



## **West Winch Parish Council**

Minutes of the ordinary meeting held on Tuesday 19<sup>th</sup> January 2021 at 7:30 in a virtual meeting room

### **Present**

Cllr J Lamb, Cllr T Gibson (Chairman), Cllr D Skerritt, Cllr B Thrower, Cllr R Shearn, Cllr Mrs M Summers, Cllr P Jackson, Cllr Mrs J Jackson (Vice Chair), Cllr Mrs J Leamon, Cllr Miss K Jackman, Cllr F Dutton, 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)**

County Councillor Ms A Kemp – COVID-19 hubs have been set up at Doctors surgeries and the Inspire Centre and the vaccinations are being given.

Highways are continuing the work on the flood prevention scheme at Chapel Lane. The assistant director of highways has been spoken to regarding the speed camera which was placed at the junction of Garage Lane in Setchey just before Christmas and then removed shortly after, he has said the camera will need to stay in the original place it was put just further back. County Cllr Ms A Kemp has said this is not acceptable as it is a distraction to drivers.

The County Council didn't put their funding application in for the relief road before Christmas as planned as they are making the case stronger.

The Updated Transport Modelling for Hopkins Homes has been put on the Borough Councils website. The report says there would be no adverse effect on the A10 from the proposed 300 house being built. Cllr Ms A Kemp wants a full safety audit completed for the A10.

CCG and NHS England have not yet called another meeting after the one in December was cancelled regarding the new doctor's surgery that is needed in the south of the town.

The LC Whip – Local cycling and walking plan. There are plans to improve walking routes along the A10 to King's Lynn but they will only start at Gravelhill lane. Cllr Ms A Kemp has advised that they need to start at Setchey, and that they should consider opening up the common around Clarke's Chase on Common Side and the old railway so people can walk from West Winch to Bawsey Park but these haven't been put in the plan.

Cllr S Nash – The Borough Council want to build 500 houses a year in West Norfolk, it is thought that there are 2 years' worth of supply in empty houses if anyone is aware of any empty houses please pass this information on to the Cllr Nash.

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

There was no Public Participation

**3. To Receive Apologies for Absence**

No apologies were received

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

Cllr Shearn declared an interest in item as his wife is a member of the PCC

**5. To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday 17<sup>th</sup> November 2020.**

It was proposed by Cllr Mrs J Jackson and seconded by Cllr Shearn that the minutes of the meeting held on Tuesday 17<sup>th</sup> November 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)**

Anglian Water have closed Long Lane again today to fix the water leak.

Highways have been contacted regarding the mud on the path The Clerks is waiting to heard back from them.

Cllr Gibson has been elected on to the board of Norfolk ALC.

**7. Agenda Items**

**a) To update on the progress of the Play area improvements and to consider the design**

Since the last meeting some of the Parish Councillors have met with a company that designs bespoke adventure play spaces. The idea is to base the play area on the windmill. They would incorporate the ideas that came from the survey such as the zip wire and they would be willing to work with whoever would install the skate park. The Parish Council would have to pay for this bespoke design. This will be discussed in closed session. The closing date for the FCC Communities Grant is in March. The grant form is now being filled out. A letter will be sent out to businesses shortly to ask for donation to help with the play area. There is also a list of other possible grants that could be applied for. Posts will be regularly put on Facebook to update the residents with the progress and to ask for volunteers to help.

The Councillors express concerns over the use of wood as a material and what the maintenance and lifespan of the equipment would be and the possibility of vandalism. Cllr Mrs M Summers will find these queries out.

**b) To update on the progress of the Changing rooms improvements**

There was a meeting in November with the development team and the architect to see the best layout to suit everyone. The Norfolk FA have been contacted for advice on funding and regulations. After a meeting with the Norfolk FA in January another drawing is being produced to include all the suggested changes. The football club need to be involved if these improvements are to go ahead. There will be another meeting at the end of January to discuss the new suggestions. A survey will need to be completed by residents.

