

Minutes of West Winch Parish Council

Minutes subject to approval at the next meeting.

Tuesday 18th November 2025 at 7:30 pm at West Winch Village Hall

Parish Councillors Present: Cllr Alan Johnson- **Chair**, Cllr Gavin Ball, Cllr Barry Thrower, Cllr John Collier, Cllr John Lamb, Cllr Adam Gipp,

Also present: CC Kemp, BC Simon Nash Members of the Public(MOP) – 5

Apologies from–Cllr Frank Dutton – Vice Chair

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

25.WW 235 Welcome from the Chair and Apologies for Absence (LGA 1972 s 85(1))

No Apologies for absence were received from Cllr Dutton

25.WW 236 To receive declarations of interest in items on the agenda and consider any requests for dispensation. (Localism Act 2011 s21 s33)

Cllr Thrower recorded Declaration of interest in item 25.WW 256

25.WW 237

To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday, 21st October 2025. (in accordance with standing orders 12a)

The minutes of the meeting held on Tuesday; 21st October 2025 be signed as a true copy.

Proposed : Cllr Ball – Seconded: Cllr Gipp- Approved by all.

The minutes were signed by the Chair.

25.WW 238 To Receive Reports from County councillors and Borough Councillors. (5 minutes each –

CC Kemp's report can be seen at Appendix 1.

BC Nash – reported that there was to be a meeting regarding the Borough council's way forward with Net Zero – BC Nash stated the process was damaging – He will vote to remove it. BC Nash also requested that the Parish Council set up a working group for Coronation Avenue to remove the constant discussions from the monthly meetings.

This was the proposed by Cllr Thrower – Seconded – Cllr Ball – and agreed by all members and the offer to join will be sent around to councillors. – **Clerk to Action**

25.WW 239

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

A MOP stated that he would like to thank the Parish Councillors on behalf of the Middleton District Royal British Legion – Cllr Thrower, Cllr Johnson and Cllr Collier for their part in the remembrance Service at St Marys Church.

Signed _____

Dated _____

The same MOP also requested an update on the registration of the Pound – Cllr Thrower responded that the Parish Council was working on the ownership of the Pound as there seemed to be some confusion over this matter. Cllr Thrower then requested through the Chair that the Clerk write to the two possible owners for more clarification – **Clerk to Action**

A second MOP asked if any decision over the reissue of a lease for the rental of the land at Coronation Avenue had been reached. The Chair stated that the matter was to be discussed on the agenda in a closed session and the parish council would respond either way with their decision after the meeting.

Third MOP asked if there any discussion to be had regarding the replacement of the fence along Long Lane – The existing fence had been in place for some time and was now no longer fit for purpose. The MOP raised the point that footballs from the teams playing on the playing field were, on occasion, leaving the site into the road and he envisaged that this is an accident waiting to happen. Footballs have also hit property on the opposite side of the road. The Council pointed out that this matter is to be discussed within the meeting's agenda.

25WW 240

Items to note: Reference 25.WW216 – September Meeting - The Bus Stop funding has been approved for the new shelter on the A10.

The contractor has been informed, and work will commence in 6 to 8 weeks.

Agenda Items

25. WW 241 To Report on Public Meeting – WWHAR – Held 11/11/2025

The public meeting held on the 11th of November regarding an update on the West Winch Housing Access Road (WWHAR) had seemed to meet with approval for the 75 plus parishioners that attended the meeting. Councillors had spent the previous week posting leaflets to make all parishioners aware of the meeting and to give everyone a chance to attend and comment. The meeting was Chaired by Mr Rod Kelly – Project Manager for WWHAR and his colleague Ms Susie Lockwood.

The Clerk read out a report on the meeting – See Appendix 2.

25. WW 242 To Resolve Meeting Dates for 2026 – All

The Parish Council Meeting dates were discussed and adopted for 2026

The dates are available on the Parish website – www.westwinchparishcouncil.uk

25. WW 243 To Discuss and Resolve Football Club Requirements- Cllr Thrower Councillor Thrower read out a report from the Football Club AGM meeting that he and Cllr Lamb had attended on behalf of the Parish Council held in October. Please see report at Appendix 3.

