



West Winch Parish Council

Minutes of the ordinary meeting held on Tuesday 16th February 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 Miss K Jackman (arrives 19:35), Cllr F Dutton, Mrs S Watts (Clerk/RFO), Borough Councillor S Nash, Borough Councillor P Gidney, County Councillor Ms A Kemp and 2 members of the public.

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

Borough Councillor S Nash – There are still questions to be answered regarding the West Winch development. All committees are still closed down at the Borough Council due to being in lockdown. The Common Reeve have agreed to deal with the flooding on Commons side.

Borough Councillor P Gidney – The Wall at the grain store is in such poor condition that it is crumbling away. The owners have assured Cllr Gidney that they will reinstate the wall. There is no update in on the West Winch development or the West Winch Housing Access Road. Cllr Gidney is concerned about planning decisions on the A10 as the officers are inconsistent with their judgement.

Cllr Miss K Jackman arrives 19:35

County Councillor Ms A Kemp – Cllr Ms A Kemp attended the planning committee to speak against the application for the two houses to be built behind the Esso garage on the A10. Highways have said that they will not oppose the application for 300 houses on the A10 before the access road is built. Cllr Ms A Kemp has been writing to the County Council expressing her concerns and telling them they need to find funding for the access road. There is money in the budget for other schemes in Norwich and Great Yarmouth but not West Norfolk. Cllr Ms A Kemp is proposing an amendment to the Councils budget next week to say that the County Council should put in the 15% of funding for the bypass which the Government couldn't provide. One of the senior officers in charge of the scheme wrote to Cllr Ms A Kemp and said the accident rate on the A10 wasn't that bad because they considered it to be an urban road, she has explained that it is a rural road of national statistics definition for rural is settlement of less than 10,000 people. There will be a proposal to apply for the major route funding again which will go to the County Councils Cabinet in March for approval. There is a worry that the Borough Council will then take the application in for the 300 houses to the planning committee on the bases that they have applied for the Government funding but this does not mean that the application has been accepted. There is a 2 year gap between the procurement stage and the building stage. The strategic plan for Norfolk said 1600 houses by 2026 but the Housing Access road would not open until 2026.

There was another meeting with County Highways officers regarding the speed camera on the A10 which the Parish weren't invited to. The County officers looked at three options of where to place the speed camera. Location A is in the original place at the Garage Lane junction just set further back. Location B is 20 meters to the south of Garage Lane and location C is 20 – 50 meters south of location B. There may be problems with underground cables and foliage at location B and C so these may not be possible. Cllr Ms A Kemp would like direction from the Parish Council. Cllr Mrs J Jackson suggests a zoom meeting between Cllr Gibson, Cllr Thrower, Cllr Nash and Cllr Ms A Kemp to discuss how to move forward with the speed camera. Cllr Ms A Kemp suggests that highways should also be involved. Cllr Ms A Kemp will organise this meeting.

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

Apologies were received and accepted from Cllr Mrs J Leamon

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

None

5. To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday 19th January 2021.

It was proposed by Cllr Mrs J Jackson and seconded by Cllr Shearn that the minutes of the meeting held on Tuesday 19th January 2021 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, Cllr Shearn and Cllr Lamb met with JBT Electrical regarding the quote for two extra cameras to be added to the CCTV system. The renovation of The Pound is continuing. The site has now been cleared and the repairs to the wall will start soon. The Clerk informs the Council of continued problems with the laptop that is currently being used. It was put in the budget for 2021/22 to purchase a new laptop for the Clerk but given the continued problems it is requested that it is purchased sooner

7. Agenda Items

- a) To consider co-opting a resident on to the Parish Council
Mrs Toni Pratt introduced herself to the Parish Council. A decision about the co-option will be made in closed session.
- b) To adopt changes to village rules
The suggested change has been circulated to all Councillors. It is suggested by Cllr Mrs M Summers that the rules could be tidied up. This will be moved to next month's meeting
- c) To adopt an environment policy
It is proposed by Cllr Mrs M Summers to adopt the environment policy. This is seconded by Cllr Dutton with all Councillors in favour.
- d) To update on the progress of the West Winch Play Facility and to consider and resolve the amount of money the Parish Council is willing to contribute to the West Winch Play Facility project
The West Winch Play Facilities project team had a meeting on zoom which consists of both Parish Councillors and volunteers. The team are approaching local businesses to ask for donations. There are collection tins in both the Post office and the village shop. One of the volunteers is checking a spreadsheet of possible grants to see which ones would be available to us. The FCC Community grant needs to be completed by the 3rd March. The money from this grant comes from landfill taxes. There is a 10.75% levy which is £10,749. There is also a funding gap of £5,000. The total amount of money the parish council would have to commit to this project is £15,749. This will come from the Parish Council reserves fund. It is proposed by Cllr Lamb and Seconded by Cllr Shrean with all Councillors in favour that the Parish Council will put £15,749 towards the project.

