

Minutes of West Winch Parish Council

Minutes subject to approval at the next meeting.

Tuesday 17th March 2026 at 7:30 pm at West Winch Village Hall

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

Also present: CC Kemp, BC Nash and BC Barclay

Members of the Public(MOP) – 2

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

26.WW 048 Welcome from the Chair and Apologies for Absence (LGA 1972 s 85(1))

Apologies for absence were received from Cllr Lamb

26.WW 049 To receive declarations of interest in items on the agenda and consider any requests for dispensation. (Localism Act 2011 s21 s33)

Cllr Thrower asked to register non-pecuniary declaration regarding the discussion of the lights for the Hall carpark and also the discussion regarding the wage increases for staff.

26.WW 050

To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday, 17th February 2026. (in accordance with standing orders 12a)

The minutes of the meeting held on Tuesday; 17th February 2026 be signed as a true copy.

Proposed : Cllr Collier – Seconded: Cllr Dutton- Approved by all.

The minutes were signed by the Chair.

26.WW 051 To Receive Reports from County councillors and Borough Councillors. (5 minutes each –

CC Kemp has written to NCC Highways in relation to the Hardwick roundabout and its current condition. It has been stated that it is not currently safety critical but clearly is a risk to all users especially motorcycles and bicycle users. CC Kemp stated there has been a 50% increase in accidents over recent times and this should trigger a concern as to the condition of the roads in general. CC Kemp has also written to the borough in relation to the Carnegie building – stating that restrictions had not been able to be added to the TP1 when the transfer of ownership had taken place and this could cause all sorts of issues going forward. There is still consultation taking place around the sale of care homes in the area. The borough are still looking for a new developer to take on the house building in the area after Hopkins Homes pulled out.

Signed _____

Dated _____

Cllr Dutton also echoed the concerns about the Hardwick and stated that it is soon to be the start of the holiday period when campers and caravaners will be using the roundabout and that this could cause issues for the owners.

Cllr Ball interjected that there is a programme in place for resurfacing works to start sometime on April. BC Barclay confirmed this should start in the summer, but no firm date. Cllr Thrower asked if the old library was a listed building and CC Kemp responded it is but is that enough due to potential changing of planning laws coming our way.

BC Nash stated that he had been contacted by BBC Radio Norfolk regarding Hopkins Homes pulling out of the building programme scheduled in West Winch – He mentioned at the time it was the first he had heard about it. As Hopkins announced the news to the BBC before the Borough Council. He also mentioned that the WWHAR will still go ahead He also mentioned that the Borough had their budget meeting and he had abstained from the vote as no amendments could be made at the meeting.

BC Barclay apologised for the lack of attendance to the parish council meetings over the past months due to commitments and confirmed that he is contactable by email and phone and to please contact him if he is needed.

26.WW 052

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

The MOP had nothing to add to the meeting.

26. WW 053

Items to note: SAM 2 Camera is now operational and being moved by The Groundsman and Handyman – Clerk has reset time clock and will download information prior to meetings.

Kompan will proceed with repairs to play area on the 9th of April 2026. – New area contact, Martin Wallace will be on site if anyone from the Playing Field Committee would like to come and meet with him.

Bidwell's have responded to the Clerks letter – ZAL are the owners of the Pound, and the council are awaiting confirmation that they will allow the registration of the Pound with Heritage England. Clerk will update when more information is received.

Items Noted

Signed _____

Dated _____

Agenda Items

26. WW 054 To Discuss and Resolve – Fence to Long Lane – All

Cllr Gipp has been working on quotes for the new fence to be installed along the boundary of the playing field along Long Lane – Two quotes have been obtained for Supply and Fit and a third for supply only had been obtained by the clerk. A quote for installation had also been obtained by the clerk and was presented to council along with the quotes from Cllr Gipp. There was a little confusion regarding the need for Planning for the new fence as the emailed response from planning stated no higher than 1m , but from where is this measurement taken – The general consensus was that the council would like to arrange a visit from Planning to confirm before the works are progressed – Cllr Gipp stated that the burn on the field are different in two places measured and range between 260mm to 700mm. Cllr Nash suggested that he would contact planning to arrange a site visit for clarification. The council still are waiting for the utility map to be supplied from Highways – **Clerk to Chase** Cllr Gipp will revisit the contractors for a labour only cost for comparison The fence work has been proposed by **Cllr Ball**, Seconded **by Cllrs Collier and Dutton** with conditions to be met – Confirmed fence hight, utility whereabouts and revised quotes for labour.

26. WW 055 Planning Consultations

New Planning Application Consultations received from Borough Council/NCC.

26/00294/F West Winch Retrospective: Outbuilding in the rear garden TAM Parfeni 23 Common Close West Winch KINGS LYNN Norfolk PE33 0LB

Cllr Dutton has been to view the building in question and has concerns around drainage at this project. The council resolved for Cllr Dutton to return an objection until conditions had been met to determine that the correct checks have been carried out by planning to this regard.

Notices of Decision by Borough Council and County Council

None

Update on the Planning Enforcement 22/00619/UWLB – The Windmill

The Clerk updated the council in regard to the Windmill and to the fact that the four-year-old planning enforcement had been closed by planning on the grounds of no true standard of design to uphold. See report – Annex 1

Signed _____

Dated _____

Working Group Reports – To be sent to the clerk prior to the meeting

26. WW 056 The Planning Chair (Frank Dutton) to give a report. –Cllr Dutton used his time to discuss the application in **26. WW 055**

26. WW 057 The Finance Committee Chair (Gavin Ball) to give a report. – Cllr Ball stated that the council was in a good place and nothing to report

26. WW 058 The Street Lighting Chair (Adam Gipp) to give a report. – Cllr Gipp reported that there had been no reports in respect of the Streetlights. He raised that the hedges in Rectory Road were growing at a rate of knots and this needed to be addressed. Soon the streetlight will be unobtainable again if maintenance were needed.