Signed _____

Dated _____

25. WW 244 To Receive and accept budget for 2026/27 – All

The Finance committee had met earlier in the month of November to discuss and create a Draft budget for presentation to the Full Council. A report was read out by the Chair of the Finance Committee – See Appendix 4 – The Clerk then presented the budget via projector, and the Full council were asked if they could digest, agree and adopt the budget presented to them by the Finance Committee. The budget for 2026/7 was Proposed by Cllr Ball - Seconded by Cllr Collier – All Agreed – The budget was approved. A Copy of the budget will be uploaded onto the Parish Councils website. – **Clerk To Action**

25. WW 245 To Discuss and Resolve – Field Fencing – Long Lane – Cllr Gipp

A MOP had approached Cllr Gipp with the problem of the lack of fence along the perimeter of the playing field along Long Lane. Cllr Gipp had done a little research on fencing and suppliers to hand to the clerk. It was discussed by council that the maintenance or replacement of the existing fence was long overdue and to be able to prevent any future issues, it was to be addressed as soon as possible. It was agreed that members of the council and the MOP who had brought this to the council's attention, would hold a site meeting at their earliest convenience to assess what exactly is required. This meeting will be organised as soon as possible, and a full report will be presented to Full council at the January 2026 meeting.

Item was removed from the agenda to allow this.

25. WW 246 To Discuss and Adopt a “No Smoking “ Policy – All

It had been brought to the attention of the council during November that a member of staff had been seen smoking near to the container on the playing field – The MOP had raised this concern due to the nature of the items being stored in the container.

The Clerk presented a “No Smoking” Policy to the Council to discuss.

It was agreed that this should be a policy that the council has in place to safeguard both staff and the public.

It was agreed that a designated area would be put in place for staff to smoke in their break.

Proposed – Cllr Collier – Seconded – Cllr Ball – All Agreed – The policy was duly adopted.

A No Smoking sign will be purchased for the container – **Clerk to Action**

25. WW 247 To Discuss Village Hall – The way forward – All

The Village Hall is in much need of maintenance, and the first priority is a new roof.

The Clerk presented a report to state that a survey of the roof , carried out in December 2023, gave notice that the roof is no longer fit for purpose and leaks when rainfall is excessive.

Previously grants had been applied for the roof replacement but had been unsuccessful and action now needed to be taken – It was discussed and agreed that 2026 was to be the year the Parish Council look at this project closer. Other items that need to be addressed are the electrics, the floor and decoration. The Parish Council want this very well used community asset to continue to be exactly that and agreed action and investment is needed.

Signed _____

Dated _____

25. WW 248 To Agree and sign Memorandum of Agreement NHP (Ref 25.WW217) – WW & NR

It was discussed in October's meeting that the Neighbourhood Plan, which was a joint project in 2016 between West Winch and North Runcton Parish Councils, is now in need of updating as it is due to expire in 2026. Cllr Morrish from North Runcton has provided some research and it has become apparent that only a "Light Touch" is needed to bring the existing plan up to date for the future – in line with the Borough Councils Newly adopted Local Plan.

It has been previously agreed that Cllr Morrish will act on behalf of both councils and a memorandum to document the agreement was presented.

The Council agreed that this was the right way to act. All agreed and the Chair signed the agreed agreement. A copy of this will be held by both parish councils.

25. WW 249 Planning Consultations

New Planning Application Consultations received from Borough Council/NCC.

NONE

Notices of Decision by Borough Council and County Council

NONE

Planning Application 25/01669/F has been returned to Planning with concerns to the size of the outbuilding for its intended purpose.

A Follow up email has been sent to Planning regarding the ongoing enforcement on the Windmill –

This has seemed to have stalled. Clerk was informed news was to follow on 13th of October – Chased again on 11th November – Response - A Principal Conservation Officer has planned to visit the site to assess the condition of the cap and sails – the council will be updated again after this meeting.

