

# Minutes of West Winch Parish Council

Minutes subject to approval at the next meeting.

**Tuesday 20<sup>th</sup> January 2026 at 7:30 pm at West Winch Village Hall**

Parish Councillors Present: Cllr Alan Johnson- **Chair**, Cllr Frank Dutton, Cllr Gavin Ball, Cllr John Collier, Cllr John Lamb, Cllr Adam Gipp,  
Also present: CC Kemp, BC Simon Nash ( Late Arrival – 19.40)  
Local Police Beat Manager – Jamie Cowen  
Members of the Public(MOP) – 6

Apologies from–Cllr Barry Thrower

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

**26.WW 001 Welcome from the Chair and Apologies for Absence (LGA 1972 s 85(1))**

Apologies for absence were received from Cllr Thrower

**26.WW 002 To receive declarations of interest in items on the agenda and consider any requests for dispensation. (Localism Act 2011 s21 s33)**

None

**26.WW 003**

**To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday, 18<sup>th</sup> November 2025. (in accordance with standing orders 12a)**

The minutes of the meeting held on Tuesday; 18<sup>th</sup> November 2025 be signed as a true copy.

**Proposed : Cllr Ball – Seconded: Cllr Dutton- Approved by all.**

**The minutes were signed by the Chair.**

**26.WW 004 To Receive Reports from County councillors and Borough Councillors. (5 minutes each –**

CC Kemp joined the meeting a little after 7.40pm -She updated on the following – BC were to vote on the unitary councils by the end of March 2026. National Gas Transmissions have increased their costs from £6m to £24m to move the pipework to enable the WWHAR. The school has contacted her to support a CIL grant to improve the ICT offering for the school and wider community. Cllr Gipp asked for an update on the transport plan – but as of yet there is no news.

BC Nash reported that he still has community grant of £1000 available and local groups can apply via the forms on the BCKLWN website. He also stated that the figures for asylum seekers can also be found on the BCKLWN website.

Cllr Nash was informed that the Coronation Avenue Working Group had been set up as requested in November. There are three members on the working group.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**26.WW 005****Open Forum for Public Participation: an opportunity to hear from members of the public. (10 minutes only in total)**

The Police beat manager informed the council and MOP that there had been a couple of ASB issues in the area, but they were being dealt with. He also mentioned that the crime figures for shoplifting in the area may be skewed a little as the figures for West Winch included Sainsburys at the Hardwick for some reason and didn't want to worry people that the local shop was having a bad time with shop lifters.

It was then reported to PC Cowen that electric motorbikes had been seen on the Common and also on the pump track at the William Burt Centre, the gate to the Common in Ash Grove had also been damaged. Cllr Dutton also mentioned the number of Nos canisters lying around the village. The response was that there may be a way of recycling these and PC Cowen will feed back if he finds out any more information in relation to this.

**26. WW 006**

**Items to note:** Ref 25.WW239 – Clerk to write to potential owners of The Pound - Letters have been sent – to ZAL and Houghton Estates – Houghton have reponed stating that the land is not theirs. No response at this time from ZAL.

25.WW246 – “No Smoking Signs “ have been ordered and sent to the Handyman in reference to fit on the container.

**Agenda Items****26. WW 007 To Discuss and Resolve the need for a new Defibrillator at the WBC.**

The Clerk produced a report on the age of the Defibrillator and the need for a new unit to be purchased for the William Burt Centre. See Appendix 1 for the report.

It was resolved that a new defib unit would be purchased and it would be looked into that the old unit could be refurbished for use by the football club.

**Proposed- Cllr Johnson – Seconded- Cllr Dutton – All Agreed**

At this point in the agenda, Mr Wood from the Rapid Response team suggested that he may be able to provide the new Defib FOC as a donation to the village. The council thanked him and stated the Clerk would be in touch – **Clerk to Action**

**26. WW 008 To Discuss and Resolve Quote from Kompan for the playground repairs noted by the RoSPA Inspection.**

It was resolved by Council to proceed with the quote received by KOMPAN to provide the necessary parts and to complete the works required.

**Proposed – Cllr Ball – Seconded – Cllr Johnson – All Agreed**

Kompan will now be informed to proceed – **Clerk to Action.**

**26. WW 009** To resolve who is able to download and process the data from the SAM2 camera.

It was discussed that the SAM2 camera is now in place along Hall Lane and in five weeks the data will need to be collated and sent to the Policing team. It was agreed that the Clerk would contact the manufacturer to see if there is any training for this operation and then to ask the Handyman and Groundsman if this is something they can perform. – **Clerk to Action**

**26. WW 010** To Discuss Meeting held on the 13th January regarding the Village Hall.

This meeting was called in response to Agenda item 25.WW 247 at the November 2025 meeting of the council.

