

Minutes of West Winch Parish Council

Tuesday 16th April 2024 at 7:30pm at West Winch Village Hall

Parish Councillors Present: Cllr Alan Johnson (Chair), Cllr Michele Summers (Vice Chair), Cllr Gavin Ball, Cllr Barry Thrower, Cllr John Collier, Cllr Frank Dutton Also, present: Rob Shaw (Clerk), County Councillor Kemp, Borough Councillor Simon Nash, Borough Councillor Thomas Barclay and 1 member of the public were present.

1. Apologies for Absence

Apologies for absence were received from Cllr John Lamb, Cllr Paul Moss, Cllr Anne-Marie Mensink
Cllr Training absence - Cllr Adam Gipp
No Apologies for absence received by Cllr James Lockwood.
County Councillor Kemp – late arrival

2. Approval of the Minutes of the Meeting held on Tuesday 19th March 2024

The minutes of the meeting held on Tuesday 16th March 2024 be signed as true copy. The minutes were signed by the Chair. **Approved by Cllr Collier – Seconded by Cllr Ditton – Approved.**

3. Members' Declarations of Interest in Items on the Agenda - None

4. Reports from County Councillor and Borough Councillors.

BC Nash – Allowance of a 3ft wall at Deerfield's – The current details are a little sketchy – If we are not able to enforce planning on a wall – were does that leave us with a New Development.

Went to visit the recycling centre – they are aiming to become more efficient – currently interesting information, they take in 500k nappies, they attract £1 million in Aluminium can recycling, they currently ship cardboard to India for processing which does not seem very economical due to Carbon footprint – currently 17.6 tonnes of carbon dioxide to ship to India. They may be a challenge on the leadership of the council this year – deemed a shame as current tenure is in its first year and not really given a chance to make a mark. We will see what happens.

BC Barclay – Not much to add this month – Awaiting to see results of the elections in May, mentioned the alternative site for QE2 hospital, but didn't not expand on this. Nothing to report on traveller sites in the area, but consultation happening over next couple of weeks.

Question from Cllr Thrower – to expand on comments from last month regarding the traveller site opposition in North Runcton – He stated that there had been opposition from the parishioners. Will await consultation and report back.

5. Open Forum for Public Participation: an opportunity to hear from members of the public.

Mr Wood from the brethren church has stated the long-awaited Dog waste bin will arrive this week. This is a donation to the village from the church. There are also some chippings available for Willow Drive. Cllr Thrower agreed in principle that these would be greatly received – Approx. 4 weeks for this to move forward.

6. Clerks Report – Couple of training programmes started by the Clerk.

Was questioned regarding an update on the planning enforcement for the Windmill – no news as yet and BC Nash to chase on our behalf. Grass Cutting company tender to be checked as to timelines for the football pitches.

7. Agenda Items:

a. Parish Councillors received a report from Cllr Summers – see attached – to update councillors on her three-day visit to the local planning hearings for West Winch with Judy Jackson for moral support and assistance. Cllr Summers had another meeting on the 19th of March and is hopeful that she is done with putting forward her representations for the time being.

A point of local interest at this time is the cost of the professional barrister the BC have employed for this hearing. Suggested to be in the region of 200k at the moment.

Signed _____

Dated _____

- b. The Clerk has asked for approval that the various committee chairpersons put forward a written report to be sent out with the agendas prior to meeting for the Parish Councillors to read beforehand. Going forward this should aid better discussion and to prompt helpful questions to aid in better and more efficient decision making. This was agreed on a trial basis. **Proposed Cllr Summers – seconded Cllr Dutton - All Agreed.**
- c. Two policies will be sent to all Parish Councillors prior to a meeting to be read through and if there are no alterations, then these can be adopted and put into practice. This will assist the clerk in keeping the Parish Council compliant and up to date with all relevant governance.
- d. To approve increased working hours for the Clerk - This item was moved to a closed session.

8. **Planning Consultations**

- a. No new planning application consultations received from the borough council /NCC this month.
- b. Notice of decision by Borough Council and County Council
Ref 24/00006/TPO West Winch – To allow reduction of trees – TPO works approved 2nd April.

9. **Working Group / Committees Reports**

- a. **Planning** -Planning Application 24/00572/0 – Cllr Dutton to research further before putting together any correspondence in line with the requirements of the planning group.
Information to aid and assist with this application decision was provided by Cllr Thrower just prior to the Parish Council Meeting to the Clerk and to Cllr Dutton.
- b. **Finance** To note that the current chair of the finance committee Cllr Lamb has resigned from this position with immediate effect. The councillors proposed that Cllr Mensink join the committee - **Proposed Cllr Summers and Seconded Cllr Thrower – All agreed.**
It was also noted that Cllr Dutton had been asked to join this committee of which he has accepted.
- c. **Streetlights** It was noted by Cllr Dutton that Cllr Gipp has made great progress with the street light project, there is still more to do, but we are in a better place with a working process for assessment and recognition of streetlights within the parish that are the responsibility of the PC.
- d. **Playing field and maintenance** The salt box that has previously been destroyed is to be emptied, replaced and refixed then refilled – Cllr Thrower to work with the maintenance person to carry out this work. Cllr Thrower has asked the clerk to update the WIP (work in progress list) to make sure we are all aware of what is needing to be done with regards to our ongoing maintenance program. Spare keys are needed to allow Cllr Thrower and the Maintenance team access to the hall as and when the need arises.
To note that we need to keep the football pitches cut for H&S reasons. Also to work alongside the finance team to incorporate the drainage issues with the grant application for the car park in the next round of claims from CIL – Community infrastructure levy.
- e. The Acting Chair of the hall delegated to the Hall manager for the report this month. Danielle has discussed the need for a cancelation policy for the hall and this work will be undertaken and put in place shortly. It was discussed that all the halls hire paperwork be looked at and updated as required.
Compliance fire checks are now being done on a regular basis and meter reading are also being done to eliminate estimated billing cycles to help control costs. The new bank account has been introduced for the hall and hirers are getting used to the changes. All is going well.

