



West Winch Parish Council

Minutes of the ordinary meeting held on Tuesday 20th July 2021 at 7:30 in the Village Hall, William Burt Centre, Watering Lane, West Winch.

Present

Cllr Mrs J Jackson (Vice Chair), Cllr J Lamb, Cllr D Skerritt, Cllr R Shearn, Cllr Mrs M Summers, Cllr P Jackson, Cllr Miss K Jackman, Cllr F Dutton, Cllr J Collier, Cllr B Thrower, Mrs S Watts (Clerk/RFO), Borough Councillor S Nash, County Councillor Ms A Kemp, and County Councillor J Moriaty.

1. Welcome from the Vice Chair and to receive and consider Apologies for Absence.

Cllr Mrs J Jackson explains that Cllr Gibson resigned from the Parish Council at the end of June. Cllr Mrs J Jackson who is the vice chair will chair this evening's meeting.

2. To Appoint a new Chair (and other appointments if necessary)

Cllr Thrower proposed that Cllr Mrs J Jackson be appointed as the new chair. This is seconded by Cllr Skerritt with all Councillors in favour. The declaration was duly signed. As Cllr Mrs J Jackson will move to the chairs position a vice chair will now need to be appointed. Cllr Skerritt proposes Cllr Mrs M Summers for the position of vice chair. This is seconded by Cllr Thrower with all Councillors in favour. Cllr Mrs M Summers duly signed the declaration.

3. To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday 20th April 2021.

Due to the legislation the Parish Council have no longer been able to use zoom for the Parish Council meetings and due to covid restrictions not being lifted in June we were unable to use the village hall. The last Parish Council meeting was on Tuesday 20th April 2021.

It was proposed by Cllr Shearn and seconded by Cllr Dutton that the minutes of the meeting held on Tuesday 20th April 2021 be signed as a true copy. This was agreed by all. The minutes were duly signed by the Chair.

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

Cllr Thrower declared an interest in item 8f.

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

County Councillor Ms A Kemp – Highways England have made an agreement with Norfolk County Council and the Borough Council not to renew their 7-year highways holding objection on the whole Hopkins development. Cllr Ms A Kemp has contacted highways to ask why the objection was removed when the traffic is getting worse. There are 10 noise important areas from the Hardwick to Setchey which should be being monitored and trying to improve the noise levels not to make them worse. The borough has always refused to carry out proper air quality monitoring, but this is important as we come towards agreeing the local plan. The local plan is being consulted on between 2nd August and the 22nd of September. Policy 9.3 relates to West Winch. It explains that the road will not be in place in advance of the development starting but it will be in place before the end of the planning period in 2036. As many people as possible need to write in to object this plan as it is not sound. The incinerator in Wisbech

is consulting until the 12th of August. However, The Parish Council have not been asked to comment. Setchey local cycling and walking plan to improve walking and cycling routes. The County should be funding this, but the traffic needs to be taken off the road before proper walking and cycling routes can be done. A resident as Setchey was concerned about not being able to get over the bridge on their mobility scooter so Cllr Ms A Kemp has asked for funding for a foot bridge. The Speed camera at Setchey has been delegated to the Parish Council to decide which will be discussed later in the meeting.

Borough Councillor S Nash – Plans are currently being draw up and will be ready by the end of July to reinstate the wall at Deer fields at Setchey.

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

Cllr Jim Moriarty is County Councillors for Gayton, and Nar Valley wanted to introduce himself as to the Parish Council.

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

Cllr Mrs T Pratt has handed in her resignation from the Parish Council. There has been some interest in the Community speed watch. Cllr Thrower is contacting anyone who is interested. 6 volunteers are needed, the Clerk will then contact community speed watch to organise a meeting. The Clerk has reported the three overgrown alley ways and the broken post/sign near the Village sign to highways. Online banking has been set up. The Parish Council will not participate in the yard sale with the HSL. The HSL decided that a car boot would take away for the yard sale. The Village Hall car park needs some Parking at your own risk signs these will cost £14.80 + VAT each. It is decided that 4 signs will be purchased. Downham Market Area Safer Neighbourhood Action Panel (SNAP) Priority Setting meeting 27 July 7pm if anyone would like to attend just let me know. I sent the link out today but if anyone needs it again just let me know. Our Groundsman John Pressling Retired on 18th June 2021. His role will now be shared between our handyman Ed and casual Handyman Dave Moore. 38 Degrees petition on April's agenda after looking into this Judy and myself have decided that this is not the right petition for the road. The vandalism to the bowls club signs is still being dealt with by the police. The Clerk will be on holiday for 2 weeks from 16th August – 27th August. The SAM2 Sign is being moved again so if anyone if free on Thursday morning to help. The External Audit papers have been submitted to PKF Littlejohn.