A meeting was held in respect of the future of the village hall management committee, and the refurbishment works required at the hall – the Clerk read out a report on the meeting – See Appendix 2.

The Hall management committee was disbanded, and the members were asked to join the Parish Council Working Group for the Hall.

It was resolved that the council will now consider the quotes for the roof and progress with the first step in the hall refurbishment.

## **26. WW 011 Planning Consultations**

### **New Planning Application Consultations received from 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.**

**26. WW 012** The Planning Chair (Frank Dutton) to give a report. –Cllr Dutton  
There was nothing to report this month.

**26. WW 013** The Finance Committee Chair (Gavin Ball) to give a report. – Cllr Ball stated that the council was on a stable financial footing and inline with all budget requirements

**26. WW 014** The Street Lighting Chair (Adam Gipp) to give a report. – Cllr Gipp reported that the trees and hedges along Rectory Lane were starting to encroach Streetlight number 47 again

**26. WW 015** The Playing Fields and Maintenance Chair (Barry Thrower) to give a report.  
Cllr Collier gave the report due to the absence of Cllr Thrower. Points raised were that there is work needed on the Zip Line area due to a groove being formed under the runway , the shoulder of the pump track needs a similar job doing regarding the area wearing out and also the drainage needs to be addressed in the centre of the track. Councillors discussed the need for the works to be assessed and agreed to take a look in the Spring, when the weather breaks a little.

**26. WW 016** The Village Hall Chair - (No Current Chair) to give a report. – No Report given  
Please refer to the conversation and report at **26.WW 010**

**Accounts & Finance including:**

**26.WW 018 To Note Balance of Accounts on 1st January 2026**

Unity Trust Bank Current Account	1171.81
Unity Trust Bank Savings Account	93757.62
<b>Total</b>	<b>94,929.43</b>

**26.WW 019 To consider/review the payments for January 2026**

Payments for January 2026 Authorisation

Payee	Goods/ Services	VAT	TOTAL	DD/ EP electronic payment /direct debit	Supplier/ Service
HMRC	494.57	0.00	494.57	EP	HMRC Month 9
K&M Lighting	39.60	7.92	47.52	EP	K&M Maintenance - Inv 9881
Ecotricity	245.13	12.26	257.39	DD	Ecotricity - Streetlight electric - Inv 07985690
Key Gardening	415.00	0.00	415.00	EP	Key Gardening - Septembers Inv 1215 -
Key Gardening	255.00	0.00	255.00	EP	Key Gardening - Decembers Inv 1327
Bright HR	66.25	13.25	79.50	DD	Bright He - Inv U003192270

**26. WW 020 To note money received – income, recharges and transfers.**

WWVH - RFO's Hours	77.28
WWVH - Hall Cleaner hours	526.76
WWVH - Hall Managers Exp	10.00
WWVH - Hall Managers Hours	237.53
WWSC – Rental Charge	382.16
WWVH – Water Contribution	411.77
WBSC - Water Contribution	411.77
WWFC – Pitch Instalment	250.00
WWBC - Water Contribution	220.88
Unity Bank Interest	527.35
<b>Total</b>	<b>£3055.50</b>

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

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**26. WW 021 Items to Note – Grant Application for St Mary’s Church for this year’s Grant.**  
The Council were presented with the annual application for a grant towards the running costs of the Graveyard in both West Winch and Setchey.

The council resolved to award the grant and thank the committee for their continued hard work in maintaining these two sites to a high standard.

Proposed – **Cllr Dutton** – Seconded – **Cllr Gipp** – All Agreed

**26. WW 022 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 –**  
Nothing to discuss at this meeting

**26. WW 023 To receive Items for the next meeting agenda  
by Noon Monday 9th February 2026.**

**26. WW 024 To confirm the date of the next meeting of the Parish Council, scheduled for  
Tuesday 17th February 2026 at 7:30 pm at the West Winch Village Hall**

**26. WW 025 Close of meeting: - 09.07pm (21:07)**

Any business to be considered at a Parish Council meeting must be delivered to the clerk for inclusion in accordance with Standing Order 9b. Please use the “Agenda Item Request Form”

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Appendix 1 –

### Clerk's Report

Item: Renewal of Defibrillator at the William Burt Centre

### Purpose of Report

To inform Members of the condition of the existing defibrillator located at the William Burt Centre and to seek approval for its replacement to ensure continued public safety and compliance with best practice.

### Background

The William Burt Centre is a key community facility with regular use by residents, hirers, and visitors of all ages. A publicly accessible Automated External Defibrillator (AED) is currently installed at the Centre to provide life-saving assistance in the event of a cardiac emergency.

