

Minutes of West Winch Parish Council

Tuesday 17th June 2025 at 7:30 pm at West Winch Village Hall

Parish Councillors Present: Cllr Alan Johnson- **Chair**, Cllr Frank Dutton – Vice Chair, Cllr Gavin Ball, Cllr Adam Gipp, Cllr Paul Moss, Cllr John Lamb, Cllr John Collier.

Also present: Rob Shaw- PSLCC (Clerk/ RFO) - Mr Richard Morrish – North Runcton

BC Simon Nash and 5 members of the public were present.

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

25.WW134 Welcome from the Chair and Apologies for Absence (LGA 1972 s 85(1))

Apologies for absence were received from Cllr B Thrower and Cllr J Collier

Apologies for absence were **not** received from CC A Kemp or BC Thomas Barclay

25.WW135 To receive declarations of interest in items on the agenda and consider any requests for dispensation. (Localism Act 2011 s21 s33)

None declared

25.WW136

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

BC Simon Nash reported on a Borough issue with flats in Hunstanton. There was little to report for the local area.

25.WW137

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

Questions from a member of the public – The Parish Council were looking into listing the Pound as a listed Structure and could the Council provide any updates on the process and if we had managed to move any further forward – The response was that the initial enquiry had stalled, and the Clerk would look into how far we have come and see what can be done.

Coronation Avenue – Was the Parish Council considering selling the land? The response was that the land was not for sale and that the Parish Council are waiting to see what the future holds in regard to Village development. There is currently no access to the public at this time.

The member of the public also stated that he is researching Stephen Walker and would like the Parish Council to consider publishing his findings on the website when completed. The council responded that they would read and digest the research before resolving to publish.

A Second member of the public raised a concern regarding weeds on the footpaths and road edging within their street. – The Parish responded that this is a Highways responsibility, and BC Nash interjected that he would contact Highways to ask them to site visit and rectify. The same member of the public also asked after joining the Parish Council – The Clerk issued her with a Co-Option policy and form and explained the process. Cllr Nash then also went on to pass his thanks to the person who had cleaned the rubbish at the Pound – he was grateful it looked much cleaner.

Signed _____

Dated _____

25.WW138**To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday, 20th May 2025. (in accordance with standing orders 12a)**

The minutes of the meeting held on Tuesday, 20th May 2025 be signed as a true copy.

Proposed by Cllr Gipp - Seconded by Cllr Moss. Approved by all.

The minutes were signed by the Chair.

25WW 139**Items to note:**

- The Clerk presented a Report on New Email Addresses that required, as per the Practitioners Guide, Assertion 10 as discussed in the May Meeting. – The Parish Council moved to resolve that the report was thorough and would move to this new process with immediate effect – Proposed -**Cllr Gipp** – Seconded – **Cllr Dutton** – **All Agreed** – **Clerk to Action**
- Awaiting responses from Tree Surgeons for Quotes for the Playing Field.
- The clerk will purchase a New PC Laptop, in line with the expected renewal / IT lifespan (of 5 Years) and within the agreed budget. – Councillors agreed.

Agenda Items**25. WW 140 To welcome Mr Richard Morrish – North Runcion to discuss the Neighbourhood**

Plan. – Mr Morrish came to the meeting to discuss the previous alliance between North Runcion and West Winch Parish Councils in the huge task that was the original creation of the joint Neighbourhood Plan. There was a lot of information shared regarding its development and the history behind it. Mr Morrish is looking to West Winch to aid and assist in the renewal of the NHP, as it currently expires in 2026 and will no longer represent the parish's needs or concerns.

It is needed to help protect the area as best we can within our limitations regarding Planning and Village Development. The Borough Council Local plan and the National Planning Frameworks have all been updated; the NHP will need to follow suit as it may well be left behind and appear no longer relevant. Areas such as the Pound and Coronation Avenue are featured in the existing NHP to protect them as a site of historic importance and an area of conservation, and as a county wildlife site.

Mr Morrish also pointed West Winch to the Government website -

<https://locality.org.uk/neighbourhood-planning> which will help significantly with the whole process of Neighbourhood Planning.

Funding and grants for this process have also been cut, so a new source of funding will need to be researched. Mr Morrish is looking to West Winch to produce a representative to work with him in the first instance.