**c) To consider and resolve putting a Wild Flower corridor along the edges of the car park and verge of Hall Lane.**

It was suggested that Instead of shingling the middle area of the car park wild flower could be planted instead. It was then suggested that wild flowers could be planted along the edge of the playing field and that this could be a community project. It is suggested that in the spring we sow the wild flower seeds in the middle of the car park and see how that goes and then we could sow the Hall Lane edge at a later date. It is proposed by Cllr Thrower and seconded by Cllr Lamb with all councillors in favour that we put wild flower seeds on the middle area of the car park.

**d) To update on The Pound progress.**

The Pound area will be clear the area week commencing the 25<sup>th</sup> January. Once the area is cleared, they will have a better understanding of if the wall can be repaired and how much it is likely to cost. Cllr Skerrit asked if there was any possibility of the Parish Council getting ownership of the pound. The Pound is owned by ZAL, with the Commoners looking after it. The Commoners have made it very clear that although they are happy for the work to be done, they are not willing to give up The Pound. Cllr Mrs J Jackson suggests getting it listed as an historic monument with Historic England after the work has been completed.

**e) To consider the possibility of protecting playing fields via Fields in trust**

The Clerk is waiting for more information regarding this so this will be differed to the next meeting.

**f) To consider hiring a Transport consultant for the proposed development**

It has been suggested that the Parish Council should consider hiring a transport consultant to help with any transport reports regarding the development as they can use complicated technical terms and they can be difficult to understand. It is proposed by Cllr Mrs J Jackson and seconded by Cllr Mrs J Leamon with all Councillors in favour that we hire a transport consultant.

**g) To consider the Annual Residents meeting**

The Parish Council is required hold an Annual Residents meeting between March and June. As one cannot be held physically this year it is suggested that one could be conducted over zoom. The meeting is due to be held on Tuesday 23<sup>rd</sup> March. It is agreed to continue with the Annual Residents meeting virtually this year.

**h) To consider and resolve the Churchyard Maintenance grant five year agreement**

It is proposed by Cllr Skerritt and seconded by Cllr Lamb with all Councillors in favour that we continue to give the Church a grant for £600 per year to help with the maintenance of the church yards.

**8. Accounts & Finance including:**

**a) To Note Balance of Account on Tuesday 12<sup>th</sup> January 2021**

Community Account	£10,755.72
Business Saver Account	<u>£74,446.17</u>
	£85,201.89

The Balance is noted

**b) To note Quarterly Financial Projections**

The quarterly financial projections were noted

**c) To consider and agree the 2021/22 Budget**

It was proposed but Cllr Lamb and seconded by Cllr Shearn with all Councillors in favour that the Budget for 2021/22 is accepted.

**d) To consider and agree the 2021/22 Precept**

It was proposed by Cllr Lamb and seconded by Cllr Skerritt with all Councillors in favour that the precept for 2021/22 was agreed at £31,052.00

**e) To consider payments for January**

Handyman, Groundsman, Casual Groundsman and Clerks January Salary	<b>£1249.58</b>
HMRC – January PAYE	<b>£69.80</b>
Mrs S Watts – Clerk Expenses	<b>£25.94</b>
Casual Handyman Travel Claim	<b>£19.35</b>

Westcotec – Street light maintenance January 2021	<b>£120.92</b>
E-on – January 2021	<b>£126.55</b>
William Burt Social Club - Electricity recharge - 30/11/20 – 29/12/20	<b>£40.69</b>
Casual handyman expenses	<b>£68.22</b>
Petty Cash top up	<b>£176.04</b>
NCC – December Gritting	<b>£848.23</b>
PCC - Churchyard maintenance Grant	<b>£600.00</b>

With the addition of two invoice NCC invoice for December Gritting and the Churchyard Maintenance grant amount that was agreed earlier in the meeting. It is agreed to pay all the above invoices with all Councillors in favour.

