



West Winch Parish Council

Minutes of the ordinary meeting held on Tuesday 21st September 2021 at 7:30 in the Village Hall, William Burt Centre, Watering Lane, West Winch.

Present

Cllr Mrs J Jackson (Chair), Cllr Mrs M Summers (vice chair), Cllr J Lamb, Cllr D Skerritt, Cllr P Jackson, Cllr Miss K Jackman, Cllr F Dutton, Cllr J Collier, Cllr B Thrower, Mrs S Watts (Clerk/RFO), Borough Councillors S Nash and P Gidney, County Councillor Ms A Kemp, and 4 members of the public

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

Cllr Mrs J Jackson welcomes everyone to the meeting. Apologies have been received for Cllr Shearn

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

It was agreed by all councillors that the minutes of the meeting held on Tuesday 20th July 2021 be signed as a true copy. The minutes were duly signed by the chair

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

There was no declarations of interest.

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

Cllr Ms A Kemp – The Borough Council have voted against the Incinerator in Wisbech. Ms A Kemp has had a meeting with the growth director at the County Council who agrees that the Borough Council do not consult very well with the public in West Winch and North Runcton. The new strategic outline business case for the £50 million that is need for the housing access road has gone to Government. The Borough Council will underwrite the £15 Million which should come from the developers and they will claim it back, so the road is not built piecemeal. The Borough Council are hoping the development starts in 2024. They want to consult with the public in February 2022 about putting in outline planning permission again. Looking forward to when the road is finished Ms A Kemp has consulted with the Local Walking and Cycling plan officer about road crossing, she has suggested near The Winch, Chapel Lane, Long Lane, and Gravel hill Lane with for a foot bridge over Setchey. The officers are now doing a feasibility study for these. They are also looking at ways to open common area and footpaths. Clarkes Chase is not a possible right of way due to the railway, it is not possible to have a right of way over a railway. Setchey common is not very well sign posted so people are not aware it is there so better

signposts are needed. There have been some issues with the Community safety neighbourhood nuisance team as there are a couple of derelict houses in Setchey that need work doing to them. This is taking a while to sort out and it is suggested more resources are needed.

Cllr S Nash – Cllr Nash reported on the problems he is having with the transparency of the Borough Council.

Cllr P Gidney – Cllr Gidney agrees with Cllr Ms A Kemp's comments regarding the incinerator and more should be done to help us recycle. The Borough Council Local plan consultation comments need to be submitted by Monday 27th September. The Hospital has put in two bids one for a phased rebuild and one for a new hospital. Cllr Gidney congratulated the Parish Council on their successful CIL Grant applications for the new Play area and the Football changing rooms extension.

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

Mr Fentirman informs the Parish Council that a planning application is going to be submitted to rebuild part of the Carstone wall that was taken down at Setchey. It has been recommended by the Borough Council that they put in a variation of condition. The material has been retained on site. The plan is to build the wall from the north side to the new entrance. With a small part of the wall being built on the South side from the entrance. The Parish Council will consider the application when they receive it.

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

The car park disclaimer signs for the car park have now been put in place. The keep clear sign for the boiler house door is now ready to be collected. The Clerk is planning to walk around the village to report all highway issues including potholes and blocked drains ready for the winter. If any councillors would be interested in helping please let the Clerk know.

7. Agenda Items

- a) To Co-opt a new member.
Mr A Johnson explains his reasons for wanting to join the Parish Council. The Parish Council will consider everything Mr Johnson has said and make their decision in closed session after the meeting.
- b) To update on the progress of the West Winch Play Facility. – Cllr Mrs M Summers
Confirmation has now been received from Borough Council that we have been awarded the CIL grant for £50,000 towards new play equipment. There are more meetings with play equipment companies in the coming weeks. We are trying to find the right balance between the skate park and a pump track so there are both options for technical skate boarders and just children who want to skate around on their scooters. There will hopefully be a public consultation within the next few weeks.
- c) To update on the progress of the Changing Rooms improvements. – Cllr Lamb
Confirmation has been received from the Borough Council that we have been awarded the CIL Grant for £10,000 towards the new football changing rooms. The FFC Communities funding application is now open. This grant can only be used for fixtures and fitting for the changing rooms. The FA have been very supportive of the project. A total cost of the whole project is needed. The FA will not fund the meeting room or the storeroom. The football club have been very supportive. A lettings policy must be adopted. Letters of support from the community are still needed.
- d) To consider and resolve obtaining a flagpole. – Cllr Thrower and Cllr Skerritt
The Flagpole will be situated next to the memorial peace garden. The flagpole will be 6m high. It is agreed to go with the aluminium flagpole over the glass fibre. The three quotes are considered it is proposed by Cllr Miss K Jackman and seconded by Cllr Collier with all

Councillors in favour it is resolved to purchase the 6-meter aluminium flagpole from Flagpole express for £451.69 + VAT.