Cllr Dutton questioned if that in the current climate, would the NHP still be relevant and adhered to and if Devolution and current changes to Planning within the larger network may change its relevance. This is currently unknown, but Mr Morrish stated that we still need to be prepared.

The Parish Council stated that a little more research was required and that they would respond to Mr Morrish by September.

Signed _____

Dated _____

25. WW 141 To Discuss Possible purchase of Recreational Land – opposite tennis courts -Cllr Thrower – It was resolved to move this item to the September meeting due to the absence of Cllr Thrower.

25. WW 142 To Discuss the provision of Outdoor Gym Equipment within the Playing Field Setting – Cllr Thrower – It was resolved to move this item to the September meeting due to the absence of Cllr Thrower.

25. WW 143 To Agree on who will be setting the SAM2 Camera – All – It was discussed and resolved to employ the two current staff of Groundsman and Handyman to move and site the SAM2 camera around the village every six weeks to its agreed sighting. Another volunteer was needed to download and process the data. Training will be required and provided – Clerk to action this research.

25. WW 144 To discuss and agree change to the current Payroll process – Clerks report provided – The Clerk provided a report (see Appendix 1) to the council prior to the meeting to explain the current process and costings of the payroll process, and to also show the benefits of changing the way this is done. The Council resolved to change the process to save time and money – Proposed – **Cllr Dutton** – Seconded – **Cllr Moss** – **All Agreed** – **Clerk to Action**

Planning Consultations

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

None

Notices of Decision by Borough Council and County Council

None

Signed _____

Dated _____

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 145 The Planning Chair (Frank Dutton) to give a report. – Nothing to report

25. WW 146 The Finance Committee Chair (Gavin Ball) to give a report. – The end-of-year AGAR has been sent to PKF Littlejohn – The Finance Committee is about to undertake the revision of the Football Club Agreement.

25. WW 147 The Street Lighting Chair (Adam Gipp) to give a report. – All asset labels have now been added to the streetlights, and time will tell, within this current heat, weather or not they will remain in place. A question regarding the reconnection of the streetlight at the junction of Gravel Hill Lane and Hall Lane was answered by the clerk, stating that this is planned for July as we have had to wait for National Power Networks to attend.

25. WW 148 The Playing Fields and Maintenance Chair (Barry Thrower) to give a report. – No report due to absence

25. WW 149 The Village Hall Chair - (Paul Moss - Temp) to give a report. – Cllr Moss updated the Council on the current fundraising event to be held at the end of the month and raised thanks to all concerned for their help in making this happen.
There will also be some work planned for the hall when quotes have been sourced. Cllr Moss to action the quotes and report back to the PC.

Signed _____

Dated _____

Accounts & Finance including:**25.WW150** To Note Balance of Accounts on 1st June 2025

Unity Trust Bank Current Account	14326.07
Unity Trust Bank Savings Account	80036.00
Total	94362.07

25.WW151 To consider/review the payments for June 2025

VJ Knitware	121.05	24.21	145.26	EP	VJ Knitw
WBSC - Electric Recharge	55.32	11.07	66.39	EP	WBSC E
HMRC Month 2	742.81	0.00	742.81	EP	HMRC -
Hall Cleaner		0.00		EP	Hall Clea
Groundsman		0.00		EP	Grounds
Handyman		0.00		EP	Handym
Hall Manager		0.00		EP	Hall Mar
Hall Manager Exp		0.00		EP	Hall Mar
Clerk		0.00		EP	Clerk Sa
Clerk	178.98	0.00	178.98	EP	Clerk Ex
VJ Knitware	23.90	4.78	28.68	EP	VJ Knitw
N Frary	675.00	135.00	810.00	EP	N Frary -
N Power - Streetlight Elec	399.52	19.98	419.50	DD	N Power
K&M Lighting	39.6	7.92	47.52	EP	K&M Ligh
Key Garden	415.00	0.00	415.00	EP	Key gard
Cllr A Gipp	35.99	0.00	35.99	EP	A Gipp -
VJ Knitware	47.25	9.45	56.70	EP	VJ Knitw
Clerks Purchase - New Laptop	724.16	144.83	868.99	EP	New Lap
TOTAL	6,102.22	357.24	6,459.46		

Signed _____

Dated _____

25.WW152 To note money received, recharges and transfers.

