

# Minutes of West Winch Parish Council

Tuesday 19<sup>th</sup> November 2024 at 7:30pm 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 Paul Moss, Cllr Adam Gipp. Also, present: Rob Shaw (Clerk/ RFO), CC A Kemp , BC S. Nash and Cllr J Moriarty and 5 members of the public were present.

## 1. Welcome from Chair and Apologies for Absence

Apologies for absence were received from Cllr Frank Dutton – Vice Chair

Apologies for absence were not received from BC Thomas Barclay,

## 2. Approval of the Minutes of the Meeting held on Tuesday 15<sup>th</sup> October 2024

The minutes of the meeting held on Tuesday 15th October 2024 be signed as true copy.

**Approved by Cllr Ball – Seconded by Cllr Moss. Approved by all.**

The minutes were signed by the Chair.

## 3. To receive declarations of interest in items on the agenda and consider any requests for dispensation.

Cllr Thrower registered pecuniary interest in Item 10e on the clerk's financial report.

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

Report and updates from County Councillor Kemp and Cllr Nash –

Cllr Kemp provided her report – regarding Council tax consultation, Streetlight consultation and a meeting with the Police Commissioner regarding the A10 to show how busy the road is. There is also a current review of care homes in the area.

Cllr Nash – Reported on a Survey budget and will forward email to the clerk to share information. He shared an email to note that the Elm and Castle acre wards of the hospital are closing at a saving of approx. 5.5 million per annum. The hospital ensures that they will still be able to cope with demand. He also noted that the works to rebuild the wall at Deerfield's was underway.

## 5. Open Forum for Public Participation:

A member of the public brought to attention the Moss build-up on the footpaths in the village – especially between Hall Lane and Walnut Avenue and Hall Lane and the Common. There was a little discussion as to who is responsible for the clearing and cleaning and Cllr Kemp stated she would email the NCC highways department to find out what could be done.

There was also mention of a loose drain cover on the A10 and the overgrowth at the crossing – The clerk pointed out that this has been reported twice already.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

- 6. Clerks Report.** There has been an issue on the Green. Planning permission was granted for two houses at the end of Chequers Lane. The contractor has started to dig up the Green to access or lay drainage it is believed. It is also believed permission was not sought for these works. Residents raised the concerns on the day the works started, Cllr Thrower went along to the site to see what was happening. The Landowner has been contacted and this has also been reported as a planning breach to the planning officer at BCKLWN. We are awaiting further information.

The Car Park work is now completed. Photos and invoices have been sent off to CiL to be approved for payment. The invoice will need to be paid to the contractor from reserves until payment is received. Notification of Payment has been received.

The Memorial Bench has arrived from Mrs C Sandey. Placement to be discussed.

The clerk had spoken to the contractor who will be doing the Pound seat base, hall fire exit etc as we didn't have written quotes for all the work. These are now in place. The contractor has now suggested January time

## 7. Agenda Items

- a) **To discuss requests from Football Club** –There has been a list of issues and alterations distributed prior to the meeting, to the council after the Clerk met with a representative from the football club. The list was discussed, and the PC would like a detailed plan of what the FC are prepared to do and what it will cost. To provide a report and then return to the PC with this information for a decision to be made. **Clerk to Action**
- b) **To decide the placement of the Memorial Bench** – A map of the playing field had been sent to all councillors prior to the meeting for them to suggest placement for the memorial bench that had been donated by Mrs Sandey following the sad passing of her husband, a time served former chair of the Parish Council. Cllr Collier suggested to site the bench where there is currently a concrete bench that needs replacing. Cllr Thrower suggested a site meeting with the contractor that provides our slabs, to mark out exactly where it is to be placed. Cllr Thrower is also going to provide a few ideas as to what to put on the plaque for the council to choose and then provide to be fitted to the bench.
- c) **To Discuss and adopt “Code of Conduct for Employees”** – A newly drafted **“Code of Conduct for Employees”** has been sent to all councillors prior to the meeting to digest and adopt. This will be put in place for the beginning of 2025 for all employees as there is no current code within their contracts. The policy was **Proposed – Cllr G Ball – Seconded Cllr J Collier – All agreed.** Cllr A Gipp suggested that all paperwork that is sent out from now on has a watermark to prevent any misunderstanding relating to Confidential correspondence as per section 8 of this paper – Confidential Information. **All Agreed. Clerk to action**