8. Agenda Items

- a) To update on the progress of the West Winch Play Facility.
We have received confirmation that we have been awarded the FCC Communities grant of £100,000. We are still waiting to hear if we have been awarded the CIL Grant of £50,000 from the Borough Council. We have been told that the meeting to decide on the grant applications will take place on the 22nd of July. Once the final budget is known then we can start planning how to spend the grants.
- b) To update on the progress of the Changing Rooms improvements.
Planning permission has been granted for the changing rooms. The FA will be issuing their application shortly. Cllr Thrower is meeting with builders to get a rough costing for the project. A field inspection report will need to be carried out. There will be a meeting of the project team in August.
- c) To consider and resolve obtaining a flagpole.
It is proposed by Cllr Collier and seconded by Cllr Dutton that three quotes will be obtained for purchasing a flagpole to put at the memorial garden. This is agreed by all councillors. *Cllr Thrower and Cllr Skerrit will get three quotes.*
- d) To Consider retaining a traffic consultant.
The Traffic Consultant has already been obtained. The Traffic consultant went over the roundabout report for the Hopkins site. The traffic consultant had concerns over the report explaining that HGVs had not been included in the report. The County Council agreed with the report and wanted to ask some questions. Since then, nothing else has happened so Cllr Mrs J Jackson and Cllr Mrs M Summers have written to the Borough Council asking them what is happening and why haven't they gotten back to us.
- e) To consider if there is anything the Parish Council wants to use the Parish Partnership Bid 2022/23 for.
Cllr Thrower would like the Council to consider using the partnership bid to install village gates with the speed limit on them at each end of the village. He has met with Mr Wallace from highways who agrees that this would be possible. *Cllr Thrower to get quotes for the gates and photos of where he would like them placed.*
Cllr Mrs K Jackman has been contacted by a resident to ask if it could be used for a flashing 20mph sign outside of the school and would only flash at the beginning and end of school. Cllr Ms A Kemp has a highways budget and will investigate if it is possible to use her budget for this.
- f) To consider the quotation for an additional CCTV camera and to give a demonstration of the system.
The Clerk gave the Councillors a demonstration of the CCTV system before the start of the meeting. A procedure needs to be written for the CCTV system. The quote for the additional CCTV camera has been received. *A meeting will be arranged with JBT electrical, Cllr Dutton, Cllr Lamb and Cllr Collier to insure it will meet our requirements.*

- g) To consider the location of the speed camera at Setchey.
A map of the three locations has been given to all Councillors. Locations B and C on the map have been ruled out due to services running under the ground. Location A south of Garage lane is the only possible option for the speed camera. After discussion it is concluded that this is not the correct location for the speed camera as it is felt it would cause more of a distraction and possibly cause more accidents. It is proposed by Cllr Skerritt and seconded by Cllr Collier with all Councillors in favour that we refuse the offer of the speed camera due to the location. *The Clerk will email highways to inform them of the Councils decision and ask them to consider a location further south or north of Garage Lane or to consider average speed cameras.*
- h) To consider and resolve if a meeting is required for Tuesday 17th August 2021.
Due to Covid 19 the Parish Council have had to cancel both the May and June meeting. As two meeting have been missed it is asked that the Councillors consider if a meeting is needed for August when we don't usually meet. As the Clerk is on holiday on the 17th of August it is resolved not to hold a meeting in August.
- i) To adopt village rules.
The Village Rules will be deferred to the next Parish Council meeting.
- j) To consider and resolve the quotation for the spraying of the pound.
CGM will spray The Pound four times a year (April, May, August, September). It is proposed by Cllr Skerritt and seconded by Cllr Lamb that we have a one-year trial for CGM to spray The Pound with weed killer to keep it looking nice. All Councillors were in favour. *The Clerk will email the commoners to ensure they are happy for the Parish Council to do this and then inform CGM to carry out the work.*
- k) To agree another councillor joining the planning working group.
There is currently a vacancy on both the Planning and Finance Working groups if anyone is interested on join either working group please let the Clerk know and we will discuss this at the next meeting.

