

# Minutes of West Winch Parish Council

Tuesday 16<sup>th</sup> January 2024 at 7:30pm at West Winch Village Hall

Parish Councillors Present: Alan Johnson (Chair), Michele Summers (Vice Chair), Gavin Ball, Barry Thrower, John Lamb, Paul Moss, Adam Gipp, James Lockwood. Also, present: Judy Jackson (Interim Clerk), Rob Shaw (Clerk), Susan Holborow (Assistant Clerk), County Councillor Alex Kemp, Borough Councillor Thomas Barclay, and one member of the public.

## 1. Welcome and Apologies for Absence

The Chair opened the meeting and welcomed everyone. He introduced the newly appointed Clerk Rob Shaw to those present. Apologies for absence were received from Frank Dutton.

## 2. Approval of the Minutes of the Meeting held on Tuesday 21<sup>st</sup> November 2023

It was proposed by Cllr Summers and seconded by Cllr Ball with all councillors in favour that the minutes of the meeting held on Tuesday 21<sup>st</sup> November 2023 be signed as true copy. The minutes were duly signed.

## 3. Members' Declarations of Interest in Items on the Agenda

There were no declarations of interest regarding items on the agenda.

## 4. Reports from County Councillor and Borough Councillors.

**County Councillor Kemp** – Spoke about Hopkins Homes application which may be going to Planning Committee in the Spring. She is objecting strongly and asked those present to contact the Borough Council and object as well. She spoke of the flooding incident on Watering Lane a few weeks ago when the water level was so high it caused water to back up the system and pour out onto the road.

**Borough Councillor Barclay** - Nothing to report.

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

There was no Public Participation.

## 6. Clerks Report

The Interim Clerk reported as follows:

- A message from the previous Clerk who wanted to thank councillors for her leaving gift.
- Damaged salt bin at Setchey. Money received. Salt bin purchased.
- Work in Progress Lists now up to date.
- Village Hall – parish councillors and employees attended the Hall Management Committee. Emergency work to Hall roof completed and thanks given to Susan for her hard work on this. No callouts for electricity or heating problems since the repairs.
- Cllr Ball is attending a training event "Being an effective councillor".
- Anglian Water have sent latest invoice which is in credit. This is because of the leak. The Interim Clerk strongly recommended the PC get a plumber to fit a secondary water meter for the Hall and at the same time move the football changing rooms meter from its current position in the roof space to a more accessible position.
- Hire of West Winch field. Councillors had been emailed about a request to hire the field in April. Councillors concerned about the field being boggy in April. *Agreed: Clerk to send email and say too early in year. Need to know if charity or private individual if they want to re-arrange for summer time.*
- High Pressure Gas Main – Annual letter received with form needing completing regarding owner and/or occupier of all land where the gas main is.
- N Power – 4 letters received regarding price increases for the unmetered street light supplies.
- Hall opening and emergency contact – Both the Hall Management Committee and Parish Councillors are being asked if they would volunteer to help with a) letting one-off hirers into the Hall and showing them round and b) going on a rota to hold the emergency contact phone for any hirers needing help whilst in the hall. Two lists were circulated around the councillors and the Clerk will email the same list to Hall Management members tomorrow.
- Hedging plants – Cllr Collier has nurtured the remaining hedging plants over the past few months. Need volunteer to arrange a working group on a warm, dry day to plant them. Cllr Collier to organise. Please bring spade and kneeling mat along with you.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## 7. Agenda Items

### a) To co-opt members on to the Parish Council

The Interim Clerk reported that Mr John Collier would like to become a Parish Councillor again. He could not attend this meeting. All Councillors were in favour of co-opting Mr Collier back onto the Parish Council.

The Interim Clerk reported that Ms Anne-Marie Mensink would like to become a Parish Councillor. She explained a bit about herself. It was proposed by Cllr Summers and seconded by Cllr Moss that she be co-opted onto the Parish Council, and everyone was in favour. Relevant paperwork was signed.