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 250 The Planning Chair (Frank Dutton) to give a report. –Cllr Dutton
No report this month due to absence

25. WW 251 The Finance Committee Chair (Gavin Ball) to give a report. – Cllr Ball declined to present a report due to all information passed to council via agenda item 25. WW 244

25. WW 252 The Street Lighting Chair (Adam Gipp) to give a report. – Nothing to report

25. WW 253 The Playing Fields and Maintenance Chair (Barry Thrower) to give a report.
Cllr Thrower reported that the new benches had been installed with new bases to RoSPA's instruction of 1metre from fences. Maintenance of the Zip Line area and the playing field would be needed in the spring – elements of the ground had dipped, and these would need to be filled in with topsoil. This would be a job for the Handyman in the new year.
The Handyman had started to clear the dead hedges from the Long Lane side of the playing field.

25. WW 254 The Village Hall Chair - (No Current Chair) to give a report. – No Report given
There currently is no chairman for the Village Hall, but the Hall Manager stated that everything was ticking over at the hall. Also , there had been some more adjustment work on the fire doors due to the locks slipping and not operating correctly. This work has been completed.

Signed _____

Dated _____

Accounts & Finance including:**25.WW 255** To Note Balance of Accounts on 1st November 2025

Unity Trust Bank Current Account	10356.02
Unity Trust Bank Savings Account	93230.27
Total	103,586.29

25.WW 256 To consider/review the payments for November 2025**Payments for November 2025 Authorisation**

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
HMRC	575.41	0.00	575.41	EP	HMRC - Month 7 Deductions -
K&M Lighting	39.60	7.92	47.52	EP	K&M Lighting- Maintenance - Inv 9669 -
Hall Manager Hours	237.80	0.00	237.80	EP	HM Hours - Oct - Inv 25-57 - Recharged To VH - Paid 03/11/25
Hall Manager Exp	10.00	0.00	10.00	EP	HM Exp - Oct - Inv 25-28 - Recharged to VH - Paid 03/11/25
Hall Cleaner Hours	472.23	0.00	472.23	EP	HC Hours - Oct - Inv 25-59 - Recharged to VH - Paid 03/11/25
Handyman Hours	328.67	0.00	328.67	EP	Handyman Hours for October - Paid 03/11/25
Groundsman Hours	220.09	0.00	220.09	EP	Groundsman Hours for October - Paid 03/11/25
Ecotricity	217.01	10.85	227.86	DD	Ecotricity Streetlight Elec - Inv 07689154 -
Lawnboy	40.84	8.17	49.01	EP	Lawnboy - Fuel for Handyman - Inv 190889 -
Wave - Water	1472.56	0.00	1472.56	DD	Wave Water Quarterly Inv 15800320 - Partial Recharge -
Bright HR	66.25	13.25	79.50	DD	Bright HR - Payroll - Inv U003121004 -
N Frary	675.00	135.00	810.00	EP	N Frary - Invoice for Seat Bases -
			0.00		
			0.00		
TOTAL	4,355.46	175.19	4,530.65		

25.WW 257 To note money received – recharges and transfers.

WWVH - RFO's Hours	193.20
WWVH - Hall Cleaner hours	472.23
WWVH - Hall Managers Exp	10.00
WWVH - Hall Managers Hours	237.80
WWSC – Rental Charge	382.16

Total **£1295.39**

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

Signed _____

Dated _____

25.WW 258 – Items to Note – To resolve dispensation for the RFO to make payments with authorisation from the Finance Committee during the month of December due to no meeting.

25. WW 259 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 Discuss and Resolve any future lease agreement for Coronation Avenue – All

The matter of leasing the land at Coronation was discussed at length and it was agreed that whilst there are still issues being raised regarding the access to the land that it would be remis of the council to let the land to anyone at the current juncture.

The Chair asked for a vote on agreement of members –

Three Members voted No – Two Members Abstained and One member voted yes

The decision by vote was not to renew or offer any lease on the land at this time.

