



West Winch Parish Council

Minutes of the ordinary meeting held on Tuesday 27th September 2022 at 7:30pm in the Village Hall, William Burt Centre, Watering Lane, West Winch.

Present

Cllr Mrs M Summers (Vice-Chair), Cllr D Skerritt, Cllr J Lamb, Cllr A Johnson, Cllr Miss K Jackman, Cllr F Dutton, Cllr B Thrower, Mrs S Watts (Clerk), Borough Councillor P Gidney, Borough Council S Nash, County Councillor Ms A Kemp, Mr Graeme Warriar and one member of the public

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

Cllr Mrs M Summers welcomes everyone to the meeting. Apologies for absence were received and accepted from Cllr Mrs J Jackson, Cllr P Jackson, Cllr R Shearn and Cllr J Collier.

2. To hear an update on the Hopkins Home Planning application by Graeme Warriner – Barton Willmore for Hopkin Homes (20 minutes).

Graeme Warriner gave a presentation regarding the Hopkins homes planning application from 2013. Which consist of 1100 homes including the primary school, road, recreational space, community centre and retail area. This was then updated in 2018 moving the school and recreational ground to nearer the centre of the Village. In 2021 there were updates to the phasing plan as the development was expected to start in 2021 and are now planned to start 2024 and completion in 2034. The ecology, drainage and transport reports were also updated.

There were several concerns from everyone present regarding the road and the drainage problems that this development could cause.

3. To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday 19th July 2022.

It was proposed by Cllr Skerrit and seconded by Cllr Miss K Jackman with all Councillors in favour that the minutes of the meeting held on Tuesday 19th July 2022 be signed as a true copy. The minutes were duly signed by the Vice-Chair

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

There were no declarations of interest.

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

County Councillor Ms A Kemp – Cllr Kemp has submitted comments on the West Winch Growth area framework master plan. There is a meeting on Hall Lane to meet with residents that have been affected by flooding. Cllr Kemp also spoke about the mobile Library Service, The County Council having £50 Million to improve bus services, Minerals and waste Plan and the Wisbech Incinerator.

Borough Councillor S Nash – Cllr Nash spoke about the Shakespeare Guild hall, requests for information from the Borough Council, the Borough Councils code of conduct and the Deerfield's wall.

Borough Councillor P Gidney – Cllr Gidney spoke about The Shakespeare Guild hall not getting a lottery grant, The Multi use community hub to replace the Library, the LCWIP and the transport plan.

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

There was a comment regarding the number of streetlights out around the playing field and car park. The Clerk informed them that a lot of streetlights had been reported to Westcotec this week to be fixed. The problem should be resolved soon.

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

- The work to the trees on the back edge of the playing field have been cut back.
- A meeting has been arranged with JBT Electrical to discuss the new CCTV.
- There has been a meeting with Highways regarding the open pipe at watering lane. They have suggested a grate could be put over the pipe.
- The minute books have been taken to the Norfolk records office for safe keeping and photographing.
- We have employed a new handyperson who started at the end of July.
- The old wooden memorial bench has been removed and the new memorial benches have been delivered. These will be installed at the pound and beside the playground.
- The trees for Norfolk scheme application have been accepted. Cllr Kemp has agreed to pay for these with her budget and will be available to collect in December.
- At the July meeting we discussed that a standpipe had been purchased. This has now been returned as it was decided it was not needed.
- There have been some emails from residents at Setchey asking for a crossing Cllr Kemp is dealing with this.
- The Social Club agreed that the Parish Council could installing an outside tap however, after receiving some quotes the cost of installing the tap was high than expected and as the Pump track is nearly completed this is no longer needed.
- One of the rubber circles on the climbing frame broke but this has now been repaired by Kompan.
- Several streetlights have been reported.
- The tree at the school in front of the 20mph flashing sign have now been cut back

8. To appoint four Councillors (including a chair) onto each of the following Parish Council working groups

- a) Planning Working Group
- b) Finance Working Group
- c) Street Lighting Working Group
- d) Playing Fields and Maintenance Working Group

Cllr Thrower would like to be removed from the Finance working group and Cllr Johnson will be added. The Clerk will update the bank mandate to remove Cllr Thrower and add Cllr Johnson. All other Councillors are happy with the working groups that they are currently on.

