

Minutes of West Winch Parish Council

Tuesday 18th June 2024 at 7:30pm at West Winch Village Hall

Parish Councillors Present: Cllr Alan Johnson- Chair, Cllr Frank Dutton – Vice Chair, Cllr Gavin Ball, Cllr Barry Thrower, Cllr John Collier, Cllr Paul Moss, Cllr Adam Gipp. Also, present: Rob Shaw (Clerk/ RFO), Cllr J Moriarty, and 4 members of the public were present.

1. Welcome from Chair and Apologies for Absence

Apologies for absence were received from Cllr John Lamb and CC Kemp.

Apologies for absence were not received from Cllr James Lockwood,
BC Thomas Barclay, BC Simon Nash

2. & 3 Approval of the Minutes of the Meeting held on Tuesday 18th May 2024

The minutes of the meeting held on Tuesday 18th May 2024 be signed as true copy. The minutes were signed by the Chair. **Cllr Thrower Abstained - Approved by Cllr Moss – Seconded by Cllr Dutton** – Approved by all others.

4 To receive declarations of interest in items on the agenda and consider any requests for dispensation. Cllr Thrower declared a possibility of interest as he had not seen the agenda at this point.

5 Reports from County Councillor and Borough Councillors.

Cllr Jim Moriarty – Deputy Leader – Cabinet member for Development and Regeneration mentioned that Judy Jackson and Michele Summers had played a great part in representing the West Winch parish council at planning meetings regarding the developments and bypass along the A10. He requested that the parish council needs a new representative now that Michele and Judy have left. Cllr Ball will take on this roll.

The planning department has agreed that the wall at Deerfield's to be built, although lower than it was originally. There is no timeline as of yet, but footings will start asap. The WWHAR application was in on 14th June -No objection but more information to be provided- Documents are on the County Councils website- Conservation officer has objected along with the Heritage officer – Awaiting response from CC.

Government is leaning on Borough Councils to progress planning quicker – 8 week turn around. Cllr Dutton – just an observation that Deerfield's has now requested planning to change their entrance.

Cllr Thrower has requested that we all see updated plans, and these are sent to the clerk to distribute to the Councillors.

6 Open Forum for Public Participation:

One member of the public had three points to raise – **1**, The details of the Stephen Walker cup had not been updated – the clerk will look into this - **2**, He would like the Parish Council to, in due course, consider the future of Coronation Avenue Meadow, as it returns to the parish a very small rent and serves no purpose to the community. – **3**, Also asked was that the Parish Council, in due course, consider the provision of public toilets at the Playing Field for the residents using the playing area as currently they are utilising the social club when it is open.#

Signed _____

Dated _____

- 7 Clerks Report.** Introduction to the next program of training has taken place. Cilca training registration needs to be done by the end of July 2024 for the training that starts in September. The next batch of policies have been identified and are to be updated at this meeting (8a on agenda)

There have been many complaints from the public regarding the grass cutting of the playing field and in general around the village. The Parish council are dealing with the grass cutting of the field and NCC have been made aware of the reported issues around the village. Norfolk CC have sent notices to some private homes to deal with the issues raised at properties but have a statement on their website, that they will only cut at the moment the dangerous areas -road junctions and the like.

8. Agenda Items

- a) Cllr Thrower has been approached from Mrs Sandey who would like to donate a Bench in memory of her husband who has sadly passed.
Cllr Collier suggested a recycled / resin bench as these last longer than the current wooden benches. The council agreed to take up Mrs Sandey on her generous offer and the clerk is to make contact with a letter of acceptance and costings for Mrs Sandey. **All Agreed.**
- b) To discuss and agree a plaque to thank local photographer Mr D Apps for the photos donated to the Hall. **Proposed Cllr Thrower – Seconded Cllr Collier – All agreed.**
- c) Updated policies had been sent around to the councillors prior to the meeting and these were discussed and adopted to update our compliance. **Proposed Cllr Collier – Seconded Cllr Moss – All Agreed.**
- d) To discuss creating an advert to advertise the current vacancies for Parish Councillors. This will be advertised on social media, the website, in the new notice board and advert in the local free paper.
- e) To discuss a new, updated and more dynamic website – This is to make the website more user friendly and bring it up to date. It was agreed that the clerk would create a loading page for approval and then go on to build and maintain the new site.
Proposed Cllr Ball – Seconded Cllr Gipp

