup>th</sup> October 2020 at 7:30 in a virtual meeting room

### Present

Cllr J Lamb, Cllr T Gibson, Cllr D Skerritt, Cllr B Thrower, Cllr R Shearn, Cllr Mrs M Summers, Cllr P Jackson, Cllr Mrs J Jackson, Mrs J Leamon, Mrs S Watts (Clerk/RFO), Borough Councillor S Nash, County Councillor Ms A Kemp and 1 member of the public.

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

Cllr S Nash –The 6 month rule for Councillors to attend meeting still applies, If a Councillor has not attended a meeting for 6 month they should be removed for the Council. The Borough Council have decided to cut the time for members to speak to 30 minutes for all 7 cabinet members. After a meeting with the Borough Council earlier in the day regarding the Housing Development there is currently still no funding for the road and there is likely to be houses built before the relief road is built.

Cllr Ms A Kemp – Cllr Ms A Kemp also attend the meeting. Regarding the housing development and after 7 years the holding objection for the local flood authority has now been removed but there is still no surface water drainage for that site. This could cause problems with flooding further down the village. There is still a holding objection for Highways stating that improvements would need to be made to the road network before any houses could be built but the Borough Council are suggesting that 350 Houses could be built before the road.

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

Mr Gipp asks if the Parish Council know the current traffic figure of the A10 and if there is any air quality monitors. Cllr Gibson informs Mr Gipp that we do have the current traffic figures for the A10 and quoted them. Also, that there is just one air quality monitor on the A10.

#### **3. To Receive Apologies for Absence**

Apologies have been received and accepted from Cllr Dutton.

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

Cllr Mrs J Jackson declares an interest in item 8f, The Royal British Legion

**5. To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday 15<sup>th</sup> September 2020.**

It was proposed by Cllr Thrower and seconded by Cllr Skerritt that the minutes of the meeting held on Tuesday 15<sup>th</sup> September 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 Annual Governance and Accountability Return has been completed for Year Ending March 2020. There are no problems to report and the notice of completion has been displayed on both the website and the Notice Board. The repairs to Watering Lane started on 28<sup>th</sup> September. The Trod at Setchey has been put in place this was paid for by the Parish Council and The Parish Partnership fund from last year. Highways is aware of the flooding at Chapel Lane and are considering a solution however the work may not be completed until April 2021. The pot holes on Sandover Close and Gravelhill Lane have been repaired and the collapsing drain at Hall Lane has been reported.

**7. To Approve the Financial risk assessment, Business continuity Plan and Draft Publication Scheme.**

Cllr Mrs S Summers suggests that for the Financial Risk Assessment Zoom needs to be added to the meeting location in addition to the Village Hall.

Cllr Mrs J Jackson reminds everybody to ensure their register of members interests and Decelerations of interest are kept up to date and emails are regularly organised. Cllr Mrs J Jackson also suggests getting the old minute books scanned so a digital copy is available.

It is proposed by Cllr Mrs J Jackson that all three documents be adopted this is seconded by Cllr Mrs J Leamon with all Councillors in favour.

## 8. Agenda Items

- a) To update on the progress of the Play area improvements – Cllr Mrs S Summers.  
The questionnaire for the Play Area and Skate Park is on The Parish Council website, Facebook and the primary school have sent the link round to parents. There are poster up around the Village directing people to the website if they would like to fill in the questionnaire. The questionnaire is open until the end of October. Cllr Dutton is putting together a list of businesses the Parish Council could approach for donations and grant applications are being looked at.
- b) To update on the progress of the Changing rooms improvements. - Cllr Lamb  
There are quotes for both the stand alone pavilion and for an Architect to upgrade the existing changing rooms. These will be discussed in closed session. The National Lottery, the Football fund and Sport England are currently only accepting grants for COVID-19 related funds. The Wren funding is a possible option.
- c) To consider and resolve installing a kick wall on the playing field – Cllr Thrower.  
Quotes for the Kick wall will be discussed in closed session
- d) To Consider the work needed to the Car park – Cllr Thrower.  
Idea being considered for the Car Park are: Graveling inside the areas near the grass, placing rubber matting and also obtaining quotes for re tarmacking the whole car park. Quotes will be discussed in closed session.
- e) To consider and resolve letting Football goalkeeping school use the football Pitch – The Clerk  
A Goal Keeping School would like to use part of the football pitch to teach goal keeping skills one evening a week for around 6 weeks. After discussion it is proposed by Cllr Skeritt and Seconded by Cllr Thrower with all Councillors in favour to allow them to use the pitch and charge the same as Lynn sport.
- f) To consider and resolve laying a Poppy wreath privately – Clerk  
There will be no remembrance service this year due to COVID-19. The Royal British Legion can either keep the Parish Councils Poppy Wreath until next year or we could lay one privately at the war memorial. It is proposed by Cllr Skeritt and seconded by Cllr Lamb with all Councillors in favour that a wreath should be laid at the memorial peace garden.
- g) To consider if there is something to use the Parish Partnership fund on – Clerk  
Cllr Thrower suggests a 20pmh sign near the school. Cllr Lamb suggests a chicane. After a discussion about what the fund could be spent on it is decided to move this to next month's meeting.
- h) To consider who will represent WWPC on the Norfolk ALC Cooperative – Cllr Gibson  
Norfolk ALC have now become a cooperative so each Parish Council will get one share in the company and they will need a representative from each Parish Council. It is decided that Cllr Gibson will be the representative for WWPC.
- i) To consider improving the CCTV Coverage – Cllr Skeritt  
There have been several incidents at the tennis court and play area that are not covered by CCTV. It is agreed that a quote be obtained for two extra cameras to cover the play area and skate park.