Signed \_\_\_\_\_

Dated \_\_\_\_\_

- d) **To Discuss Left over funds from Playing field** – The Clerk has looked into an email received by Cllr Thrower as to monies left over from the Playground and Pump track project. The Clerk explained that he had looked through various paperwork including the last three years accounts, the last three years reserves policies and a projection of spend etc. The figure that was in question had not been clearly earmarked or reserved and was not listed as the figure that was expected. The Clerk stated that the money is in the bank but not properly allocated. This has now been allocated on a Reserves column in the 2025/2026 budget to be accepted by the Parish Council at a later point in the proceedings. This will make sure that all monies reserved or earmarked are correctly accounted for going forwards.
- e) **To Discuss previous and outdated agreements** – Whilst looking through various leases the Clerk has come across three outdated agreements. These are between the Parish Council and the village hall and the Village Hall and the WBSC. It was discussed that these may need to be reintroduced, and it was requested that the Clerk send these agreements to all Councillor to digest before a decision is made to get around the table to renegotiate them. **Clerk to action** - redistribution of these three documents to the Parish Councillors.

## 8. Planning Consultations

### **New Planning Application Consultations received from Borough Council/NCC**

**None**

### **a) Notices of Decision by Borough Council and County Council**

**24/01640/F** - West Winch 4 The Paddocks Setchey PE33 0BX -Proposed new Boundary wall and Gate – **Permitted**

**24/01726/F** - West Winch Brambledene Millfield Lane PE33 0LR - Single storey rear extension with internal alterations to provide new kitchen and additional bedroom and ensuite. Addition of porch to principal elevation – **Permitted**

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## 9. Working Group Report

- a) The Planning Chair (Frank Dutton) Absent – No report given
- b) The Finance Committee (Gavin Ball) Nothing to report.
- c) The Street Lighting Chair (Adam Gipp) to give a report – Cllr Gipp had now received the stickers for the streetlights. He also raised that there had been eight lights out and these had been repaired. He asked the Clerk to chase up the contractor regarding the acceptance of the quote to change all existing lighting to LED to reduce costs. **Clerk to Action**
- d) The Playing Fields and Maintenance Chair (Barry Thrower) to give a report – Cllr Thrower stated that the damaged streetlight pole had finally been removed and the pole placed by the container. The electrics have been buried and made safe and we are awaiting a W3W location of these so save away to allow us to find them again if required in the future. Cllr Thrower also asked the Clerk to try and find the quotes for the Pump track matting as this needs to be addressed. Cllr Thrower also asked if the WIP list can be resent as he cannot open it or edit it. **Clerk to action.**
- e) The Village Hall Chair ( John Collier) to give a report –Cllr Collier mentioned that the interviews had taken place for the Hall cleaner position. The Committee are looking to start the successful applicant as soon as possible. Cllr Collier also mentioned that the hall manager, the secretary and himself have all completed Fire Warden training as per the request of the Fire Risk Assessment carried out this year.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