**f) To note payments for December**

104001-104004	Handyman, Groundsman, Casual Groundsman and Clerks November Salary	<b>£1267.61</b>
DD	HMRC – November PAYE	<b>£54.00</b>
104005	Mrs S Watts – Clerk Expenses	<b>£180.39</b>
104006	Casual Handyman Travel Claim	<b>£10.35</b>
104007	Westcotec – Street light maintenance November 2020	<b>£120.92</b>
DD	E-on – December 2020	<b>£122.47</b>
104008	William Burt Social Club - Electricity recharge - 30/10/20 – 30/11/20	<b>£33.90</b>
104009	URM Ltd – Empty Bottle Bank	<b>£21.60</b>
104010	Brewers Decorating Centre – Paint for Village Sign	<b>£79.42</b>
104011	DMG Timber Ltd – Installation of Kick Wall	<b>£780.00</b>
104012	CPRE – Annual Membership	<b>£36.00</b>
104013	CGM – slitting	<b>£60.00</b>
104014	CGM – Grass Cutting	<b>£133.74</b>
104015	NCC – November gritting	<b>£384.16</b>
104016	Nexis Lexis – Local Council Administration text book	<b>£119.99</b>
104017	Petty Cash	<b>£202.22</b>

The payments for December were noted

**g) To Note money received**

01/11/20	Interest	<b>£0.74</b>
30/11/20	NCC – Recycling credit	<b>£305.88</b>
16/12/20	NCC – Recycling credit	<b>£74.60</b>
23/12/20	Social Club	<b>£306.82</b>
04/01/21	Interest	<b>£0.69</b>

The monies received was noted

**h) To Note Petty Cash Spent**

05/12/20	Multi-Purpose Mortar	<b>£15.00</b>
08/12/20	Multi-Purpose Mortar and fixings	<b>£29.53</b>
17/12/20	Anthony Dennis – Restoration of Village Sign	<b>£150.00</b>
11/01/21	Stamps	<b>£26.04</b>

The Petty cash spent was noted

## **9. Planning Consultations**

- a) New Planning Application Consultations received from Borough Council/NCC  
20/01838/F – Proposed extension of storage shed – Rudd Marquees Storage, Garage Lane, Setchey  
20/01840/F – Demolition of existing bungalow and garage and construction of new bungalow and patio area – Magdalene 61 Archdale Close, West Winch  
20/01828/F – Variation of condition 3 or planning permission 20/01321/F regarding the two ground floor windows shown to the west of the single storey extension shall be maintained with obscured glazing – Elbri, 29 Westland Chase, West Winch  
20/01858/F – Replacement of conifers with fencing and extension to existing drop kerb – 31 Westland Chase, West Winch  
15/00827/DISC\_A – Application for compliance statement with all conditions attached to planning permission 15/00827/F – West View, 145 Main Road, West Winch  
20/02072/F – A log cabin to be erected in the south west corner of our garden – 34 Back Lane, West Winch
- b) Notices of Decision by Borough Council and County Council  
20/00130/TPO – T1 T2 – 2 x Field Maple – remove deadwood, Crown cleared and crown raised to approx. 2.5m – The Old Church, Lynn Road, Setchey – BC Permitted  
20/01838/F – Proposed extension of storage shed – Rudd Marquees Storage, Garage Lane, Setchey – PC Support – BC Permitted

## **10. Working Group Reports**

- a) Planning - Nothing to report  
b) Finance – Nothing to report  
c) Street Lighting – The new labels for the streetlights have now been received  
d) Consultation - Cllr Mrs J Leamon just wanted to remind everyone that Lily which is run by the Borough Council to help anyone is available on both the Borough Council website and by phoning the Bourgh Councils main telephone line.  
e) Playing Fields and Maintenance - The post for the village sign is now in place. The Handyman will put some bark chippings at the entrance to the playing field on the corner of Hall Lane/Long Lane. There is no update on the storage container as the field is still to wet to put it into place.  
f) Health and Wellbeing – Nothing to report.

**11. To Receive items for the next meeting agenda by Thursday 4<sup>th</sup> February 2021.**

**12. To Confirm the Date of Next Meeting of the Parish Council scheduled for Tuesday 16<sup>th</sup> February 2021 at 7:30pm to be held through a Virtual Meeting.**

**13. Close of Open Meeting**

## **14. Closed Session**

- a) To Consider paying for a bespoke design for the new Play area.  
After discussion it was concluded to find out some more information and to consider again at a later date.

Signed \_\_\_\_\_

Dated \_\_\_\_\_