

# Minutes of West Winch Parish Council

Tuesday 20<sup>th</sup> 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, 18<sup>th</sup> 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 21<sup>st</sup> 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 – **Clerk to Action**

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

The Clerk's Report, 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 items had been touched upon from the conversations with the PC Cowen. Further discussion is needed to provide a resolve 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 for a 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 that 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
<b>Total</b>	<b>102,277.43</b>

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

Screwfix	2.97	0.60	<b>3.57</b>	EP
Screwfix	82.64	16.53	<b>99.17</b>	EP
WBSC Electric	5.74	1.15	<b>6.89</b>	EP
WBSC Electric	27.42	5.49	<b>32.91</b>	EP
URM (UK) - Waste	43.20	8.64	<b>51.84</b>	EP
K&M Lighting	230.00	46.00	<b>276.00</b>	EP
HMRC -	459.73	0.00	<b>459.73</b>	EP
Clerks Salary				EP
Clerks Exp	191.44	0.00	<b>191.44</b>	EP
Hall Managers Salary		0.00		EP
Hall Managers Exp	10.00	0.00	<b>10.00</b>	EP
Hall Cleaners Salary		0.00		EP
Cllr A Gipp	10.94	0.00	<b>10.94</b>	EP
Handymans Salary		0.00		EP
Groundsman Salary		0.00		EP
Handymans exp	1.98	0.00	<b>1.98</b>	EP
K&M Lighting	39.60	7.92	<b>47.52</b>	EP
N Power	395.87	19.79	<b>415.66</b>	DD
WAVE	666.53	0.00	<b>666.53</b>	DD
K&M Lighting	2275.00	455.00	<b>2730.00</b>	EP
Viking Stationary	111.71	10.92	<b>122.63</b>	EP
Kenneth Bush	1437.00	287.50	<b>1725.00</b>	EP
SLCC	245.00	0.00	<b>245.00</b>	EP
Key Garden & Maintenance	415.00	0.00	<b>415.00</b>	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, 9<sup>th</sup> June 2025.**

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

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

Signed \_\_\_\_\_

Dated \_\_\_\_\_