9. Items for ratification

- a) To consider and resolve raising and tiding up the holly bush on Watering Lane
- b) To consider and resolve raising the trees and hedges around the whole of the field to allow the grass cutters easier access.
- c) To consider and resolve purchasing some strong ton bags to put the chippings into from the shredder. The Parish Council can then use the chippings as required and allow any excess to be offered to the resident.
- d) To consider and resolve moving to online banking.

These items were agreed by email with a response from Cllr Thrower, Cllr Skerritt, Cllr Lamb, Cllr Mrs T Pratt, Cllr Shearn, Cllr Mrs J Jackson, Cllr Mrs M Summers, and Cllr Dutton.

- e) To allow Giggles and Squiggles to use the field for a farm experience for the children's graduation day on the 1st of August. Agreed by Cllr T Gibson, Cllr Mrs J Jackson, Cllr Thrower, Cllr Shearn, Cllr Skerritt, Cllr Lamb, Cllr Dutton.
- f) To allow the Junior football club to use the field on Sunday 25th July for their summer festival. Agreed by Cllr Skerritt, Cllr Miss K Jackman, Cllr Mrs M Summers, Cllr Shearn, Cllr Mrs J Jackson.

10. Accounts & Finance including:

a) To Note Balance of Account on Monday 12th July 2021

Community Account	£ 35,087.81
Business Saver Account	£ 66,133.34
	£101,221.15

The Account balance was noted

b) To note quarterly financial projection

Quarterly financial projections were noted

c) To consider payments for July

104108 –	Handyman, Groundsman, Casual Groundsman and Clerks July Salary	£1116.92
104110		
DD	HMRC – July PAYE	£57.00
104111	Mrs S Watts – Clerk Expenses	£20.74
104112	Casual Handyman Travel Claim	£18.00
104113	Westcotec – Street light maintenance July 2021	£120.92
DD	E-on – July 2021	£122.47
104114	William Burt Social Club - Electricity recharge – 29/05/21 – 02/07/21	£42.83
104115	Lawn-Boy: Farm Services – Chipper	£759.00
104116	NALC – Communications Course – T Gibson and Clerk	£86.40

104117	ROSPA – Annual Play area inspection	£172.80
104118	CGM – Grass cutting July 2021	£77.48
104119	Paramount Fire armour Ltd – Annual Fire safety Check	£66.00
104120	Brewers decorating centre – Road line paint	£81.58
104121	Edmundson Electrical Ltd	£26.70
104122	Petty Cash Top up	£73.70
104123	V & J Knitwear Ltd – Safety Clothing	£107.36
104124	CGM Grass cutting April	£28.98
104125	Community action Norfolk – Playground inspection course	£60.00

With the addition of two invoices one from CGM and one for community action Norfolk it was agreed by all Councillors to pay the above invoices.

d) Payment agreed in June

104093-104096	Handyman, Groundsman, Casual Groundsman and Clerks June Salary	£1249.37
DD	HMRC – June PAYE	£89.80
104097	Mrs S Watts – Clerk Expenses	£207.32
104098	Handyman Travel Claim	£2.25
104099	Casual Handyman Travel Claim and expenses	£82.00
104100	Westcotec Ltd – Street light maintenance June 2021	£120.92
DD	E-on – June 2021	£126.55
104101	William Burt Social Club - Electricity recharge – 30/04/21 – 29/05/21	£33.80
104102	NALC – GDPR Course – Clerk and Cllr Gibson	£86.40
104103	NALC – Being an effective Councillor Course – Cllr Mrs T Pratt	£72.00
104104	NPFA – Annual membership	£30.00
104105	Bin Buster – Cleaning wheelie bin	£20.00
104106	SLCC – Annual Membership	£130.00
104107	FCC Recycling (UK) Ltd – Play facilities contribution	£10,748.82

