

Minutes of West Winch Parish Council

Tuesday 20th May 2025 at 7:30 pm at West Winch Village Hall

Parish Councillors Present: Cllr Alan Johnson- **Chair**, Cllr Gavin Ball, Cllr Adam Gipp, Cllr Barry Thrower, Cllr John Lamb and Cllr John Collier also present: Rob Shaw (Clerk/ RFO)

CC A Kemp, BC S Nash and 3 members of the public were present.

Business to be transacted in accordance with Local Government Act 1972, Sch 12, 10(2) (b)

25.WW103 Welcome from the Chair and Apologies for Absence (LGA 1972 s 85(1))

Apologies for absence were received from Cllr F Dutton and Cllr P Moss

Apologies for absence were **not** received from BC Thomas Barclay

25.WW104 To receive declarations of interest in items on the agenda and consider any requests for dispensation. (Localism Act 2011 s21 s33)

None declared

25.WW105

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

The County Councillor A Kemp provided an update on the WWHAR, Hopkins Homes and the Wisbech Incinerator.

BC Nash reiterated the points raised by CC Kemp and added that the main discussion at the town hall at the moment was regarding Devolution and the possible changes we will all face.

25.WW106

Open Forum for Public Participation: an opportunity to hear from members of the public. (10 minutes only in total)

The Council was introduced to the local Police Beat Manager, Mr Jamie Cowen, to update the council and parishioners on his role within the village and surrounding areas. PC Cowen informed the council on how the area was performing and left his details with the clerk. He also requested that the SAM2 camera be reinstated in the village to assist with collecting data to help provide more assistance in dealing with the issue of speeding within the village.

25.WW107

To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday, 18th March 2025. (in accordance with standing orders 12a)

The minutes of the meeting held on Tuesday, 15th April 2025 be signed as a true copy.

Proposed by Cllr Thrower – Seconded by Cllr Ball. Approved by all.

The minutes were signed by the Chair.

Signed _____

Dated _____

25.WW108 - Items to note:

The insurance company for the accident at Gravel Hill Lane junction in December has been in touch (12/05/25), and they hope to finalise this week. (Week commencing. 12/05/25)

The Second Net has been purchased and supplied for the Tennis Courts

The clerk has undertaken Internal Audit Training to allow a better understanding of the process at a cost of £120 plus VAT and would now like to complete the FILCA – Financial induction to Local Council Administration, also at a cost of £120 plus VAT. There is an agreed £750 within the budget for training this year, 2025-26, for reference. This item was agreed upon by the full council, and training will commence shortly.

SLCC membership is due in July. To note the cost of £245 for the annual subscription. This will be authorised for payment on the 21st of May.

The Clerk is now a principal member of the SLCC this allows the clerk to have the letters PSLCC after his name due to the CPD (Continued Personal Development) points ascertained from the training that has been undertaken, this also allows discounts for further training for the Clerk and the Full Council and also includes extra support and advice for the council.

Houghton Estates: Mr R Millar has contacted the clerk to enquire after the bank details to process the generous donation to the Village Hall of £1000 towards the hall's future refurbishments.

Agenda Items

25.WW109 To resolve the need for new email addresses for all councillors, clerk and staff – Clerk to provide a report prior to the meeting.

The clerk stated that the Practioners Guide had been updated for 2025 and that Assertion 10 – Digital Compliance had changed the way the council use their emails – Free email providers will no longer comply for security/ encryption reasons, and the PC will have to find an alternative supplier to continue to meet the required standards. -The council agreed that this is something that needs to be adhered to – Details in **Appendix 1– Clerk to Action**

25.WW110 To Discuss Potholes and the Highway issues that are not being addressed – **All**

The Clerk's Report – **Appendix 2**, which was distributed to all councillors prior to the meeting and is attached – see annexe 1 – Was discussed, and a new, more robust process for monitoring the complaints passed to NCC Highways was shown to the council. This process will now form part of all council meetings to provide updates as to the status of issues and allow us to escalate the problems faced on the roads in the village.

25.WW111 To discuss the reinstatement of the SAM2 camera – This item had been touched upon in the conversations with the PC Cowen. Further discussion is needed to provide a resolution to the issue of moving it around the village. This item will be revisited in June.

25.WW112 To discuss EV Chargers at the Village Hall Carpark – Information circulated prior to meeting – The Clerk had come across the option for funded EV chargers to be installed at the Village Hall. Further research is needed to resolve – Clerk to action more detailed analysis to be provided.

Signed _____

Dated _____

25.WW113 To agree entry to the New Norfolk Events Website - The Clerk was approached by a gentleman who is setting up a new website to advertise events in Norfolk. The Council and the Village Hall websites are to be added.