- e) To consider if there is anything the Parish Council wants to use the Parish Partnership Bid 2022/23 for. – Cllr Thrower
Cllr Thrower and The Clerk will obtain three quotes and agree on the placing and sizing of the village gates by the next meeting. The Parish Partnership deadline is the 10th December 2021.
- f) To consider another councillor joining the planning working group and finance working group. – Cllr Mrs J Jackson
Cllr Dutton put his name forward for the Planning working group. There is still a vacancy on the Finance working group.
- g) To adopt a co-option policy – Clerk
It is proposed by Cllr Jackson and seconded by Cllr Dutton with all Councillors in favour that we adopt the co-option policy.
- h) To consider putting up an explanatory notice for the Pound. – Cllr M Summers
An explanation of The Pound has been put together. To erect an A3 board at the Pound would cost less than £30.00. It is proposed by Cllr Collier and seconded by Cllr Miss K Jackman with

all councillors in favour that we resolve to put an explanation board at the Pound and possibly add a before and after picture.

- i) To consider the Parish Councils involvement in Remembrance Day. – Cllr Skerritt
Cllr Skerritt would like to ask who will represent the Parish Council at this year's remembrance service. Cllr Thrower will represent the Parish Council at the remembrance service.
A small service will also take place after the main service at the memorial peace garden for anyone not wanting to attend the main service. Cllr Skerritt would like the Parish Council to consider getting the war memorial professionally cleaned in time for Remembrance Day. *The clerk will obtain a quote.*
- j) To consider how the Minutes should be archived – Cllr Mrs J Jackson
The Clerk has started scanning the paper minutes and is happy to continue scanning the rest however there are two minute books which would need to be professionally scanned. The Clerk has contacted the records office and they are able to scan the minutes and then send the digital copies to the Parish Council for our records. There will be a cost involved with this service. It is put forward by Cllr Mrs J Jackson that this task will be carried out next year and put in the budget. It is suggested that there may be possible grants for digitising records.
- k) To consider recording and carry out safety inspection on all Parish Trees and adoption of tree safety policy – Cllr Mrs J Jackson
After discussion it is resolved that the tree safety policy needs more consideration. This will be moved to the next meeting.
Cllr Collier will record and plot the trees on both the playing field and the field at Coronation Avenue.
- l) To consider which Councillor will volunteer to represent the Parish Council at the Hall Committee meetings. – Cllr Mrs J Jackson
Cllr Mrs J Jackson represented the Parish Council at the Village Hall committee meetings. Cllr Mrs J Jackson has now resigned from the Village Hall Committee. Cllr Miss K Jackson agrees to represent the Parish Council on the village hall committee.
- m) To consider the work needed to the tree on Coronation Avenue and the oak tree at the entrance of the William Burt complex. – Cllr Mrs J Jackson
A quote is still waiting to be obtained for the tree at coronation avenue.
The oak Tree has been inspected by Highways. The report states that the tree needs a PICUS test to scan the tree. A quote has been obtained to the PICUS test. All Councillors agree to get the PICUS test done as soon as possible. At a cost of between £321 - £429 + VAT
- n) To adopt a Field Hire Agreement policy
With a few agreed alterations it is Proposed by Cllr Dutton and Seconded by Cllr Skerritt with all Councillors in favour that we adopt the Field Hire Agreement policy.

8. Accounts & Finance including:

a) To Note Balance of Account on Monday 13th September 2021

Community Account	£20,030.56
Business Saver Account	<u>£66,144.02</u>
	£86,174.58

The Balance of Accounts is noted

b) To consider payments for September

OL21/12 – OL21/14	Handyman, Groundsman, Casual Groundsman and Clerks September Salary	£963.78
DD	HMRC – September PAYE	£35.60
OL21/15	Mrs S Watts – Clerk Expenses	£15.34
OL21/16	Casual Handyman Travel Claim	£6.30
OL21/17	Westcotec – Street light maintenance September 2021	£120.92
DD	E-on – September 2021	£126.55
OL21/18	William Burt Social Club - Electricity recharge – 31/07/21 – 29/08/21	£46.43
OL21/19	Brewers Decorator Centre – Paint and brushes	£37.68
OL21/20	URM – Empty bottle bank	£48.60
OL21/21	Norfolk ALC – Internal Communications course (cheque lost)	£86.40
OL21/22	Bin Buster – Bin cleaning at Village Hall	£20.00
OL21/23	PKF Littlejohn – External Audit	£360.00
OL21/24	CGM – The Pound Restoration (To be refunded by ZAL)	£7788.00
OL21/25	King's Lynn Signs – 4 x Parking Disclaimer Signs	£71.04
OL21/26	Lawn Boy – Repairs to Leaf Blower	£33.60

With 2 additional invoices King's Lynn Signs and Lawn Boy it was agreed by all Councillors to pay the above invoices.