The above payments were approved by the Finance working group via email.

e) Payments Agreed in May

104078 – 104081	Handyman, Groundsman, Casual Groundsman and Clerks May Salary	£1322.48
DD	HMRC – May PAYE	£84.20
104082	Mrs S Watts – Clerk Expenses	£31.54
104083	Casual Handyman Travel Claim	£10.35
104084	Westcotec – Street light maintenance May 2021	£120.92
DD	E-on – May 2021	£122.47
104085	William Burt Social Club - Electricity recharge – 28/03/21 – 30/04/21	£43.24
104086	Stephenson Smart – Payroll services to year ending 05/04/21	£352.80
104087	NCC – Car Park Gritting April 2021	£498.96
104088	Jo Raby – Internal audit 2020/21	£115.00
104089	John Stephenson – Revised changing room plans	£500.00
104090	CGM – Grass Cutting Playing field April 2021	£143.46
104091	CGM – Grass Cutting A10 and entrance April 2021	£85.68
104092	Petty Cash top up	£250.00

The above invoices were approved by the finance working group via email.

f) To Note money received

04/05/21	Interest	£0.58
04/05/21	HMRC – VAT Claim	£4389.74
19/05/21	NCC – Recycling credit	£161.64
01/06/21	Interest	£0.49
07/06/21	Bowls Club – AW 9 th Nov – 8 th May – inv21/06 - PIB 100379	£19.23
07/06/21	Social Club – AW 09/11 – 08/05 – inv21/04 – Bacs	£25.31

07/06/21	Social Club – Hire and empty of waste container and recycling bin – inv21/02 – Bacs	£451.04
07/06/21	Social Club – Ground Rent Payment May 2021 – inv20/06 - Bacs	£133.79
16/06/21	Payment for vandalism to the memorial bench – PIB 100381	£90.00
25/06/21	Village Hall – gritting donation 2020-21 – inv21/03 - Bacs	£500.00
28/06/21	Village Hall – AW 09/11 – 08/05 – inv 21/05 – Bacs	£192.64
28/06/21	Village Hall – hire and empty of waste container and recycling bin – inv 21/01 – Bacs	£451.04
01/07/21	Social Club – Ground Rent June – inv 21/09 - Bacs	£281.32
01/07/21	Interest	£0.54
13/07/21	Ground Rent – R Hildon – inv 21/08	£5.00
13/07/21	Ground Rent Bowl club – inv 21/10	£95.63

Monies received were noted

g) Play Facilities donations

14/04/21	Norfolk Leisure – Play Facilities donation	£100.00
21/04/21	Maxview Aerials – Play Facilities donation	£500.00
30/04/21	M Summers – Play Facilities donation	£10.00
05/05/21	Play Facilities donation – PIB100376	£25.00
12/05/21	Play Facilities donations for Lola – PIB100377	£625.00
27/05/21	Play Facilities donation Judy's quiz – PIB200378	£319.00
03/06/21	Go Fund Me	£1675.01
05/07/21	Go Fund Me	£9.41
	Total Raised	£3263.42

Play Facilities donations were noted

h) To Note Petty Cash Spent

19/04/21	Bin Liners	£4.00
20/04/21	Wood to repair rocking horse	£20.27
29/03/21	Extra Keys for storage container	£20.00
09/04/21	Changing room plan copies	£25.20
12/05/21	Changing room plan copies	£25.20
12/05/21	Car Parking	£1.80
23/05/21	Bin Liners	£4.00
25/05/21	Adhesive and sealant	£22.49
17/06/21	Weed killer	£6.99
21/06/21	Bin Liners (200)	£13.80
29/06/21	Petrol for multipurpose tool	£6.44
02/07/21	Guttering pipe	£10.92
02/07/21	Brackets for guttering	£9.54

Petty cash spent was noted

i) To agree that the Finance Working Group can authorise payment of invoices for August in the absence of a Parish Council meeting.

This is agreed.

