

# Minutes of West Winch Parish Council

Tuesday 21<sup>st</sup> January 2025 at 7:30 pm at West Winch Village Hall

Parish Councillors Present: Cllr Alan Johnson- Chair, Cllr Barry Thrower, Cllr John Collier, Cllr John Lamb, Cllr Paul Moss, Cllr Adam Gipp. Also, present: Rob Shaw (Clerk/ RFO), CC A Kemp, BC S. Nash and 0 members of the public were present.

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

## **25.WW001 Welcome from the Chair and Apologies for Absence**

Apologies for absence were received from Cllr Frank Dutton and Cllr Gavin Ball

Apologies for absence were not received from BC Thomas Barclay

## **25.WW002 To receive declarations of interest in items on the agenda and consider any requests for dispensation. (Localism Act 2011 s21 s33)**

Cllr Thrower Declare an interest in the financial payments – JBT Electrical Ltd

## **25.WW003**

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

Both the County Councillor and Borough Councillor present an update in the way of reports covering items happening in the County and borough council chambers and also the potential change in management at the King's Lynn Hospital Trust.

## **25.WW004**

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

No public attendance at the meeting

## **25.WW005**

### **To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday 19<sup>th</sup> November 2024. (in accordance with standing order 12a)**

The minutes of the meeting held on Tuesday 19th November 2024 be signed as true copy.

**Approved by Cllr Collier – Seconded by Cllr Moss. Approved by all.**

The minutes were signed by the Chair.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Agenda Items

**25.WW007** *To discuss the use of the remaining leftover Cil grant of £550.68 from 2021/2022 for new notice boards for the village facade – Clerk to Action* – Prices to be researched and presented to the next meeting for approval.

**25.WW008** *To Discuss training for the Handyman–Clerk to Action* – Costings to be obtained, to organise Lone Working Agreement and put in place a PPE register. Cllr's Moss and Collier to assess Risk Assessments for each practice

**25.WW009** *To Discuss and Accept the Agreement for Village Green – Clerk to Action* – To present the new agreement document to Houghton Land Agents for the historic agreement of cutting the grass on the Village Green. **Proposed:** Cllr Collier **Seconded:** Cllr Moss

**25.WW010** *To Discuss SAM2 Camera – Placement – responsibility – paperwork –*  
Cllr Gipp reported back to the council regarding the latest SNAP Police meeting held in Downham Market in December. A new reporting app called "STREET SAFE" which has been launched by Norfolk Constabulary. This was discussed as it had been tested by Cllr Gipp and the feedback was positive. Cllr Gipp also suggested that the Handyman and Groundsman be asked if they would now move the SAM2 camera around the village. This is to be requested by Cllr Collier, and he will report back. Clerk Suggested a new "Memorandum of Understanding" document be filled out for updated records. Cllr Collier also suggested that the PC supply Key lock boxes for "vulnerable" people in the village at the Council's cost. – This is to be revisited. **Clerk to Action** – Check the Asset register to gauge the age of the SAM2 camera.

**25.WW011** *To Discuss outstanding agreements – Clerk to Action* – Cllr Thrower suggested that the Clerk needed to look into "Disclosure of Interests" before this item can be addressed due to councillors' other interests in the Village Hall and the Social Club. To be researched and returned to the council.

**25.WW012** *To Discuss Options / Quote for New Bin* – The Clerk presented three variations of the bins available and the current costs for these. The New bin is £161.50 plus VAT, and it was agreed to go ahead. Cllr Gipp then suggested a bin by the Shop / Crossing as litter is a problem at this site and Cllr Collier stated he would discuss possibilities of a new bin with the Shop owner before the council agrees to move forward with this. **Clerk to Action** – To order the agreed, new bin to replace the damaged one on the corner of Long Lane and Hall Lane.

**25.WW013** *To Discuss CCTV* – The Clerk informed the Council that JBT Electrical Ltd had set up three new access accounts for the CCTV and that the three new users have had instruction on how to use the system and more importantly how it is governed by the ICO and have all signed declarations to that effect.

**25.WW014** *To Update on the accident at Hall Lane* – The Clerk informed the council of the costs to replace the streetlamp at the corner of Gravelhill Lane and Hall Lane after the accident in December. The Cost for the post and lamp is £1400 inc. vat and the charge to reconnect the power From NPN will be in the region of £1550 inc. vat. The responsible person's insurance company has been informed of all the relevant details.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**25.WW015** *To Provide Update on Coronation Avenue* – The Chairman read out a report to update councillors on the current situation regarding Coronation Avenue.

BC Nash and CC Kemp stated that they would be interested in a little more detail to see if there is anything they can do to help with the issues.

Cllr Thrower suggested that the Parish Council get the local press involved to “Name and Shame” the borough council into responding.