### b) To update on the progress of the Changing Rooms improvements

Cllr Lamb reported that there has been no update on the progress of the changing rooms. It was agreed that this item be removed from future agendas until progress made.

### c) To update on the Coronation Meadow access

Cllr Summers reported that Kenneth Bush Solicitors keep losing their solicitors. Also, problems as we were not being kept in the loop. It was suggested we change to another firm. *Agreed: Cllr Summers to write to Kenneth Bush and say we are minded to change to another firm and see if that improves the situation.*

### d) To agree PC Working Group Members and relevant Chairs

The Interim Clerk asked for volunteers for the various groups. The Clerk will update the lists and circulate them to all councillors.

### e) To resolve who will become the Police Liaison Officer

This was moved to the next PC meeting.

### f) To resolve placing a Dog bin at Nar Bridge Riverbank, Setchey

*Agreed: A bin is needed but first the Clerk to ask the Rapid Relief Team if they would consider purchasing a second dog bin for the PC.*

### g) To consider moving from Barclays to Unity Trust bank

Clerk reported he had looked at the Unity Trust bank website. From 1984 they have been looking after parish councils and offer a dedicated manager. It was proposed by Cllr Summers and seconded by Cllr Lamb that the PC moves to the Unity Bank. All were in favour. The Hall Management Committee had agreed this as well at a meeting the previous week.

### h) To consider who will help move the SAM2 sign.

Cllr Gipp agreed to help Cllr Ball move the SAM2 sign.

### i) To note the vandalism at The Pound and to determine whether we enquire about Listing and to Consider proposal for repair.

Cllr Thrower had quotes to install a full concrete base and re-fit the seat. It was suggested the plaque be mounted on a wall at the William Burt Centre instead as this is covered by CCTV. The Listing of The Pound needs to go via ZAL as it is their land. It was proposed by Cllr Thrower that the seat be replaced at The Pound with a new concrete base and the plaque erected at the William Burt Centre with "what 3 words" added to link it back to The Pound. This was seconded by Cllr Gipp with all in favour.

### j) To update on drainage issues at the Pump Track

Cllr Summers advised that she, Barry and a resident had spent time working on drainage issues at the site. The pump track builders had been emailed for advice in solving the drainage issues but no reply. *Action: The Clerk will send a reminder email.*

### k) West Winch Church annual maintenance grant.

It was agreed by all present that the Church be given the annual grant of £600.

### l) To consider setting up crowd funding for car park repairs

The Finance Group requested permission to set up crowd funding for the car park repairs. The Clerk suggested that social media is the more modern way forward when asking for community assistance. The Finance Group need to investigate which crowd funding company is the best to use. We need people doing "something" for publicity which raises more money. All were in favour of the Finance Group continuing to find the best crowd funding company. To be brought back to the next meeting.

## 8. Accounts & Finance including:

### a) To Note Balance of Account on 10/1/24

Community Account	£ 3,672.88
Business Saver Account	<u>£80,683.70</u>
	£84,356.58

### b) To Agree the Precept for 2023/24

The Finance Group Chairman Cllr Lamb went through items on the draft Precept. After a long discussion it was proposed by Cllr Summers that the draft Precept be accepted and this was seconded by Cllr Ball. All in favour except Cllr Thrower who abstained.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

c) To consider Payments for January 2024

		£
158-161	Groundsman, Handyman and Clerks January Salary	1280.27
162	HMRC – PAYE January	211.80
163	Mrs J Jackson – Interim Clerk Expenses	80.26
164	Mrs S Holborow – Asst Clerk expenses	10.00
165	N Power – December Elec usage. <b>DD</b>	586.65
166	ID Mobile – Clerk's mobile phone. <b>DD</b>	3.99
167	K Blackell – expenses – sleeve joint	6.88
168	West Winch Parochial Church Council	600.00
169	URM – glass collection	47.52
170	K & M Lighting Services – SL Maintenance Jan 24	146.98
171	Norfolk County Council Inv 10059572– gritting Nov 23	661.88