11. Planning Consultations

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

- **21/00732/F** – single storey rear extension – the cedars, 3 Long Lane, West Winch
- **21/00548/F** - Variation of Condition 1 and Removal of Condition 8 of Planning Permission 19/00435/F: APPLICATION FOR A VARIATION OR REMOVAL OF CONDITION 2 OF PLANNING PERMISSION 13/00853/F: Alterations to the existing building to accommodate increased sales floorspace, creation of offices, cafe, bar, and lounge seating with associated external landscape works – B E Beers of Europe, Garage Lane, Setchey, PE33 0BE
- **21/00583/F** - Variation of Condition 2 of Planning Permission 19/01465/F: Proposal for steel detached storage shed – 31 Westland Chase, West Winch, PE33 0QH

- **21/00687/F** – Proposed erection of garden building to the front of the dwelling – 386 Lynn Road, Setchey, PE33 0PD
- **21/00737/F** – Proposed two storey extension, Single storey extension, infill extension, existing garage conversion, internal alterations and rendering of the existing building – Rowan House, 74 Hall Lane, West Winch PE33 0QE
- **21/00996/F** – retrospective application – erection of a gazebo garden shelter – Wilton Lodge, 214A Main Road, West Winch, PE33 0NP – PC No objection. JJ, TG, MS
- **21/00548/F** – Completion and retention of alterations to the existing building to accommodate increased sales floorspace, creation of offices, café, bar, and lounge seating with associated external seating, play area, landscaping works and parking (following demolition of redundant building) - B E Beers Europe, Garage Lane, Setchey, PE33 0BE – No objection. BT, JJ, MS, TG
- **21/01219/F** – Extension to dwelling – 20 Row Hill, West Winch, PE33 0PE
- **21/01205/F** – Rear Extension and alterations – 11 Beech Crescent, West Winch, PE33 0PZ
- **21/01332/F** – Variation of condition 2 attached to planning permission 18/00995/F: Proposed development of three dwellings – Millers Chicken Farm, 80 Main Road, West Winch, PE33 0LY
- **21/0141/F** – Proposed extension and alterations – 2 Birch Grove, West Winch, PE33 0PQ

b) Notices of Decision by Borough Council and County Council

- **21/00352/F** - Removal of variation of condition 11 of planning permission 18/00157/F: Variation of condition 2 of planning permission 15/01053/FM - Land to the rear of the Winch, 70 Main Road, West Winch – PC Supported – BC Permitted
- **21/00732/F** – Single storey rear extension – The Cedars, 3 Long Lane, West Winch – PC Supported – BC Permitted
- **21/00512/PACU6** – Change of use from A1 Retail to A3 Takeaway pizza outlet – Natural interiors, 54 Back Lane, West Winch – PC not invited to comment – BC Permitted
- **21/00583/F** – Variation of condition 2 of planning permission 19/01465/F: proposal for a steel detached shed – 31 Westland Chase, West Winch – PC No observation – BC Permitted
- **21/00737/F** – proposed two storey side extension, single storey front extension, infill extension, existing garage conversion, internal alterations and rendering of existing building – Rowan House, 74 Hall Lane, West Winch – PC No Objection – BC Permitted.
- **21/00687/F** – Proposed erection of garden building to front elevation of dwelling – 386 Lynn Road, Setchey, PE33 0PD – PC – No Objection – BC Permitted

12. Working Group Reports

a) Planning

An email has been received for the proposed WWHAR Walking, cycling and horse-riding assessment review from Taylor Bowie Ltd. They are asking for suggestions on improvements to the routes we currently have.

b) Finance

Nothing to report

c) Street Lighting

- Help needed numbering our streetlights

Cllr Dutton and Cllr Collier have agreed to help with numbering the streetlights.

d) Playing Fields and Maintenance.

Both Handymen now have all new safety equipment and clothing. The risk assessments for the shredder has been completed and the handymen are ready to use it. There is now a fire extinguisher in the storage cabin.

The Handymen are repainting the no parking grid and the cable ties on the top of the swing set appear to be working. A keep clear sign is being ordered for the boiler house.

13. Items for the next agenda

To put an explanatory notice on the Pound. – Cllr Mrs M Summers

14. The date of the next meeting Tuesday 21st September 2021

15. Close of Open Meeting. – 21:15

Signed: _____

Dated: _____