Signed _____

Dated _____

10. Accounts and Financials –

The Clerk, as agreed with Councillors, has now changed the way the wages are being paid to the Clerk and other staff and had also put some invoices through the authorisation process prior to the meeting. This action was questioned with regards to the current financial regulations the parish council is governed by.

The Clerk responded that some of these invoices had been overlooked or where late payments from late arriving invoices and had been put through for authorisation to avoid late payment charges on some of them.

It was also agreed that the Clerk and the finance committee may have misunderstood the multiple use of the word “authorised”. Cllr Summers, who brought to question this action, was assured that going forwards the financial regulations will be adhered to, as were the rest of the Cllrs present.

Finance Report for April 2024

8. Accounts & Finance including:

a) To Note Balance of Account on 1st April 2024

Barclays Community Account	13,554.00
Barclays Business Saver Account	26,246.22
Unity Trust Bank Current Account	15149.91
Unity Trust Bank Savings Account	5015.07
Total	59,965.20

b) To consider Payments for April 2024

£	
March Late Payments	
Norfolk ALC inv 1358 – AM Mensink – effective Cllr training	36.00
URM Inv 1016277 – Empty Bottle banks	25.92
Unity Trust - Charge	6.33

Please see below for April Payments

c) To Note money received – recharges and transfers.

£		
04 April 2024	Transfer From Barclays to Unity	10000
08 April 2024	Village Hall 24/01	110.15
08 April 2024	Village Hall 24/02	129.46
08 April 2024	Village Hall 24/03	31.19
08 April 2024	Village Hall 24/04	123.84
08 April 2024	Village Hall 24/05	220.39
10 April 2024	Transfer From Barclays to Unity	10000

Signed _____

Dated _____

11. Cllr Thrower took this opportunity to thank Cllr Summers and Mrs J Jackson for their hard work and dedication regarding the effort and time that had been taken at the planning hearing at the end of March.

Meeting Closed at 8.45

DRAFT

Signed _____

Dated _____

Payments for April 2024 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP	Supplier/Service
K&M Lighting	122.48	24.50	146.98	EP	Street Light Maintenance - INV 8644 - Paid 10/04/24
Dewhurst Trophies	22.50	4.50	27.00	EP	Engraving Of Stephen Walker Cup - Inv 6776 - Paid 10/04/24
NCC	156.42	31.28	187.70	EP	Winter Gritting - Inv 10072151 - PAID 09/04/24
BCKLWN	1141.92	228.38	1370.30	EP	Dog Waste - Inv BC110234548 - Paid 10/04/24
Nalc	576.59	0.00	576.59	EP	Nalc Subscription - Inv 1668 -Will Be Paid 29/04/24
Nalc	70.00	0.00	70.00	EP	Nalc Website - Inv 1854 - Will be Paid 29/04/24
Npower	562.20	28.11	590.31	DD	Street Light Electric for March 24 - Inv IN10123960
Lawn Boy	34.00	6.80	40.80	EP	Service of Playing Field Equipment - Inv 186789 Paid 10/04/24
Lawn Boy	62.01	12.40	74.41	EP	Service of Playing Field Equipment - Inv 186875 Paid 10/04/24
Lawn Boy	71.50	14.30	85.80	EP	Service of Playing Field Equipment - Inv 186767 Paid 10/04/24
Lawn Boy	63.08	12.62	75.70	EP	Service of Playing Field Equipment - Inv 186745 Paid 10/04/24
Lawn Boy	57.00	11.40	68.40	EP	Service of Playing Field Equipment - Inv 186721 Paid 10/04/24
BCKLWN	1540.50	0.00	1540.50	EP	General Waste - INV BC110243633 Paid 10/04/24
Nurture	141.05	28.21	169.26	EP	Last Invoice from Nurture - Ref Grass Cutting - Inv 1MID346853
Cllr M Summers	10.80	0.00	10.80	EP	Expenses for 3-day visit to planning - Mileage - Paid 09/04/24
Mrs J Jackson	89.54	12.66	102.20	EP	Expenses for 3-day visit to planning - Mileage - Paid 09/04/24
CllrB Thrower	14.16	2.83	16.99	EP	Purchase of H/D Padlocks - Amazon - Paid 09/04/24
Mrs D Thrower	10	0	10.00	EP	Hall Manager Expenses Paid 09/04/24
Mr K Blackall	28.33	7.09	35.42	EP	Handyman Expenses - Paid 09/04/24
Clerk Expenses	304.48	58.93	363.41	EP	Various Expenses - With recharges - Paid 09/04/24
April wage payments	2055.14	0	2055.14	EP	Clerk - 92hrs - Hall Manager - 17.45 hrs - KB-25.75 hrs - PR -20hrs Paid 09/04/24
Interim Clerk wage payment	749.48	0	749.48	EP	Interim Clerk - 51.75hrs
HMRC	446.91	0	446.91	EP	HMRC - Payee April not due until June. Not paid yet
Stephenson Smart	385	77	462.00	EP	Final Inv for Payroll for 2023/2024 - Inv 129481
TOTAL	8,715.09	561.01	9,276.10		

Signed _____

Dated _____