

# Minutes of West Winch Parish Council

Tuesday 16<sup>th</sup> July 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 John Lamb, Cllr Paul Moss, Cllr Adam Gipp. Also, present: Rob Shaw (Clerk/ RFO), CC A Kemp and 1 member of the public were present.

## 1. Welcome from Chair and Apologies for Absence

No Apologies for absence were received.

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

## 2. Approval of the Minutes of the Meeting held on Tuesday 18<sup>th</sup> June 2024

The minutes of the meeting held on Tuesday 18th June 2024 be signed as true copy.

The minutes were signed by the Chair. **Approved by Cllr Gipp – Seconded by Cllr Ball Approved by all.**

## 3. To receive declarations of interest in items on the agenda and consider any requests for dispensation. NONE

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

Report and updates from County Councillor Kemp

## 5. Open Forum for Public Participation: Nothing to discuss. No questions were posed to the council.

## 6. Clerks Report. The Clerk announced that the new Parish Council website was up and running.

The old site has been left running at this time to allow Councillors to view it and make sure nothing had been missed from the new website. A redirection will be put in place for three months on the old website to make sure parishioners know where to find us.

A complaint has been received regarding the East View Park home site and this will be discussed later in the agenda.

An advertisement has been circulated on the new website, Facebook page and the new field notice board to make parishioners aware of the vacancies within the Parish Council.

The new grass cutting contractor seems to be settling in well, with no further issues at this time.

The grit bin audit has been completed for this year as per NCC.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## 7. Agenda Items

- a) **To discuss the Rospa assessment of the Play equipment** – The playground equipment has had its yearly inspection and the reports have been sent to the Playing Field committee to review and monitor over the summer and then in September the Playing Field committee will return their verdict and a plan to rectify any issues that are due to be repaired and/or upgraded.
- b) **To discuss the street lighting** – We are working on getting the lighting inventory up to date. There has been a lot of work done by Cllr Gipp and the contractor to determine locations and responsibilities. This is getting closer. There will also be a list of which are LED, and which are SOX. The latter being more expensive to run and a quote to change these has been requested, as to assist in cutting costs of the running. The Clerk is also in talks with a new supplier regarding billing of the unmetered lighting.  
There was also a discussion of re connecting the faulty lamps on the playing field. This outcome was to bring this back to PC via the agenda in September.
- c) **To discuss the provision of public toilets at the playing field-** It was brought to the attention of the Parish Council at the June meeting that we should discuss and consider the provision of public toilets at the playing field for the use of the patrons using the play facilities.  
This was discussed at length of the possibilities of hiring a temporary facility, a semi-permanent structure or to renew the existing facilities at the village hall. There are many more discussion around this needed to be had, regarding cost of supply or renewing and how they will be made available, opened, closed and protected and the cost of maintaining them. – The outcome was to revisit this in September's meeting.
- d) **To discuss the complaint raised at Eastview Park home site-** A complaint has been received regarding the removal of the Laurel bushes from the entrance of the East View Park Home site by the owner. Letters have been sent to the owner of the site in question and also to the planning department and local councillors.  
The legality of the planning rules has been questioned and responded to by BCKLWN planning. The other issue raised was licencing of the facility and the impact on the Climate controls this may affect, this issue will also be revisited in September and brought back to the next PC meeting when more research has been conducted.
- e) **To receive monthly Policy Updates sent via email.** - The Data protection policy was circulated to parish councillors to digest and adopt into use. Document was well received. **Proposed Cllr Dutton – Seconded by Cllr Moss – All Agreed – Adopted in relation to good governance.**
- f) **To Discuss the purchase of new battery-operated grinder** – A proposal for a new grinder for the maintenance team was given by Cllr Thrower. The cost of the item was £141.95 including VAT. It was agreed that the old equipment had passed its practical usage, and it was agreed to make the purchase. **Proposed Cllr Ball – Seconded Cllr Collier – All agreed.** Clerk to send a purchase order to Cllr Collier to make the purchase
- g) **To Discuss the advert for Councillors vacancies-** Advert has been created by the clerk and has been circulated via the new website, Facebook and on the notice board in the playing field.
- h) **To review feedback from Councillors for new website-** All parish councillors were asked if they had visited the new website. How did it look, did it meet with expectations and if there were any issues with it. The new website was generally well received. This will be updated with help from the councillors as we move forward together.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## 8. Planning Consultations