# Finance Report for November 2024

10. Accounts & Finance including:

a) To Note Balance of Account on 1<sup>st</sup> November 2024

Unity Trust Bank Current Account	10,600.58
Unity Trust Bank Savings Account	83,974.24
<b>Total</b>	<b>94574.82</b>

b) To consider Payments for November 2024

## Payments for November 2024 Authorisation

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment / direct debit	Supplier/Service
Key Grounds and Garden	255.00	0.00	255.00	EP	Key Grounds and Garden - Inv 1048 - Grass Cutting
Gallagher insurance	1874.69	0.00	1874.69	EP	Gallagher Parish Council Annual Liability Insurance - Inv 538227905 - Paid 07/11/24
WBSC - Electric Recharge	25.66	5.14	30.80	EP	WBSC - Electric Recharge - Inv 224
K Blackhall - Exp	25.83	5.17	31.00	EP	K Blackhall Exp - Receipt provided - Paid 01/11/24
Clerk Exp	19.99	4.99	24.98	EP	Clerk Exp - Purchase for Groundsman - Receipt provided - Paid 01/11/24
HMRC - Employer Payment M7	266.77	0.00	266.77	EP	HMRC - Employer Payment -M7- 531PG00129529 - Paid 05/11/24
Clerk Exp	34.98	0.00	34.98	EP	Expenses for October - Paid 01/11/24
Clerk Wage	1432.14	0.00	1432.14	EP	Clerk Wage - includes hall hours and CilCA training - Paid 01/11/24
K Blackhall - Wage	266.51	0.00	266.51	EP	K Blackhall - Wages - Paid 01/11/24
P Rushbrook - Wage	183.20	0.00	183.20	EP	P Rushbrook - Wages - Paid 01/11/24
D Thrower - wage	258.92	0.00	258.92	EP	D Thrower - wages - to be recharged- Paid 01/11/24
D Thrower Exp	10.00	0.00	10.00	EP	D Thrower Exps - to be recharged - Paid 01/11/24
K&M Lighting	72.38	14.48	86.86	EP	K&M Lighting - Inv 9013 -
n power	514.5	25.72	540.22	DD	n power - streetlights electric - inv IN11827804
P Moss - Expenses	187.88	0.00	187.88	EP	Cllr Moss - Items for Car Park Purchased - Expenses - 6 Invoices Received
Bank Charges	6.00	0.00	6.00	DD	Bank Charges for November
Key Grounds and Garden	385.00	0.00	385.00	EP	Key Grounds and Garden - Inv 1081 - Grass Cutting
ICO	35.00	0.00	35.00	DD	ICO annual DD payment - Paid 15/11/24
Propel Finance - Mobile Phones	18.46	0.00	18.46	DD	Propel Finance - Mobile phones - DD- Paid 11/11/24
Supreme Surfacing	59867.00	11973.40	71840.40	EP	Supreme Surfacing Ltd - Inv 2992 - (Cil Grant payment applied for)
<b>TOTAL</b>	<b>65,739.91</b>	<b>12,028.90</b>	<b>77,768.81</b>		

c) To Note money received – recharges and transfers.

01/11/24	WWVH Recharge Inv 24/42 RFO Hours	170.28
01/11/24	WWVH Recharge Inv 24/41 Hall Managers Hours	268.92
01/11/24	WBSC – Payment Plan Amount	200.00
08/11/24	WBSC – Payment Plan Amount	200.00
15/11/24	WBSC – Payment Plan Amount	200.00
	<b>Total</b>	<b>1039.20</b>

d) To discharge the Councils powers to the Finance Committee for December authorisations of payments due to no PC meeting. – LGA 1972 s101 (1)

**Proposed Cllr G Ball – Seconded Cllr J Collier – All Agreed**

e) To note an increase of £1,290 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC for Local Government Services - pay points 2 to 43 inclusive. This equates to a £0.67p per hour increase and to note this is to be back paid to April 2024.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Noted.

**11.To resolve to move into closed session, on the grounds of confidentiality in accordance with The Public Bodies Admission to Meetings Act 1960 s.1(2)**

To accept Budget for 2025/26 – **Proposed Cllr G Ball – Seconded Cllr J Collier – All Agreed**

**12. To confirm the date of the next meeting of the Parish Council scheduled for**

**Tuesday 21<sup>st</sup> January 2025 at 7:30pm in West Winch Village Hall**

Meeting Closed at **8.43pm**

Signed \_\_\_\_\_

Dated \_\_\_\_\_