c) Payments agreed in August

OL21/01- OL21/03	Handyman, Groundsman, Casual Groundsman and Clerks August Salary	£1207.55
DD	HMRC – August PAYE	£71.20
OL21/04	Mrs S Watts – Clerk Expenses	£15.34
OL21/05	Casual Handyman Travel Claim	£9.45
DD	E-on – August 2021	£126.55
OL21/06	William Burt Social Club - Electricity recharge –	£41.60
OL21/07	CGM – Grass cutting July 21	£171.18
OL21/08	CGM – Grass cutting March 21 – June 21	£653.66
OL21/09	SLCC – Clerk's conference Sept 21	£54.00
DD	Anglian Water – 09/05 – 08/08	£270.90
OL21/10	Westcotec – Street light maintenance August 2021	£120.92
OL21/11	J Collier – Travel expenses	£28.80

The above payments were approved by the Finance working group in August

d) To Note money received

02/08/21	Interest	£0.58
06/08/21	Social Club – July Ground Rent – inv 21/08 – Bacs	£280.50
22/07/21	Junior Football club 32 matches – inv 21/07 – PIB 100384	£280.50
01/09/21	Interest	£0.54
18/08/21	NCC – Recycling Credit – Bacs	£172.91
02/09/21	Social Club Ground Rent – inv 21/08 - Bacs	£280.50
07/09/21	Adult Football Club – inv 21/11 – Bacs	£163.72
07/09/21	Adult Football Club – inv 21/14 - Bacs	£163.72

The Monies received were noted.

e) Play Facilities donations

21/07/21	Donations tubs from shop and post office	£67.10
21/07/21	Donation from quiz winner	£5.00
03/09/21	Go Fund Me	£9.56

The Play facilities donations were noted

f) To Note Petty Cash Spent

11/08/21	Weed Killer	£23.99
17/08/21	Cleaning Supplies	£24.04

The Petty cash spent was noted

9. Planning Consultations

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

- 21/01460/ F – Retention of timber outbuilding as craft/hobby room incidental to the residential use of the dwelling – 5 Birch Grove, West Winch, PE33 0PG.
- 21/01630/F – Extension and alterations – 7 Pine Tree Chase, West Winch, PE33 0QQ
- 21/01634/F – To erect home office garden building – The Gables, 35 Gravelhill Lane, West Winch, PE33 0QG.

b) Notices of Decision by Borough Council and County Council

- FUL/2020/0044 - Middleton: Land at Mill Drove, Mill Drove, Blackborough End, PE32 1SW: 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 areas, an office, weighbridge, and access.: NB Construction UK Limited – NCC Refused
- 21/0996/F – Retrospective application – erection of a gazebo garden shelter – Wilton Lodge, 214A Main Road, West Winch, PE33 0NP – PC No Objection – BC Permitted
- 21/01205/F – Rear extension and alterations – 11 Beech Crescent, West Winch, PE33 0PZ – PC No Objection – BC Permitted
- 20/00783/F Conversion, extension, and alterations to existing barn – Woodside Barn, Lynn Road, Setchey, PE33 0BD – PC no Objection – BC Permitted

- 21/01414/F – Proposed extension and alterations – 2 Birch Grove, West Winch, PE33 0PG – PC No Objection – BC Permitted
- 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 – PC No Comment – BC Permitted.
- 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 – PC no further comments - BC Permitted
- 21/01460/F – Retention of timber outbuilding as craft/hobby room incidental to the residential use of dwelling - 5 Birch Grove, West Winch, PE33 0PG – PC No objection – BC Permitted
- 21/01219/F – Extension to dwelling – 20 Row Hill, West Winch, PE33 0PE – PC No objection – BC Permitted

10. Working Group Reports

a) Planning

The Local plan review comments are being written ready to be submitted by Monday 27th September.

- b) Finance
Nothing to report
- c) Street Lighting
The Street lights are nearly all numbered with the new numbering stickers
- d) Playing Fields and Maintenance
Contact the Social Club regarding the CCTV cameras.
Broken bricks around the wall of the social club need replacing.
Soil at the kick wall needs building up.
The Plymouth Brethren once offered to donate a bench to put at the Pound. The Clerk to contact the Plymouth Brethren to enquire.
Check when CGM will be spraying the Pound with weedkiller.
The dyke at the side of Watering Lane is getting full of litter and debris. Clerk to find out who owns the dyke.

11. To receive Items for the next meeting agenda by Thursday 7th October 2021.

12. To confirm the date of the next meeting of the Parish Council scheduled for Tuesday 19th October 2021 at 7:30pm in West Winch Village Hall

13. Close of Open Meeting – 21:19

14. Closed Session – The Councillors consider co-opting Mr A Johnson on to the Parish Council. All Councillors agree to co-opt Mr A Johnson on to the Parish Council. The Clerk will inform Mr A Johnson of the decision.

Signed: _____ Dated: _____