## 9. Accounts & Finance including:

### a) To Note Balance of Account on Tuesday 13<sup>th</sup> October 2020

Community Account	£ 11,571.94
Business Saver Account	<u>£ 84,444.74</u>
	£ 96,016.68

### b) To Note the Quarterly financial Projections

The quarterly financial projections are noted.

### c) To consider payments for October

103966	Carter Accommodation Ltd – Storage Container (already Paid)	<b>£870.00</b>
103967-103970	Handyman, Groundsman and Clerks October Salary	<b>£1434.10</b>
DD	HMRC – October PAYE	<b>£43.60</b>
103971	Mrs S Watts – Clerk Expenses	<b>£146.06</b>
103972	Handyman Travel Claim	<b>£4.50</b>
103973	Casual Handyman Travel Claim	<b>£6.75</b>
103974	Westcotec – Street light maintenance October 2020	<b>£120.92</b>
DD	E-on – October 2020	<b>£122.47</b>
103975	CGM – Grass Cutting August 2020	<b>£160.80</b>
103976	Came & Co – Annual Insurance renewal	<b>£857.20</b>
103977	PKF Littlejohn – External Audit	<b>£240.00</b>
103978	Lawn Boy – Tree Cutting equipment	<b>£916.01</b>
103979	C. Hotson – Tree Cutting	<b>£400.00</b>
103980	CGM – Grass Cutting Sept 2020	<b>£146.40</b>
103981	William Burt Social Club - Electricity recharge - 16/07/20 – 23/08/20	<b>£45.26</b>
103982	William Burt Social Club - Electricity recharge - 23/08/20 – 30/09/20	<b>£51.62</b>
DD	Anglian Water – 16/03/20-08/05/20	<b>£55.93</b>
103983	URM – Empty Bottle Bank	<b>£38.88</b>
103984	Petty Cash top up	<b>£78.94</b>

It is proposed by Cllr Shearn and seconded by Cllr Mrs J Jackson with all Councillors in favour to pay all the above invoices.

### d) To Note money received

10/09/20	Interest	<b>£16.10</b>
01/10/20	Interest	<b>£0.69</b>
18/09/20	Village Hall – chimney repairs – inv 20/09 – Bacs	<b>£365.00</b>

### e) To Note Petty Cash Spent

09/10/20	Bin Liners	<b>£2.50</b>
12/08/20	Black Bitumen	<b>£19.22</b>
11/08/20	Paint for bench	<b>£5.99</b>
11/08/20	Unleaded petrol	<b>£6.43</b>
15/08/20	Hire of Tools	<b>£40.00</b>
	Total Spent	<b>£74.14</b>

## 10. Planning Consultations

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

There have been no new planning applications

### b) Notices of Decision by Borough Council and County Council

- .20/00982/F – Proposed rear extension - 13 Pine Tree Chase, West Winch, - PC Support – BC Permitted
- 18/00157/NMA\_2 - NON-MATERIAL AMENDMENT to Planning Permission 18/00157/F: Variation of condition 2 of planning permission 15/01053/FM – house beside the Winch Public House, 70 Main Road, West Winch. BC Permitted
- 20/00340/F - Construction of three dwellings and demolition of existing bungalow, Glendawn, Rectory Lane, West Winch, PE33 0NR - PC Objected – BC Permitted
- 20/01151/F – Single Storey side extension to existing bungalow – 1 Watering Lane, West Winch, PE33 0JY – PC Objected – BC Permitted
- 20/01178/F – Proposed single storey side extension – Brook Meadow, 159 Main Road, West Winch. PC Support – BC Permitted
- 20/01181/F – Proposed new double car port – Waldeck, 3 Dohamero Lane, West Winch. – PC Support – BC Permitted

## 11. Working Group Reports

### a) Planning

A caravan on the East View Caravan Park has expanded a garden on to agricultural land and needs to be reported to planning enforcement.

There may also be vans being sold in the compound to the north of the site this needs to be reported to planning enforcement.

### b) Finance

Nothing to report

### c) Street Lighting

There are two street lights not working these have been reported to the Clerk.

### d) Consultation

There is currently a Boundary Consultation. Cllr Mrs J Leamon suggests we send a letter to confirm we are happy with the boundary changes.

### e) Playing Fields and Maintenance

The new storage cabin will be put in place when the weather permits.

The trees at Coronation Avenue will be trimmed on 23<sup>rd</sup> October.

The Cycle rack needs to be ordered.

### f) Health and Wellbeing

Nothing to report

**12. To Receive items for the next meeting agenda by Thursday 5<sup>th</sup> November 2020.**

**13. To Confirm the Date of Next Meeting of the Parish Council scheduled for Tuesday 17<sup>th</sup> November 2020 at 7:30pm to be held through a Virtual Meeting.**

**14. Close of Open Meeting 20:45**

**15. Closed Session.**

a) To consider quotes for Changing room options.

After discussion and considering all the quotes, it is resolved to go with an architect and pursue the option of making changes to the existing changing rooms.

b) To consider quotes for the Kick wall

After considering all three quotes it is resolved to put a kick wall on the playing field

c) To consider quotes for the work to the car park.

After discussion it is concluded to obtain two more quotes.

**16. Close of Closed meeting 21:06**

Signed \_\_\_\_\_

Dated \_\_\_\_\_