Cllr Gipp has also been working on another project regarding the lighting within the carpark area of the William Burt Centre.

Two quotes have been obtained at this time, but the specification of the lighting and planned works needed a little work so this will be revisited in the near future.

26. WW 059 The Playing Fields and Maintenance Chair (Barry Thrower) to give a report.

Cllr Thrower noted that Bidwell’s had responded regarding ownership of the Pound and that the council are now waiting further correspondence in regard to their assistance in the listing of the Pound. Cllr Thrower then asked Cllr Collier to add his points to the meeting

Cllr Collier has obtained grass / stone grids from an online supplier to try and solve the problem of ware and tear at the head of the pump track. Cllr Collier demonstrated the product and now require the handyman to fit these and fill them with topsoil and grass seed ready for the new season. Cllr Collier will contact the clerk to place the order for the required items needed to complete the works.

Cllr Thrower then asked the Clerk to provide an update on the TRUG at Setchey and to chase Supreme Surfacing regarding the drainage at the hall. – **Clerk to Action**

26. WW 060 The Coronation Avenue Working Group – Cllr Dutton has contacted Borough planning in regard to a change of use for the meadow and is awaiting further information.

BC Nash stated he had spoken to the previous tenant of Coronation Avenue and was eager to enter into a new agreement with the Parish Council.

The council reiterated that this would not be discussed until June at the earliest due to a decision being reached in the meeting held in November – **25.WW 259**

Nothing else has progressed at this time

Signed _____

Dated _____

Accounts & Finance including:

26. WW 061 - To Note the Balance of the Accounts on 1st Marc 2026

To Note Balance of Accounts - 1st March 2026	
Unity Current Account	£3,119.59
Unity Savings Account	£83,757.62
Total	£86,877.21

26.WW 062 To consider Payments for February 2026

Payments for Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP	Supplier/Service
HMRC	550.74	0.00	550.74	EP	HMRC deductions
K&M Lighting	39.60	7.92	47.52	EP	K&M Lighting - Maintenance - Inv 9892
OE Trees	1000.00	200.00	1200.00	EP	OE Trees - Tree Work Long Lane- Inv 479 -
Key Gardening	255.00	51.00	306.00	EP	Key Gardening - Feb Invoice - 1355 -
Ecotricity	206.12	10.31	216.43	DD	Ecotricity - Streetlights - Inv 08362857 -
Payments Made since last meeting					
Payee	Good / Services	VAT	TOTAL	DD/EP	Supplier / Service
RAM Contracting	140	28	168		
Curae Group - Defib	201	40.2	241.2		
Clerks Hours	1245.95	0.00	1245.95		
Clerks Exp	35.98	0.00	35.98		
HM Hours	195.01	0.00	195.01		
Hall Cleaners Hours	351.24	0.00	351.24		
Handymen Hours	189.72	0.00	189.72		
Groundsman Hours	276.40	0.00	276.4		

26. WW 063 To note money received – recharges and transfers.

To Note Income Received			
WBSC - Rent	382.16	0	382.16
NCC Grant - Bus Shelter	3740.00	0.00	3740.00

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

Signed _____

Dated _____

26. WW 065 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 –

To Resolve Pay Rates for Staff from 1st April 2026 – NMW will be £12.71

The council resolved to comply with the NMW and annual pay increases for the staff and the Clerk.

**26. WW 066 To receive Items for the next meeting agenda
by Noon Monday 13th April 2026.**

**26. WW 067 To confirm the date of the next meeting of the Parish Council, scheduled for
Tuesday 21st April 2026 at 7:30 pm at the West Winch Village Hall**

26. WW 068 Close of meeting: - 9pm (21:00)

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” and include as much information as possible including any proposal.

Signed _____

Dated _____

Appendix 1.

Parish Clerks Report - Planning Enforcement

Reference: 22/00619/UWLB

Site: The Mill, 123 Main Road, West Winch

Issue: Alleged unauthorised works to a Listed Building

Planning Authority: BCKLWN

Members are advised that the above planning enforcement case has now been closed. The case relates to alleged unauthorised works undertaken to a Listed Building at The Mill, 123 Main Road, West Winch.

The enforcement investigation was opened on 12 December 2022 following a report of works which may have been carried out without the necessary Listed Building Consent. The case has been classified as UWLB (Unauthorised Works to a Listed Building). The alleged unlawful works related to the removal of the sails and cap of the Windmill.

Reference: 22/00619/UWLB

Address: The Mill 123 Main Road West Winch KINGS LYNN Norfolk PE33 0LP

Status: Case Closed

Type: Unauthorised Works - L Bldg.

Decision Reason: Justification from Officer

Close Reason: Delegated Authority - no further action

Case Officer: Hannah Shackcloth

Nature of Complaint: Alleged Unauthorised works to a Listed Building

After Speaking to Hannah Shackcloth regarding this enforcement, the information given was that the Heritage officer has been to site with the planning officer to assess the Windmill and due to the fact that it has changed in design over several decades from two sails, three sails and four sales, that it would be difficult to uphold any enforcement notice as there is no clear definition as to which design the council would enforce. On that proviso BCKLWN have decided to close the case after 4 years.

Recommendation:

Members are asked to note the update. The Parish Council may wish to request further information from the Borough Council directly but it is deemed as a closed case.

Prepared by: Rob Shaw

Parish Clerk

Date: 17/03/2026

Signed _____

Dated _____