There is no cost for this service, and the council agreed it could benefit the promotion of events for the Hall. Motion to be added to the website – agreed.

25. WW 114 -Planning Consultations

New Planning Application Consultations received from the Borough Council/NCC.

25/00637/F - Householder: Double-storey front and side extension
Dairy Farm, 9 Common Close, West Winch, PE33 0LB

No Objection by Parish Council 06-05-25

Notices of Decision by Borough Council and County Council

24/02144/F - Gainsboro 28 Common Close PE33 0LB - Householder: Installation of timber fence along the boundary.

Application Permitted
1 May 2025
Delegated Decision

Working Group Reports – To be sent to the clerk prior to the meeting to be distributed to all councillors in future as agreed in April 2024.

25. WW 115 The Planning Chair (Frank Dutton) to give a report. – Absent – No Report

25. WW 116 The Finance Committee Chair (Gavin Ball) to give a report. – Nothing to Report

25. WW 117 The Street Lighting Chair (Adam Gipp) to give a report. – Cllr Gipp and his son have started the W3W labelling of the Streetlights and are halfway through. This will aid and assist to an easier way of reporting faults via both the website and with the contractor.

25. WW 118 The Playing Fields and Maintenance Chair (Barry Thrower) to give a report. – Cllr Thrower reported that the contractor has promised to complete the pads for the benches within the next 14 days. New bases will be laid and the damaged ones removed. The memorial garden needs to be sorted but Cllr Thrower has been advised to leave it until the autumn to prevent damage to the Roses.

Contractor for Grass cutting needs to be asked to see if there is anything he can do with the Village Green – **Clerk to action.** Cllr Thrower also suggested that an outdoor gym space discussion be put on the next agenda – **Clerk to action.** Also, a tree in the corner of the playing field by the Tennis courts needs work – Tree Specialist needs to be contacted – **Clerk to action.**

25. WW 119 The Village Hall Chair - (Paul Moss for John Collier) to give a report. – No report due to absence, but Hall manager Danielle mentioned an upcoming event on the field for the Sea cadets has been requested and the planning is currently underway.

Signed _____

Dated _____

Accounts & Finance including:**25.WW120** To Note Balance of Accounts on 1st May 2025

Unity Trust Bank Current Account	12781.44
Unity Trust Bank Savings Account	89495.99
Total	102,277.43

25.WW121 To consider/review the payments for May 2025**Payments for May 2025 Authorisation**

Screwfix	2.97	0.60	3.57	EP
Screwfix	82.64	16.53	99.17	EP
WBSC Electric	5.74	1.15	6.89	EP
WBSC Electric	27.42	5.49	32.91	EP
URM (UK) - Waste	43.20	8.64	51.84	EP
K&M Lighting	230.00	46.00	276.00	EP
HMRC -	459.73	0.00	459.73	EP
Clerks Salary				EP
Clerks Exp	191.44	0.00	191.44	EP
Hall Managers Salary		0.00		EP
Hall Managers Exp	10.00	0.00	10.00	EP
Hall Cleaners Salary		0.00		EP
Cllr A Gipp	10.94	0.00	10.94	EP
Handymans Salary		0.00		EP
Groundsman Salary		0.00		EP
Handymans exp	1.98	0.00	1.98	EP
K&M Lighting	39.60	7.92	47.52	EP
N Power	395.87	19.79	415.66	DD
WAVE	666.53	0.00	666.53	DD
K&M Lighting	2275.00	455.00	2730.00	EP
Viking Stationary	111.71	10.92	122.63	EP
Kenneth Bush	1437.00	287.50	1725.00	EP
SLCC	245.00	0.00	245.00	EP
Key Garden & Maintenance	415.00	0.00	415.00	EP

Signed _____

Dated _____

25.WW122 To note money received

06 May 2025	WBSC - April Rent Inv 25-21	366.44
06 May 2025	WBSC - Annual Waste - Inv 25-23	540.17
15 May 2025	WWVH - RFO Hours - Inv 25-24	131.04
15 May 2025	WWVH - HM Hours - Inv 25-25	443.20
15 May 2025	WWVH - HM Exp - Inv 25-26	10.00
15 May 2025	WWVH - Cleaners Hours - Inv 25-27	477.42
15 May 2025	WWVH - Waste Contribution - Inv 25-22	540.17
15 May 2025	WWVH - Water Contribution - Inv 25-29	293.47
16 May 2025	WWBC - Water Contribution - Inv 25-31	27.53
15 May 2025	WWBC _ Annual Rent Inv 25-32	124.43

25. WW 123 To consider and approve the statement of accounts – **All Approved**

25. WW 124 To approve Section 1 of the Annual Governance and Accountability Return 2024/25, the Annual Governance Statement (part of the external audit document) – **Document was read out, completed and approved by all councillors.**