This decision can be reviewed again by Full Council again in June 2026.

To resolve Charges for the West Winch adult football team for this season.

Much work has been done by Cllr Thrower in relation to liaison and costs for both parties in relation to the Playing field football pitches – After much discussion it was agreed by all members of this Council that the rate this season would be £37 per match. – An invoice is to be raised for the 19 games instructed by the Chair of the Adult Football Team - **Clerk to Action**

**25. WW 260 To receive Items for the next meeting agenda
by Noon Monday 12th January 2026.**

**25. WW 261 To confirm the date of the next meeting of the Parish Council, scheduled for
Tuesday 20th January 2026 at 7:30 pm at the West Winch Village Hall**

25. WW 262 Close of meeting: - 9.29pm (21.29)

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 – 18th November 2025 – Report to Parish

West Winch Housing Access Road

Local Member Statement from County Councillor Alexandra Kemp

As County Councillor for West Winch, I ask the Committee to approve the Planning Application for the long-awaited West Winch Housing Access Road, on the following grounds. The WWHAR will improve road safety for all users, alleviate chronic congestion on the current A10, provide the missing link from the Major Route Network to the Strategic Route Network, address severance of West Winch Village by the current A10, increase sustainable transport, walking and cycling, and enable new housing in the West Winch Strategic Growth Area. The Government has approved the £109 million Outline Business Case for the WWHAR and granted £90.4 million in March.

The West Winch Housing Access Road project is in the King's Lynn and West Norfolk Local Plan and in the Norfolk Strategic Infrastructure Delivery Plan.

The current A10, through West Winch, is a high-accident Major Route Network, of sub-standard design, that carries over 20,000 vehicles a day, over 11% HGVs. The chronic congestion, and nexus of the A10 with narrow pavements, multiple private frontages and unsignalled junctions, are a hazard and blight to the residents of West Winch.

The West Winch Housing Access Road will divert traffic from the A10 at Gravel Hill Lane, onto the much wider A47 strategic route network.

The West Winch Housing Access Road project is sustainable and will improve the walking and cycling environment and speed up bus travel on the current A10, which will be traffic-calmed to a village road. With speed and weight reductions, a new signalled crossing at the former Winch Public House on the A10 and at other currently unsignalled crossing points, new non-motorised routes, and a Transport Hub at Chapel Lane. Norfolk County Council has produced a detailed Sustainable Transport Strategy for the West Winch Housing Access, as submitted to Government.

Whilst the origination of the West Winch Housing Access Road further south at Oakwood Corner, was the original aspiration, the future extension of the West Winch Housing Access Road to benefit Setchey, remains a strong aspiration.

Without the WWHAR, major housing development in the West Winch Growth Area cannot go ahead.

Bus Shelter at the Winch

Norfolk County Council is supporting this scheme by granting shelter funding of **£3,740.00** (80%).

County Launches Budget Consultation

We scrutinised the Council's Budget proposals on the Strategic and Corporate Select Committee last month. Norfolk County Council is now consulting on how to save £41.6 million next year. Strategies for saving money include Population Health Management, keeping people fitter for longer, reducing the need for social care, offering help to people at risk of falls, cutting the cost of home-to-school transport. Options offered are increasing the Council Tax by 3%, 5% or more than 5% Take part at www.norfolk.gov.uk/budget or call [0344 800 8020](tel:03448008020); Text Relay 18001 0344 800 8020.

Stopping the Wisbech Incinerator

It has always been my belief that it is never too late to stop a wrong decision. I have written to the Government again, emphasising incinerators produce ultrafine particles (UFPs). Extremely small particles less than 0.10 micrometres in diameter, that are often not captured before they reach the air. Their high surface area can carry toxic substances. Their small size allows them to penetrate deep into the lungs and even enter the bloodstream, posing significant health risks. Forever pollutants from the Wisbech Incinerator, could be carried towards the Wash, by the prevailing westerly winds across the flat open Fen landscape. The NHS 10 year plan is to reduce health inequalities and to prevent illness occurring in the first place. Therefore, Government must ban new incinerators, especially those that would impact on the most deprived communities and put pressure on our overstretched local NHS and local hospital.