Defibrillators have a finite operational lifespan. While batteries and electrode pads can be replaced periodically, the core unit itself has a recommended service life, after which reliability and manufacturer support cannot be guaranteed.

### Current Situation

The existing defibrillator at the William Burt Centre has reached (or is approaching) the end of its recommended operational life. At this stage:

- Manufacturer support and software updates may no longer be available
- Reliability of the unit cannot be assured in an emergency
- Replacement parts may become increasingly difficult or costly to source
- Continued use may expose the Council to risk should the device fail when required

Given the critical nature of the equipment, any uncertainty over performance presents an unacceptable risk to public safety.

### Importance of Replacement

Sudden cardiac arrest can occur without warning, and immediate access to a functioning defibrillator significantly increases survival rates. As a well-used public building, the William Burt Centre must be equipped with a fully operational, modern AED that meets current standards.

Replacing the unit proactively ensures:

- Continued protection of residents and visitors
- Compliance with health and safety responsibilities
- Reduced risk of equipment failure
- Peace of mind for hirers and users of the Centre

### Financial Implications

The cost of a replacement defibrillator, including cabinet and initial consumables if required, is estimated to be in the region of £1325 plus VAT. This would be a one-off capital expenditure. Ongoing costs would be limited to routine replacement of pads and batteries in line with manufacturer guidance.

Provision for this expenditure can be met from general reserves within the 2026/27 budget.

### Recommendation

Members are requested to:

1. Note the condition and age of the existing defibrillator at the William Burt Centre which was purchased / donated in March 2025
2. Approve the purchase of a replacement defibrillator to ensure continued public safety
3. Authorise the Clerk to obtain quotations and proceed with procurement in accordance with the Council's Financial Regulations

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Appendix 2 –

### Clerk's Report to Parish Council

#### Village Hall – Future Management and Refurbishment

##### Background

A meeting was convened to discuss and resolve the future management and sustainability of the West Winch Village Hall and its Management Committee.

The Village Hall is a registered charity (Charity No. 256106).

At a meeting held in May 2024, it was identified that the then trustees had not complied with Charity Commission requirements, specifically in relation to financial reporting and the notification of trustee changes.

As a result, it was resolved in May 2024 that the trusteeship should be updated and regularised, with West Winch Parish Council becoming the sole trustee of the charity. This process was completed, and a new Village Hall Management Committee was subsequently formed. The committee included some former trustees, the Parish Council-employed Hall Manager, and Parish Council representatives.

##### Management Committee Issues

The final meeting of the Village Hall Management Committee took place in July 2025. This meeting was marked by several altercations between members and resulted in a split within the committee. No further meetings have taken place since that date.

The purpose of the current meeting was to discuss and resolve a way forward to protect and sustain this important community asset.

##### Condition of the Village Hall

The first issue addressed was the urgent need for refurbishment, particularly the replacement of the roof. It was noted that the roof has required replacement for approximately 15 years. Historically, repairs have been temporary and carried out using volunteer labour and ad hoc materials, rather than through proper professional refurbishment.

As a result, the building is now in a visibly worn condition, which is impacting its usability and reputation. The hall is increasingly losing regular hirers, placing the future of the facility at risk.

Members agreed that this situation cannot continue, as there is a real danger that West Winch could lose this valuable community asset.

##### Proposed Refurbishment Funding

The committee agreed that, should the Parish Council be willing to organise and fund the majority of the cost of replacing the roof, the Village Hall committee would contribute a significant proportion of the funds it has raised over the years.

At present, this contribution is estimated at approximately £25,000, with the possibility of increasing this amount should additional invoices arise during the project.

This proposal is to be formally discussed at the Parish Council meeting scheduled for 20 January 2026.

##### Future Governance Arrangements

The future of the Village Hall Management Committee was then discussed. It was agreed that the existing committee should be formally disbanded, as members felt that monthly meetings were no longer productive and represented an unnecessary draw on resources.

A proposal from the Chairman of the Parish Council suggested that existing committee members could instead join the Parish Council's Village Hall Working Group. This would allow continued involvement in the hall's operation and development, but under a revised governance structure.

This proposal was agreed by those present.

##### Charity Status

Finally, the meeting discussed the future of the Village Hall's charitable status. It was suggested that the charity may no longer be necessary under the current governance arrangements, and members could see limited benefit in maintaining charitable status going forward.

As the Parish Council is now the sole trustee, it was agreed that this matter should be considered by the Parish Council at a later date.

Signed \_\_\_\_\_

Dated \_\_\_\_\_