25. WW 125 To approve Section 2 of the Annual Governance and Accountability Return 2024/25 – the Accounting Statements - **Document was read out, completed and approved by all councillors. Signed by the Chairman and the Clerk**

25. WW 126 To note Exercise of Public Rights - **Document was read out, completed and approved by all councillors. Signed by the Chairman and the Clerk– Clerk to publish on website and notice board.**

25. WW 127 To Review CIL Funding reports to be returned to BCKLWN - **Document was read out, completed and approved by all councillors. - Signed by the Chairman and the Clerk**

25. WW 128 To Review Bank Signatories – Council reviewed - No Change for 2025-26

25. WW 129 To Note For the 2025/26 financial year, the Section 137 expenditure limit for parish and town councils in England is £11.10 per elector. This limit is determined by the percentage rise in the Retail Price Index between September 2023 and September 2024, as outlined in Schedule 12B of the Local Government Act 1972.
(as Dec 2024 – Electorate is 2223 x £11.10 = £24675.30)

Signed _____

Dated _____

Invoices due for payment but received after the publication of the agenda may be considered.

25. WW130 To resolve to move into a closed session, on the grounds of confidentiality
In accordance with The Public Bodies Admission to Meetings Act 1960, s.1(2)
Nothing to discuss in this meeting.

**25. WW131 To receive Items for the next meeting agenda
by 12 Noon on Monday, 9th June 2025.**

**25. WW132 To confirm the date of the next meeting of the Parish Council, scheduled for
Tuesday 17th June 2025 at 7:30 pm at the West Winch Village Hall**

25. WW133 Close of meeting:- 20.20 (8.20 pm)

Signed _____

Dated _____

Appendix 1.

Taken from The Practitioners Guide 2025 - Updated

Assertion 10 –

Digital and data compliance (Assertion 10 added to clarify data compliance, previously covered under Assertion 3) **Note: Assertion 10 will not appear on the AGAR until 2025-26**

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority-owned domain, for example, clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk, rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com, for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites, regardless of what domain is being used.

1.49 All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency code for smaller authorities](#) (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Signed _____

Dated _____

Appendix 2.

Clerk's Report to the Full Parish Council

Subject: Potholes and Reporting System Review

Date: 12 May 2025

Prepared by: Rob Shaw

1. Purpose of Report

To update members of the Parish Council on the ongoing concerns regarding potholes within the parish, outline the current reporting procedure in place, and explain why the existing system is failing to meet the needs of the parish and its residents.

2. Background

The Parish Council has received an increasing number of complaints from residents concerning the condition of local roads, specifically relating to potholes. In accordance with council procedure, potholes are currently reported through the County Council's online Highways Reporting Portal by either individual residents or the Parish Council Clerk, depending on the nature and urgency of the report.

3. Current Reporting Process

- Potholes are reported via the County Council's online portal, where each defect is logged against a set criteria.
 - The County Council is responsible for prioritising and addressing the reported defects based on risk assessment and available resources.
 - The Parish Council has no direct authority to undertake road repairs and acts as an intermediary in encouraging timely maintenance.
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4. Issues with the Current System

After reviewing recent cases and resident feedback, the following issues have been identified:

- **Lack of Feedback:** Once a report is submitted, both the Clerk and residents receive minimal or no updates on progress, leading to frustration and uncertainty.
 - **Repeated Reports:** Several potholes require multiple reports before any action is taken, wasting both the Parish's resources and residents' time.
 - **Slow Response Times:** Critical defects remain unrepaired for extended periods, posing safety risks to motorists, cyclists, and pedestrians.
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Signed _____

Dated _____

5. Resident Impact

The deficiencies in the current system are eroding public confidence in local infrastructure management. Residents perceive the council as unresponsive or powerless, despite efforts made by the Parish Council to escalate concerns.

6. Recommendations

To address these challenges, the following actions are recommended for consideration:

1. **Establish a Pothole Log:** Create and maintain a central log of pothole reports submitted by the Parish Clerk, including dates, reference numbers, and status updates where available.
 2. **Formal Liaison with County Highways:** Request regular updates from the County Council's Highways Department on reported issues within the parish.
 3. **Public Communication:** Publish a quarterly highways maintenance update on the parish website to inform residents of actions taken and current outstanding issues.
 4. **Encourage Collective Reporting:** Advise residents to report potholes individually as well as via the Parish Council, increasing the volume of reports and potentially elevating the priority of repairs.
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7. Conclusion

The current pothole reporting system is not delivering an effective or transparent service to residents. By adopting a more proactive and structured approach, the Parish Council can better represent community concerns, improve local road safety, and hold the responsible authority to account.

Rob Shaw
Parish Clerk

Signed _____

Dated _____