Please send a polite email to the Minister for Nature Mary Creagh MP ps.mary.creagh@defra.gov.uk.

Signed _____

Dated _____

Appendix 2 –

Report: Public Meeting on the West Winch Housing Access Road

Date: 11/11/2025

Location: West winch Village Hall

Organised by: WWPC and NCC

Chair: Rod Kelly

Attendees: Approximately 75 members of the public, local councillors, planning officers, representatives from the Highways team, and project consultants.

1. Introduction

The public meeting was convened to provide residents and stakeholders with an update on the proposed West Winch Housing Access Road; a major infrastructure component associated with the wider West Winch Growth Area development. The session aimed to present the latest design proposals, outline expected impacts, gather community feedback, and answer questions from attendees.

The Chair welcomed participants, introduced the project team, and set out the agenda for the evening.

2. Presentation Overview

Project officers delivered a detailed presentation covering:

2.1 Project Purpose

- To support the delivery of planned housing growth within the West Winch area.
- To ease congestion along the A10 corridor and improve overall transport flow.
- To provide improved access for new and existing communities.

2.2 Current Design Status

- Alignment proposals for the access road, including key junctions and connections to the A10 and surrounding routes.
- Planned cycling and pedestrian provisions.
- Expected construction phases and associated timelines.

2.3 Environmental and Community Impacts

- Noise, air quality, and visual impact assessments.
- Landscape and ecology study outcomes, including mitigation measures.
- Public rights-of-way alterations and access continuity plans.

Signed _____

Dated _____

2.4 Funding and Delivery

- Funding sources for the road.
 - Dependencies with the wider growth area development.
 - Next steps in the planning and approval process.
-

3. Public Questions and Discussion

A structured Q&A session followed. Key themes included:

3.1 Traffic and Congestion

Residents expressed concerns about:

- Potential increase in traffic on neighbouring local roads.
- Adequacy of junction designs to prevent bottlenecks.
- The effectiveness of the road in alleviating current congestion on the A10.

Project engineers responded with modelling outcomes showing expected improvements and confirmed that further traffic assessment will continue throughout the planning process.

3.2 Environmental Concerns

Questions focused on:

- Impacts on wildlife habitats.
- Noise levels during and after construction.
- Long-term effects on air quality.

Officers outlined planned mitigation such as noise barriers, ecological enhancement areas, and continued environmental monitoring.

3.3 Construction Impacts

Residents requested assurances regarding:

- Construction hours and traffic management.
- Safety near schools and residential areas.
- Minimising disruption to utilities and local services.

The project team confirmed that a construction management plan will be developed and shared in advance of works.

3.4 Housing and Community Integration

Attendees discussed:

- How the access road supports new housing delivery.
- Ensuring that community facilities keep pace with development.

Signed _____

Dated _____

- Preservation of community identity and green spaces.

Officers noted that the access road is a key enabler for phased housing delivery and that master planning work continues to address broader community infrastructure.

4. Feedback and Community Input

Participants were encouraged to submit additional comments through online consultation platforms and written feedback forms. Themes already highlighted include:

- Desire for more detailed traffic modelling data.
 - Requests for improved cycling infrastructure.
 - Concern over potential loss of green space and local character.
 - Support for improved road safety measures.
-

5. Next Steps

The project team outlined the following actions:

1. Preparation of planning submissions, including updated environmental assessments.
 2. Publication of further design drawings for community review.
 3. Scheduling of a follow-up meeting in 2026.
-

6. Closing Remarks

The Chair thanked attendees for their participation and emphasised the importance of community engagement in shaping the final design of the West Winch Housing Access Road. The meeting concluded at 9pm.

Signed _____

Dated _____

Appendix 3.

Adults pay £37 per match this entails them marking out the pitches, supplying the goals and nets corner flags etc, cleaning the showers and changing room before leaving.