9. Agenda Items

- a) To update on the progress of the West Winch Play Facility. – Cllr Mrs M summers
The work to the pump track is progressing well and will hopefully be finished within the next week. It will then need to have a safety inspection before it can be opened.
- b) To update on the progress of the Changing Rooms improvements. – Cllr Thrower
The old committee have now stood down and a new smaller committee is being formed consisting of 2 members of the football club and 2 members of the Parish Council they will try to meet every three weeks and a new chair will be appointed at the first meeting. Cllr Mrs M Summers thanks everyone for the work that has been done so far. Cllr Lamb discussed the funding that was still being pursued.
- c) To consider how to produce the Parish Magazine when the Parish Council take it over in January. – The Clerk
The Clerk read out her report for the option and costing for the Parish Council to take over the Parish Magazine. After discussion it was decided the cost would be too much for the Parish Council as the revenue from adverts had fallen significantly. It was decided to produce a contacts list to put on the website and notice board.
- d) To consider if an extra Dog bin is needed on Oak Avenue – The Clerk
There was a request from a resident to ask if the Parish Council would consider putting a new dog bin near the alley way on Oak Avenue. After discussion it was agreed not to put one there now but to monitor the situation.
- e) To Consider if the HSL can use the playing field for their Christmas fair on 26th November and their summer fair on the 1st July 2023 subject to the usual conditions of insurance and litter picking. – The Clerk
It was agreed by all Cllrs to let the HSL use the field for both events.

10. Accounts & Finance including:

a) To Note Balance of Account on Wednesday 21st September 2022

Community Account	£ 12,058.87
Business Saver Account	<u>£ 80,150.61</u>
	£ 92,209.48

The balance was noted

b) To note the Completion of the External Audit by PKF Littlejohn.

We have received the External Auditors Report and certificate for 2021/22. PKF Littlejohn have no concern with the audit of our accounts.

c) To consider 'Option to opt out of the SAAA central external auditor appointment arrangements' – The Clerk

There is an option to opt out of the SAAA central external auditor appointment arrangements. This would mean the Parish Council would need to find their own external auditor of the next 5 years. It is agreed to not opt out and to stay with the recommended external auditors.

d) To consider the payments for September

OL22/63	Dodd and Co – Deposit for new tennis court fencing	£8300.04
OL22/64-66	Groundsman, Handyman and Clerks September Salary	£976.68
	Mrs S Watts – Clerk Expenses	£93.68
OL22/67	Westcotec – Street light maintenance September 2022	£120.92
DD	N Power – August Elec usage	£104.06
OL22/68	CGM – Grass Cutting August	£129.35
DD	Anglian Water additional invoice	£174.27
OL22/69	V & J Knitwear Ltd – Handyman safety clothing	£41.00
OL22/70	William Burt Social Club – Elec usage 01/05 – 01/06	£25.40
OL22/71	William Burt Social Club – Elec usage 02/06 – 31/07	£208.58
OL22/72	PKF Little John – Completion of External Audit	£360.00
OL22/73	Mrs J Jackson – Expenses	£41.99
OL22/74	Norfolk PTS – Refresh your agenda course	£40.00
OL22/75	Petty Cash top up	£90.75

It was agreed by all Councillors that the above invoices are paid.

e) To note payments made in August

OL2/52 – OL2/54	Groundsman, Handyman and Clerks August Salary	£1047.78
OL22/55	Mrs S Watts – Clerk Expenses	£93.60
OL22/56	Westcotec – Street light maintenance August 2022	£120.92
DD	N Power – July Elec usage	£104.21
OL22/57	CGM – Grass Cutting July	£387.12
OL22/58	R Hilden – digging a trench	£300.00
OL22/59	Westcotec – Additional SAM2 Bracket	£62.40
OL22/60	Bin Buster – Cleaning Bin Aug 22	£20.00
DD	Anglian Water – Water usage 9 th May – 8 th Aug	£557.84
OL22/61	C Hotson – cutting back trees near playground	£300.00
OL22/62	URM – Empty bottle bank	£56.16

The payments made in August were noted

f) To Note money received

01/09/22	Barclays – Interest	£0.60
25/07/22	BCKLWN – Part CIL Grant for the Playground equipment - Bacs	£24,511.00
29/07/22	Social Club – Ground Rent July 22 – inv22/10 – Bacs	£307.00