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

**Ref. No: 24/01190/F**

**Single storey extension to dwelling at 16 Silvertree Way West Winch King's Lynn Norfolk PE33 0PX**

No Objections raised

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

**Ref. No. 24/00359/O**

**7 Willow Drive Setchey King's Lynn Norfolk PE33 0BG -  
Outline Application for construction of a single  
Dwelling**

Application Permitted 8 July 2024 Delegated Decision

## 9. Working Group Report

- a) The Planning Chair (Frank Dutton) to give a report.  
Everything seems to be very quiet at the moment apart from the two decisions above in section 8. No objections to either application from the Parish Council.
- b) The Finance Committee to give a report. – Gavin Ball – Chair reported that the next round of CiL grants has started, and with new quotes and current quotes being updated, we will move forward with this asap. There will also be an internal quarterly audit of the finances as is required by our governance. This will be done by Cllr Dutton.
- c) The Street Lighting Chair (Adam Gipp) to give a report – The report was covered by the discussions within the agenda item **7b**.
- d) The Playing Fields and Maintenance Chair (Barry Thrower) to give a report – Cllr Thrower mentioned that left over monies available from the playing equipment project to be used maybe to get the possible H&S elements required to bring the playing field up to date.  
The is still no news from the conservator regarding the Pound and the clerk was asked to contact her to chase up any information available to us. Cllr Thrower to inform clerk of details. There was mention of old/ previous quotes obtained regarding matting around the pump track and the need to either trace these quotes or obtain new quotes for the works before the winter sets in. The works will then be added to the action plan, which needs to be updated. Also, a mention to the new grass cutting contractor to cut around the village sign as it's getting a little long and wont be able to do it soon with his equipment.
- e) The Village Hall Chair to give a report –Cllr Collier mentioned the urgent need to get the concrete slab laid at the rear of the hall as this had dragged on for some time and was affecting the quantity of hires being able to use the hall. It was agreed to wait for the new Fire Risk assessment, to take place on August 5<sup>th</sup>, before we commit to any further works at the Hall.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Finance Report for July 2024

### 10. Accounts & Finance including:

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

Unity Trust Bank Current Account	24,766.40
Unity Trust Bank Savings Account	83,396.81
<b>Total</b>	<b>108,163.21</b>

b) To consider Payments for July 2024

Payments for July 2024 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Clerks salary for June	1145.81	0.00	1145.81	EP	Clerks Salary for June 24 - Paid 04/07/24 Hall Hours to be recharged to Hall (15.5hrs)
Grounds Keeper salary for June	228.20	0.00	228.20	EP	Grounds Keeper salary for June - Paid 04/07/24
Handyman salary for June	315.53	0.00	315.53	EP	Handyman salary for June - Paid 04/07/24
Hall Managers salary for June	284.18	0.00	284.18	EP	Hall Manager salary for June - Paid 04/07/24 To be recharged to Hall
npower -Street lights	461.84	23.09	484.93	DD	Npower - streetlight electricity - Inv IN10968785
Nurture - Final invoice	169.26	0.00	169.26	EP	Nurture Final invoice from 2023/24 contract - Inv 1MID348857
V&J Knitwear	48.30	9.66	57.96	EP	V&J Knitwear - Handyman uniform - Inv 386263
K&M Lighting S/L maint	122.48	24.50	146.98	EP	K&M Lighting- Streetlight maintenance - Inv 8802
SLCC - Year subscription	183.00	0.00	183.00	EP	SLCC subscription cost for 24/25 - Inv MEM249396-1 - Paid 01/07/24 - Late Payment
HMRC - Contributions for Month 2	347.18	0.00	347.18	EP	HMRC - Contributions due for Month 2 -
Screwfix - Maintenance	1.66	0.33	1.99	EP	Screwfix for Kevin - Maintenance - Inv 1513806661
Urm (UK)ltd0 Glass recycling	57.60	11.52	69.12	EP	Urm glass recycling - Inv SIV000249
Clr P Moss - Exp for notice board	10.85	0.00	10.85	EP	Clr P Moss exp for notice board - Receipt given -
RoSpa- Annual inspection	160.00	32.00	192.00	EP	Rospa annual inspection of Play facilities - Inv 81124
J Collier - exp - keys cut	19.00	0.00	19.00	EP	Timpsons - receipts for keys cut - J Collier
Screwfix - Maintenance	35.29	7.06	42.35	EP	Screwfix for Kevin - Maintenance - Inv 1514837579
Viking stationery	67.69	10.80	78.49	EP	Viking Stationary to be paid Clerk -inv 4462835
Key Grounds and Garden	177.50	0.00	177.50	EP	Key Gardens - Trial Cut of Playing field & and further cut - Inv 1026
<b>TOTAL</b>	<b>3,835.37</b>	<b>118.96</b>	<b>3,954.33</b>		

c) To Note money received – recharges and transfers

01 July 2024	WWVH Recharge Inv 24/21 Hall Manager Exp	<b>10.00</b>
01 July 2024	WWVH Recharge Inv 24/20 RFO Hours	<b>232.20</b>
02 July 2024	WWVH Recharge Inv 24/22 Hall Managers Hours	<b>284.18</b>
02 July 2024	WWVH Recharge Inv 24/23 Hall mobile phone	<b>54.48</b>

Signed \_\_\_\_\_

Dated \_\_\_\_\_

- d) To note and approve the Cilca training registration and costs.  
To discuss the costs to let the Parish Clerk start the Cilca training required to allow the clerk to become a more rounded clerk to serve the Council and parishioners of West Winch.  
**Proposed Cllr Ball – Seconded Cllr Johnson – All Agreed.**

**11. To receive Items for the next meeting agenda by 12 Noon Monday 9th September 2024.**

**12. To confirm the date of the next meeting of the Parish Council scheduled for  
Tuesday 17th September 2024 at 7:30pm in West Winch Village Hall**

Meeting Closed at **8.35pm**

Signed \_\_\_\_\_

Dated \_\_\_\_\_