The Lynn sport hire if contacted via phone is £22 per hr with everything set up ready to play and showers afterwards if required the only fee extra is the referees fee which applies to the parish as well

Adult teams play 19 league games, that's not counting cup games, £888 to the parish alone.

The attraction of the Footballers and Supporters benefit the social club as well with some attendance

This includes the juniors' teams as well.

Please remember that the juniors have practice & training games at another venue to save wear and tear on the West Winch Pitches.

Please if the footballer realises if the spiking & rolling etc take place we are talking a four-figure fee to carry this out, maybe the PC and the footballers using the pitches can come to supporting the PC to have this service carried out in necessary.

We suggesting we give the footballer a year's trial with "Harris Fencing" to protect the goals from public and like coming to harm, they are to supply the Harris fencing.

It was pointed out that the ground adjacent the rear of the hall be brought out to level by several layers of topsoil over a period of time that being if the PC votes it to be done. We are still waiting for the footballers to produce a plan for the updating of the changing rooms etc. Its always been the outlook of the PC to support local sports carried out on the playing fields but not to the detriment of the parishioners.

Signed _____

Dated _____

Appendix 4.

West Winch Parish Council

Financial Committee Report to the Parish Council

Subject: Budget Preparation Report for the Financial Year 2026 / 27

Date: 05/11/2025

Prepared by: Cllr Ball, Chair of Financial Committee

1. Introduction

This report is presented by the Financial Committee to the full Parish Council to outline the proposed budget for the forthcoming financial year 2026 / 27. The purpose of this report is to provide a comprehensive overview of the parish's current financial position, forecasted income and expenditure, and key recommendations for budget approval.

2. Current Financial Overview

As of 31/10/2025 the parish's financial position is as follows:

- **Total funds held:** £103586.29
- **General Fund balance:** £55486.29
- **Restricted/Designated funds:** £48100
- **Outstanding liabilities:** £622.93
- **Projected year-end balance:** £80,528.50

The accounts for the current year remain on track with the approved budget, and no significant deviations from the forecast have been reported.

3. Budget Preparation Process

The Financial Committee met on 05/11/2025 to review:

- The previous year's actual income and expenditure.
- Expected changes in parish activities and maintenance needs;
- Inflationary pressures.

All budget lines were reviewed to ensure alignment with the Parish Plan and to maintain responsible stewardship of parish resources.

4. Key Assumptions

The proposed budget is based on the following assumptions:

- **Future Projects and maintenance costs:** Estimated increase
- **Utilities and maintenance costs:** Estimated increase

Signed _____

Dated _____

- **Parish Running Expenses: Estimated increase**
- **Staffing costs:** Reflecting agreed salary adjustments and pension contributions

5. Proposed Budget Summary for [Year]

Category	2024 Actual (£)	2025 Budget (£)	% Change
Income	85371.33	88741	[3.87%]
Expenditure	65764.12	87620	[28.5%]
Surplus/(Deficit)	19607.21	1121	

(A detailed line-by-line budget is attached as Appendix A.)

6. Key Points for Consideration

- The committee recommends maintaining an emergency reserve of £48700.
 - Significant expenditure planned for Village Hall Repairs requires council approval and/or grant application.
 - Opportunities for income growth identified include to be able to offer better facilities in the Village.
-

7. Recommendations

The Financial Committee recommends that the Parish Council:

1. **Approve** the proposed budget for the financial year 2026 / 27
 2. **Authorise** the RFO to implement the budget and manage expenditures within approved limits.
 3. **Review** the budget mid-year to ensure financial stability and adjust as necessary.
 4. **Note** the committee's intention to present quarterly financial updates.
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8. Conclusion

The proposed budget reflects prudent financial management while supporting the parish. The Financial Committee commends it to the Parish Council for acceptance and implementation.

Submitted by:

Cllr G Ball
 Chair, Financial Committee
 West Winch Parish Council
 Date: 05/11/2025

Signed _____

Dated _____