- e) To consider and resolve the named signatories for grant application forms
 The grant application forms need an authorised signatory to allow them to complete and submit the application forms on behalf of the project team.
 It is proposed by Cllr Gibson and seconded by Cllr Mrs J Jackson that Cllr Mrs M Summers should be the authorised signatory for any grant application forms.
- f) To update on the progress of the Changing Rooms improvements
 The final plans and building regulations have been received from the architect these have been submitted to the FA for approval. Once they have been given the approval from the FA the architect can then submit the planning application to the Borough Council this can take 8-12 weeks. The football club are going to produce a 5 year plan for the progress and the growth of the football club. A survey will also be produced to gauge resident's opinion. The football club will organise some fund-raising events when we come out of national lockdown.
- g) To consider allowing a resident to use a marquee on the playing field for a wedding in June 2022.
 A specific date has not been given for the wedding yet. The Queen's jubilee will be on the first weekend of June 2022 so it is agreed that they would not be able to use the field on that weekend. It is proposed by Cllr Skerritt and seconded by Cllr Mrs J Jackson to allow the field to be used for a marquee subject to seeing a copy of their public liability and there will be a charge for using the field which will be agreed closer to the event. All Councillors were in favour
- h) To consider and resolve Streetlighting tender for the next 3 years – To be discussed in closed session
- i) To consider and resolve Grass cutting tender for the next 3 years – To be discussed in closed session
- j) To consider and resolve who to award the Stephen Walker cup to. – To be discussed in closed session

8. Accounts & Finance including:

a) To Note Balance of Account on Monday 8th February 2021

Community Account	£ 7,838.02
Business Saver Account	<u>£ 74,446.74</u>
	£ 82,284.76

The Balance if noted

b) To report on the internal financial audit

Cllr Mrs J Jackson has completed an internal audit on the Councils finances. Everything is in order; she would just like to remind all Councillors to obtain a VAT receipt if they purchase anything for the Parish Council so the VAT can be claimed back.

c) To consider payments for February

104030-104033	Handyman, Groundsman, Casual Groundsman and Clerks February Salary	£1061.14
DD	HMRC – February PAYE	£22.80
104034	Mrs S Watts – Clerk Expenses	£16.69
104035	Casual Handyman Travel Claim	£8.10
104036	Westcotec – Street light maintenance February 2021	£120.92
DD	E-on – February 2021	£126.55
104037	William Burt Social Club - Electricity recharge - 29/12/20 – 29/01/21	£46.42
104038	William Burt Social Club – Electricity recharge – 17/06/20 – 16/07/20 – cheque reissue	£35.00
104039	Petty Cash top up	£17.94
104040	John Stephenson – Proposed extension plans	£962.00
104041	NCC – January Gritting	£1896.05
104042	CGM – Clearing of the pond	£600.00
104043	Mr P Burt – Hire of leaf blower (cheque reissued)	£80.00
DD	Anglian Water - 09/11/20-08/02/21	£353.14

With the addition of 3 invoices. CGM, Mr P Burt and Anglian Water. It is proposed by Cllr Mrs J Jackson and seconded by Cllr Shearn with all Councillors in favour that the above invoices be paid.

d) To Note money received

01/02/21	Interest	£0.57
29/01/21	Senior Football Club – inv 20/14	£286.51
03/02/21	Bowls Club – AW – inv 20/12	£30.62

The Monies received is noted

e) To Note Petty Cash Spent

21/11/20	Heavy Duty container lock	£7.99
20/01/21	Bark Mulch	£9.95

The Petty Cash Spent is noted

9. Planning Consultations

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

- 21/00071/F – Variation of condition 2 of planning permission 20/00340/F: Proposed 3no. New dwellings and the demolition of existing bungalow – Glendawn, Rectory Lane, West Winch
- 21/00111/F – Ground and First floor extension – Hatherleigh, 23 Fir Tree Drive, West Winch
- FUL/2020/0044 – Proposed change of use of former quarry to proposed inert waste recycling facility with associated access and ancillary infrastructure including a workshop, hardstanding, car parking, storage area, an office, weighbridge and access – Land at Mill Drove, Mill Drove, Blackborough End
- 20/01840/F – Demolition of existing bungalow and garage and construction of a new bungalow and patio area (as amended) – Magdalene, 61 Archdale Close, West Winch

b) Notices of Decision by Borough Council and County Council

- 20/01828/F – Retrospective 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. – PC Objected – BC Permitted

10. Working Group Reports

a) Planning

The Planning working group have asked a transport consultant look over the transport report for the proposed development. He has confirmed that he would produce a technical note for a fee of £950 plus VAT plus disbursements, travel expenses and other costs. It had been agreed in the budget to spend around £1,000. It is proposed by Cllr Mrs J Jackson and seconded by Cllr Dutton with all Councillors in favour that we hire a transport consultant.

b) Finance

Nothing to report

c) Street Lighting

Nothing to report

d) Consultation

Nothing to report

e) Playing Fields and Maintenance

The storage contain is still waiting to be delivered due to the wet condition. The Handyman has requested the hedge trimmers that were purchased from Lawnboy. These will be delivered to Cllr Thrower. The Village sign is ready to be put back into place as soon as it is possible to do so.

f) Health and Wellbeing

Cllr Mrs J Jackson has put together a quiz to help with raising funds for the new play equipment and asks of the Parish Councillors would be willing to help sell copy. The

closing date is the middle of May. Can you please contact Cllr Mrs J Jackson if you are able to help

11. To Receive items for the next meeting agenda by Thursday 4th March 2021.

Cllr Thrower would like to add traffic calming measures to the next agenda

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

13. Close of Open Meeting – 20:45

14. Closed Session

- a) To consider and resolve Streetlighting tender for the next 3 years
Two quotes have been received. However more information is needed so this will be moved to the next meeting.
- b) To consider and resolve Grass cutting tender for the next 3 years
Two quotes have been received. It is proposed by Cllr Mrs J Jackson and seconded by Cllr Shearn with all councillors in favour that we continue with our current contractor of CGM.
- c) To consider and resolve who to award the Stephen walker cup to.
We have received one nomination for the Stephen Walker cup this year. The nominee is Mrs Toni Pratt for all her work with the Village food bank. It is agreed to award her the cup this year.
- d) To consider co-opting a resident on to the Parish Council
It is proposed by Cllr Thrower and seconded by Cllr Dutton with all Councillors in favour to co-opt Mrs Toni Pratt on to the Parish Council

15. Close of Closed session – 21:00

Signed _____

Dated _____