08/08/22	NCC – Recycling credit - Bacs	£251.97
09/08/22	R Hildon – Coronation Avenue Ground Rent – INV22/11 – PIB100397	£5.00
09/08/22	Bowls Club – Ground Rent – PIB100398	£100.00
17/08/22	HMRC VAT return April – July – Bacs	£19,477.10
02/09/22	Social Club – Ground Rent Aug 22 – inv22/10 – Bacs	£307.00
09/09/22	NCC Recycling credit – Bacs	£85.75
14/09/22	Play facilities donation – Quiz funds – PIB 100399	£135.00
14/09/22	Adult football club – inv 22/14 – Bacs	£163.72
15/09/22	Village Hall – Anglian Water May – Aug – inv22/16 – Bacs	£228.43
20/09/22	Social Club – Anglian Water May – Aug – inv22/17 - Bacs	£264.75

The monies received were noted

g) To Note Petty Cash Spent

20/07/22	Gosystem Butane Propane Gas	£13.20
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The petty cash spent was noted

11. Planning Consultations

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

- 22/01406/EIASC – SCOPING OPINION: broiler unit and replacement of dwelling on site with 6 x purpose-built buildings - Land at Setch Road, Setchey, PE33 0FB
- 22/01458/PAGPD – Single storey rear extension which extends beyond the rear wall by 4.05m with a maximum height of 3.3m and a maximum height of 2.9m to the eaves. – 47 Hall Lane, West Winch, PE33 0PJ.
- 22/00098/S257 – Application for the diversion of a public right of way – Nar Hideaway, Thiefgate Lane, Saddlebow
- 22/01444/F – Garage loft conversion – 23 Southfield Drive, West Winch, PE33 0PF

b) Notices of Decision by Borough Council and County Council

- 22/00553/F – 2 nos. Semi-detached dwelling houses - Land between 48 and 49 Coronation Avenue, West Winch. PC No objection BC Refused.
- 22/00902/F – Retention of existing fence at Land E of 1 Lemuel Burt Way, West Winch. PC No objection, BC Permitted
- 21/02165/F – Extension and alterations – saffron, 26 Gravelhill Lane, West Winch, PE33 0QG. PC No objection BC Permitted
- 22/01086/F – New 6 bay garage with ancillary accommodation – Archdale Manor, 14 Back Lane, West Winch, PE33 0LF – PC No objection – BC Permitted
- 22/00962/F – Proposed rear extension and alterations – Pippins, 9 Long Lane, West Winch, PE33 0PG – PC No objection – BC Permitted
- 22/00597/F – Proposed storage building – Land S of 86 Hall Lane, West Winch – PC No Objection – BC Permitted
- 22/00681/F – Two storey single family dwelling house – Land West of 6 Birch grove, West Winch, PE33 0PQ – PC Objects – BC Refused.

12. Working Group Reports

- a) The Planning Chair to give a report
There was nothing to report
- b) The Finance Chair to give a report
The was nothing to report
- c) The Street Lighting Chair to give a report
There was nothing to report
- d) The Playing Fields and Maintenance Chair to give a report
An awards cup has been donated to the football club on behalf of the Parish Council, It was commented that it would be nice to put more seating around the new playground and Pump Track.

13. To receive Items for the next meeting agenda by Thursday 6th October 2022.

14. To confirm the date of the next meeting of the Parish Council scheduled for Tuesday 18th October 2022 at 7:30pm in West Winch Village Hall

15. Close of Open Meeting – 21:25

16. Closed Session

a) To consider the Parish Clerks new job description and pay grade.

The new clerk job description which incorporates responsibility for employees was agreed.

Cllr Mrs M Summers proposed that the clerk pay be upgraded to SCP 26 commensurate with the job evaluation as provided by NALC.

All voted in favour with the proviso that the pay increase is backdated to April 1st, 2022.

b) To consider the purchase of a Lawn mower

Cllr Thrower explained that the mower he was proposing to purchase was a one off, time limited offer from Lawn boy with a 5-year guarantee and it has the large wheels for easy movement over rough ground cutting if required.

All agreed it would be very suitable and voted in favour of purchase.

Signed: _____

Dated: _____