02/06	WBSC - May Rent Inv 25-28	366.44
11/06	WWVH - RFO's Hours	187.20
11/06	WWVH - Hall Cleaner hours	411.70
11/06	WWVH - Hall Managers Exp	10.00
11/06	WWVH - Hall Managers Hours	354.56

Total £1329.90

25. WW 153 To Note – Clerk will be on annual leave from 11th of July to 18th of July and will therefore will not be attending the July meeting. Agenda and all relevant paperwork will be provided as usual. Dispensation for financial payments to be authorised as usual and then paid on the clerk's return.

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

25. WW154 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. WW155 To receive Items for the next meeting agenda
by 12 Noon on Monday, 8th July 2025.

25. WW156 To confirm the date of the next meeting of the Parish Council, scheduled for
Tuesday 15th July 2025 at 7:30 pm at the West Winch Village Hall

25. WW157 Close of meeting:- 21.10 (9.10 pm)

Signed _____

Dated _____

Appendix 1.

Clerk's Report: Bright-HR and the Benefits of a One-Stop Shop for HR Services

Date: 16th June 2025

Prepared by: Rob Shaw, Clerk to the Council

Introduction

This report provides an overview of Bright-HR, a cloud-based human resources management system, and outlines the potential benefits of adopting an all-in-one platform for managing the Council's HR needs.

About Bright-HR

Bright-HR is a comprehensive HR software platform designed to support businesses and organisations in managing their people-related processes efficiently and compliantly. The system covers a wide range of HR functions, including Payroll, absence management, staff holidays, document storage, rota scheduling, employee wellbeing, and legal support.

The software is cloud-based and accessible via desktop and mobile applications, allowing for ease of use by both management and staff.

Key Features of Bright-HR

Absence and Holiday Management

Track staff holidays, sickness, and other absences in real-time, reducing administrative burden and ensuring accurate records.

HR Document Storage

Secure, centralised location for contracts, policies, and personnel records with controlled access.

Employee Wellbeing Tools

Access to health and wellbeing resources, alongside tools to monitor and support staff morale.

24/7 Employment Law Advice Line

Instant access to qualified HR and employment law advisors for guidance on staff-related issues.

Mobile App Integration

Enables staff to manage their own holiday requests, view rotas, and access documents via mobile devices.

Benefits of a One-Stop Shop for HR Services

Implementing a centralised HR system like Bright-HR offers several operational and strategic benefits:

Efficiency and Time Savings

Reduces the time spent on routine HR administration, allowing management to focus on strategic priorities.

Currently, there are many separate processes in place for the function of Staff Management.

Collate Timesheets from all staff (4 of them), Record and save these timesheets, and collate the breakdown from each of them to forward to a separate payroll company. The payroll company then returns (generally within 1 to 4 days) various reports to the clerk for processing – HMRC payments, Payslips and Pension information.

Signed _____

Dated _____

Three separate processes via email and website logins allow the recording of this information and for the clerk to process wage payments.

Holiday is recorded on a separate spreadsheet, and absence is not currently recorded other than via timesheets at the end of the month.

Improved Compliance

Helps maintain compliance with employment legislation through up-to-date advice and document templates.

Enhanced Employee Engagement

Streamlined processes and accessible tools improve staff experience, boosting morale and engagement.

Data Security and Accessibility

Secure, cloud-based storage ensures sensitive data is protected while remaining accessible to authorised users from anywhere.

Cost-Effectiveness

By consolidating multiple HR functions into one system, it eliminates the need for several standalone tools, potentially reducing overall costs.

Current Cost is £480 for the payroll company (NALC) at £8 per person per month.

The Clerk spends on average 3 to 4 hours per month collating and processing the information at a cost of between £673.92 to £898.56 per annum

The total current cost for the year is approximately. - £1858

The Cost for the new integrated system would be £1062 - £3 per staff member per month, plus software licence and clerks' reduced hours.

Professional Support and Advice

Access to expert advice mitigates risks associated with complex HR issues and legal challenges.

Conclusion

Bright-HR represents a modern, integrated solution for managing HR functions effectively. As a one-stop shop for HR services, it offers significant advantages in terms of efficiency, compliance, and staff engagement. It is recommended that the Council consider the adoption of such a platform to streamline processes and support both management and employees in their roles.

Rob Shaw PSLCC Clerk /RFO

Signed _____

Dated _____