9. Planning Consultations

None

Signed _____

Dated _____

10. Working Group Report

- a) The Planning Chair (Frank Dutton) to give a report.
Nothing to report at this meeting – would like clerk to keep checking regarding any available Planning training going forwards.
- b) The Finance Committee to give a report. – Gavin Ball – Chair reported that the next round of CiL grants is to start on the 1st of July and we need to be ready in regard to applying for the resurfacing of the hall carpark and the drainage issues we have faced there this year., with new quotes and current quotes are to be updated. There will also be an internal quarterly audit of the finances as is required by our governance.
- c) The Street Lighting Chair (Adam Gipp) to give a report – Cllr Gipp met with our current contractors on site this month to discuss a clearer way forward with identifying the streetlights that the Parish Council are responsible for. We currently are responsible for 54 lights in and around the village. We need a little ore information from National Power networks to aid us with this project
Cllr Gipp is also the Police liaison for the Parish and this month has been quite and there is nothing to report.
- d) The Playing Fields and Maintenance Chair (Barry Thrower) to give a report – Cllr Thrower met with the conservator to discuss listing the Pound. The meeting was informative, but as of yet we have not heard back from the contact regarding moving forward and indeed if it is at all possible. It may be simply listed as a building of interested as opposed to a graded listing. More to come on this. The WIP list (Work in progress) will be updated via councillors and the Clerk so that we are ALL aware of what is needed to be done in and around the village.
A Business card was passed over to the clerk along with a list of local plumbers to move the water metres within the village hall to a more practical site to be read. The responsibility of finding quotes for the work was also passed over to the Village Hall to complete.
- e) The Village Hall Chair to give a report –Cllr Collier thanked Cllr Moss for his work on the new trial notice board that has been built to assist the local community to keep updated with news and events.
Notice boards on the Village Hall need replacing or at least the Perspex within them as there are becoming frosted and not as visible as they should be. It was also discussed and agreed that the Village Hall would update the new notice boards.

Signed _____

Dated _____

Finance Report for June 2024

Cllr Trower abstained as he had not seen figures prior to meeting.

11. Accounts & Finance including:

a) Approve and Sign Section 1 – Annual Governance Statement 2023/24:

The Clerk read the Governance Statements 1-8 in Section 1 – Page 4 of 6 of the AGAR, the Council responded YES to each statement and confirmed the statement relating to the Council being a Sole Managing Trustee was not applicable. The Clerk and the Chair duly signed the statement.

b) Approve and Sign Section 2 – Accounting Statements 2023/24:

The Clerk read and explained the figures in the Accounting Statements 2023/24 in Section 2 – Page 5 of 6 of the AGAR – The Chair signed to approve the Accounting Statements.

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

Unity Trust Bank Current Account	28,177.30
Unity Trust Bank Savings Account	83,015.07
Total	111,119.37

b) To consider Payments for June 2024

Payments for June 2024 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
HMRC	446.91	0	446.91	EP	Income tax, NI, Pension etc -6th April - 5th May- Payment Ref 531PG001295292501 - Paid 19/06/24
Tree Care	550	110.00	660	EP	Survey of Trees as per agreed - Coronation Meadow. - Inv 7561 - Paid 19/06/24
Urm(uk) Ltd	43.20	8.64	51.84	EP	Waste Collection for April - Inv SIV000101 - Paid 19/06/24
K&M Lighting	122.48	24.50	146.98	EP	Lighting Maintenance - Inv 8747 - Paid 19/06/24
Nalc Payroll for 24/25	396.00	79.20	475.20	EP	Nalc Payroll charges for 2024/25 - Inv 1995 - Paid 19/06/24
Cllr Moss - Expenses	62.95	9.55	72.50	EP	Expenses for Materials for New Notice Board x2 inv from Amazon, inv TP, Inv Ebay, Inv The Range, Inv Splinters - Paid 20/06/24
EE Mobile Phone	33.86	6.77	40.63	DD	Mobile phones for Hall and Clerk - EE- Inv V02229125039 - Paid 31/05/24
Salaries - Clerk, Staff	2104.83	0.00	2104.83	EP	Salries for May - Clerk, other staff - Quantified and Authorised - GB, JL, AJ - Paid 04/06/24
Expenses - Clerk and Staff	59.54	9.55	69.09	EP	Expenses for Clerk, Other staff - Quantified and Authorised - GB, JL, AJ - Paid 04/06/24
Npower - Street Lights	504.32	25.22	529.54	DD	Electric Bill - Unmetered street light supply - Inv IN10666313 - Paid 19/06/24

c) To Note money received – recharges and transfers

d) To move to closed session to discuss quotes.

To receive Items for the next meeting agenda by Monday 12 noon 8th July 2024.
To confirm the date of the next meeting of the Parish Council scheduled for

Tuesday 18th June 2024 at 7:30pm in West Winch Village Hall

Meeting Closed at **8.40pm**

Signed _____

Dated _____