These payments were agreed by those present.

d) To note Payments made in December 2023 and agreed by the Finance Working Group

141-144	Groundsman, Handyman and Clerks December Salary	£1855.41
145	HMRC – PAYE November	£261.97
146	Mrs S Watts – pension contribution	£52.41
147	Mrs S Watts – Clerk Expenses	£124.01
147	Mrs S Holborow – Assistant Clerk Expenses	£17.00
149	N Power – November Elec usage	£565.57
150	ID Mobile – November Phone Bill	£ 4.29
151	CGM – Grass Cutting Extra cut November 23	£198.00
152	CGM - Grass Cutting Nov 23	£83.99
153	William Burt Social Club Car park elec Nov 23	£131.00
154	K & M Lighting Services – SL Maintenance Dec 23	£146.98
155	V & J Knitwear Ltd	£48.42
156	Royal British Legion – poppy wreath donation	£25.00
157	West Winch Village Hall – Hall Hire 2024	£396.00

These payments were noted

e) To Note money received

13/11/23	Social Club – Ground Rent Oct 23	£350.50
24/11/23	Ward Gethin Archer – Grit bin damage	£273.00
30/11/23	Social Club – Ground Rent Nov 23	£350.50
04/12/23	NCC Recycling Credit	£74.72
04/12/23	Village Hall – AW Aug – Nov 23	£588.32
06/12/23	Bowls Club – AW Aug – Nov 23 inv 23/27	£16.73
04/12/23	Barclays – interest	£302.60

These receipts were noted

f) To Note Petty Cash Spent

Fuel £9.53

The petty cash spend was noted.

## 8. Planning Consultations

### a) New Planning Application Consultations received from Borough Council/NCC

23/02031/F – Rebuilding of original Carrstone wall in connection with planning application  
20/00303/FM at Deerfields, Lynn Road, Setchey, PE33 0BD

Signed \_\_\_\_\_

Dated \_\_\_\_\_

23/02105/F – Retrospective erection of pool house at Archdale Manor, 14 Back Lane, West Winch, PE33 0LF

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

23/00793/F – Proposed semi-detached chalet bungalows at land between 48 and 49 Coronation Avenue, West Winch. PC Objected – BC Permitted

23/01789/F – Construction of detached carport at 21 Gravelhill Lane, West Winch, PE33 0QG

23/01758/CU – Application for change of use from residential dwelling (Class C3) to office (Class E) at Home Haven 222 Main Road, West Winch, PE33 0NP – PC No Objection – Application withdrawn

**10. Working Group Report**

a) Planning – no report

b) Finance

- Progress of CIL Grant application for resurfacing car park. Cllr Johnson has spoken to various local groups requesting a funding pledge.

c) Street Lighting - Cllr Gipp reported that he has been round all PC owned street lights and will meet with Cllr Moss and the Clerk to discuss further actions.

d) Playing Fields and Maintenance - Cllr Thrower reported that greenery around the field will be cut back. The "Work in Progress" sheets are working well. Branches around the field will be collected and he needs to check the mulcher with the Handyman.

e) Village Hall - Cllr Johnson reported that the roof had been repaired and they are currently sorting out the Charity Trustees. The Clerk reported that at the Hall meeting the previous week there were 4 people round the table who were trustees but didn't know this. The trustees need to formally ask the PC to take the charity over. The Clerk will assist the trustees with this.

**11. To receive Items for the next meeting agenda by Tuesday 13<sup>th</sup> February 2024.**

- To Resolve who will take responsibility for the WWPC biodiversity strategy
- To determine if an outdoor table tennis table or an adult gym is the best use of remaining playground money
- Crowd funding for car park repairs
- Police Liaison Officer to be appointed

**12. To confirm the date of the next meeting of the Parish Council scheduled for Tuesday 20<sup>th</sup> February 2024 at 7:30pm in West Winch Village Hall**

**13. Close of meeting at 20.58pm**

Signed \_\_\_\_\_

Dated \_\_\_\_\_