**Planning Consultations** – PC has registered **No Objection** to the below Planning applications

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

**24/02203/F**

**RETROSPECTIVE**- Application for Installation of Below Ground Foul Drainage Pipes and Works to Existing Watercourse in Relation to Consent Reference 23/00972/O and 24/01459/RM

Street Record  
Chequers Lane  
West Winch  
Norfolk

**24/02213/F**

**VARIATION OF CONDITION 1 OF PLANNING CONSENT 24/01459/RM -**

Application for reserved matters: Appearance, landscaping, layout and scale for construction of 2 no. dwellings complete with garages and associated landscaping works.

Land Adjacent To 263 Main Road  
West Winch

**25/00015/F**

**Householder:** Proposed boundary fence, wall and access gate at 2 Birch Grove West Winch King's Lynn Norfolk PE33 0PQ

**24/02144/F**

**Householder:** Retrospective: Installation of timber fence along the boundary. at Gainsboro 28 Common Close West Winch King's Lynn Norfolk PE33 0LB

**24/02184/F**

**Householder-** Remove the existing roof-to-side extension, erection of side extension with first-floor extension to rear at Narbank St Germans Road Setchey King's Lynn Norfolk PE33 0BB

**Notices of Decision by Borough Council and County Council**

NONE

Signed \_\_\_\_\_

Dated \_\_\_\_\_

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

**25. WW16** The Planning Chair (Frank Dutton) to give a report.- No report due to absence.

**25. WW17** The Finance Committee Chair (Gavin Ball) to give a report. – No report due to absence.

**25. WW18** The Street Lighting Chair (Adam Gipp) to give a report. – Reported on during the meeting with the items discussed in 25WW010

**25. WW19** The Playing Fields and Maintenance Chair (Barry Thrower) to give a report. – Cllr Thrower has contacted the contractor regarding the Ramp at the rear of the village hall and has confirmation that this work will be started this month. Cllr Thrower also requested that the Clerk obtain updated quotes for the matting around the pump track. **Clerk to Action**

**25. WW20** The Village Hall Chair - (John Collier) to give a report. – Nothing to report apart from updates regarding the hall discussed at other items. To be revisited

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Accounts & Finance including:

### 25WW21 To Note Balance of Accounts on 1st January 2025

Unity Trust Bank Current Account	4107.40
Unity Trust Bank Savings Account	75,519.97
<b>Total</b>	<b>79,627.37</b>

### 25WW22 To consider/review the payments for January 2025

#### Payments for January 2025 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Npower - Streetlights	582.18	29.11	<b>611.29</b>	DD	Npower - Invoice IN12258094- <b>PAID 20/01/2025</b>
K&M lighting	122.48	24.50	<b>146.98</b>	EP	K&M Lighting Maintenance - Inv 9124
Clr P Moss	47.11	0.00	<b>47.11</b>	EP	P Moss - Exp for VH Notice Board
Key Grounds Maintenance	382.50	0.00	<b>382.50</b>	EP	Key grounds Maintenance - Inv 1115 for December 2024
JBT Electrical	75.00	15.00	<b>90.00</b>	EP	JBT - For CCTV updates - Inv 25000
A Gipp - Expenses	7.83	0.00	<b>7.83</b>	EP	A Gipp - Expenses - For attending SNAP meeting in December 2024
Clerk - Exp	19.99	4.99	<b>24.98</b>	EP	Refuse Bags purchased for Groundman - INV GB556X5CAEUI
BCKLWN - Dog Waste	1466.40	293.28	<b>1759.68</b>	EP	BCKLWN - Dog waste Bin empties 24-25 INV BC110287801
Mobile Phones	18.46	0.00	<b>18.46</b>	DD	Mobile Phone Contract - <b>PAID 10/01/2025</b>
<b>TOTAL</b>	<b>2,721.95</b>	<b>366.88</b>	<b>3,088.83</b>		

### 25WW23 To Note money received

03/01/2025	WBSC – Payment Plan Amount	200.00
08/01/2025	WBSC – Annual Rent Inv 25/01	366.44
10/01/2025	WBSC – Payment Plan Amount	200.00
17/01/2025	WBSC – Payment Plan Amount	200.00
15/01/2025	WWVH Recharge – Hal Manager	401.63
15/01/2025	WWVH Recharge – HM Exp	10.00
15/01/2025	WWVH Recharge – Hall Cleaner	335.15
15/01/2025	WWVH Recharge – RFO Hours	305.90
	<b>Total</b>	<b>2019.12</b>

Signed \_\_\_\_\_

Dated \_\_\_\_\_

25. **WW24** 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) to accept – To discuss and accept grant application from St Mary's Church as per parish council agreement – 2021 – Proposed: Cllr Moss Seconded: Cllr Lamb All Agreed

25. **WW25** To receive Items for the next meeting agenda by 12 Noon on Monday 10<sup>th</sup> February 2025.

25. **WW26** To confirm the date of the next meeting of the Parish Council scheduled for Tuesday 18th February 2025 at 7:30 pm in West Winch Village Hall

25. **WW27** Close of meeting:- 21.22 (9.22 pm)

Signed \_\_\_\_\_

Dated \_\_\_\_\_