

Minutes of West Winch Parish Council

Minutes subject to approval at the next meeting.

Tuesday 21st October 2025 at 7:30 pm at West Winch Village Hall

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

Also present: CC Kemp, BC Simon Nash embers of the Public – 4

Absent from the meeting –Cllr Barry Thrower, Cllr John Lamb, Cllr John Collier - BC Thomas Barclay

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

25.WW209 Welcome from the Chair and Apologies for Absence (LGA 1972 s 85(1))

Apologies for absence were received from Cllr Thrower, Cllr Collier and Cllr Lamb

25.WW210 To receive declarations of interest in items on the agenda and consider any requests for dispensation. (Localism Act 2011 s21 s33)

None given

25.WW 211

To Approve and Sign the Minutes of the Ordinary Meeting held on Tuesday, 16th September 2025. (in accordance with standing orders 12a)

The minutes of the meeting held on Tuesday; 16th September 2025 be signed as a true copy.

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

The minutes were signed by the Chair.

25.WW 212 To Receive Reports from County councillors and Borough Councillors. (5 minutes each) CC Kemp reported that the BC had been voting on the Devolution process at council today. The borough council budget scrutinizing process was about to start to assess where money could be saved – it looks like Adult and Childcare will suffer as a result. The WWHAR stakeholders need more representatives from West Winch.

Cllr Nash Updated the council on what he has been working on – he asked the question to the council regarding if the PC had registered a formal complaint to the borough regarding Coronation Avenue – Council responded that there didn't seem to be a formal complaint in the paperwork that had been passed down. Cllr Nash thinks that a member of the public could raise an issue with ombudsman. A MOP mentioned that there was a Public Footpath Sign at the end of the road from Main Road – A10. It was unknown why this had been removed. The clerk had spoken to County Access Officer, and he had stated that it has never been a PRoW. The emailed response will be included at the next meeting.

Signed _____

Dated _____

25.WW 213**Open Forum for Public Participation: an opportunity to hear from members of the public. (10 minutes only in total)**

A MOP who represents the Badminton club has raised a complaint regarding the condition of the hall. The club has decided to no longer hire the hall due to the condition of the floor and the state the hall is left in after the playgroup. The floor is now in need of repair due to the abuse it has suffered. The MOP has mentioned that if the items dragged out from under the stage and the items being used daily are ruining the floor.

The Badminton Club will not be using the hall again until this is resolved as members have suffered injuries and they feel that it is a risk to their members at this time.

Another MOP requested that could a PIZZA van be allowed to service the village from the car park at the William Burt Centre. This would add a service to the village and may also help out the social club with additional footfall. He would be looking at twice a month between 5pm to 8pm. The Council agreed that if the vendor approached the Clerk with more information there could be a trial but are concerned about additional litter. This was **proposed by Cllr Dutton and Seconded Cllr Gipp – All Agreed**

25WW 214**Items to note:**

None

Agenda Items

25. WW 215 To Discuss and Resolve Public Meeting for WWHAR -Clerk read a report , See Appendix 1 – the consensus was that a public meeting has been requested by CC Kemp to allow the public of West Winch the same opportunity to ask questions of the Highways Project team as North Runciton had on the 9th of September –Leaflets will be distributed by volunteers and it will also be advertised on the website and social media. It was **Proposed by Cllr Gipp and Seconded by Cllr Dutton and all agreed** to hold the meeting on 11th of November at 7:30 in the village hall.

25. WW 216 To Discuss and Resolve Bus Stop at Lemuel Burt Way – A report was read out by the Clerk – See Appendix 2, in relation to a proposed bus shelter outside “The Winch” to replace the existing bus stop. Funding is available to the village until the end of October, and the process has been started due to the timeframe as a result of a late request. The council agreed it would be a practical project to complete due to the inclement weather and that school children are also using this site on a daily basis.

Proposed Cllr Ball – Seconded – Cllr Dutton – All Agreed – Clerk to action

Signed _____

Dated _____

25.WW 217 To Discuss Neighbourhood Plan Update from Cllr R Morrish – NR PC -The Clerk read out an email from Cllr Morrish from North Runcion regarding the “Roll Over “ of the joint Neighbourhood Plan as it is due to expire in 2026 – Cllr Morrish has been advised that with a “light touch” the Plan could be adjusted in line with the BC Local Plan and reside in place until 2040. The request from Cllr Morrish was that West Winch Parish Council agree at this stage, and he will go back to borough to discuss and make the changes necessary. It was agreed by WWPC to accept the kind offer of this work being undertaken by Cllr Morrish.
Proposed – Cllr Gipp – Seconded – Cllr Dutton – All Agreed. Clerk to report back to Cllr Morrish.

25.WW 218 To Discuss Letter of Complaint from Badminton – Hall Floor – This item had been discussed in the open forum by the MOP and the council.
 The Clerk presented another complaint from another hall hirer regarding the condition the hall is sometimes found in. Including a dirty nappy on a Tuesday Evening after the Playgroup had used the hall.
 A meeting will be arranged to take place with the Hall Manager, the Playgroup management and the council to progress a way forward.

25.WW 219 To Accept Renewal of Insurance for 2025-26 – Clerk presented the renewal of the insurance with updates to what was covered.
 The renewal was accepted – **Proposed Cllr Johnson – Seconded Cllr Ball – All Agreed**

25. WW 220 To Receive update from Football Club Meeting – Cllr Thrower –
 Cllr Thrower and Cllr Lamb met with the Football Club at their meeting on the 9th of October.
 This item was moved to the next meeting of the council due to absence of the two councillors.

Signed _____

Dated _____

25. WW 221 Planning Consultations

New Planning Application Consultations received from Borough Council/NCC.

25/01612/F - West Winch -Proposed Pair of Semi-Detached Dwellings Land South of The Winch Public House Lemuel Burt Way Main Road King's Lynn PE33 0LY

Notices of Decision by Borough Council and County Council

25/00150/NMA_1 - West Winch -NON-MATERIAL AMENDMENT OF PLANNING CONSENT 25/00150/F - Householder: Single storey rear extension following removal of conservatory. 15 Cholmondeley Way West Winch King's Lynn Norfolk PE33 0SY – Approved

25/00048/TPO -West Winch -Ruby Lodge 221 Main Road West Winch King's Lynn Norfolk PE33 0NP TPO Decision Consent

25/01311/F West Winch: Proposed First Floor Extension and Partial Garage Conversion 20 Walnut Avenue West Winch King's Lynn Norfolk PE33 0QE - Application Permitted

25/01343/F West Winch Side and front extension to existing workshop ARC Fabrication Garage Lane Setchey King's Lynn Norfolk PE33 0BE - Application Permitted

25/01226/F West Winch -Single storey garage extension to side of existing bungalow 3 Pell Place West Winch King's Lynn Norfolk PE33 0SP - Application Permitted

25/01289/F West Winch: Single storey side extension Fern House 172 Main Road West Winch KINGS LYNN Norfolk PE33 0LJ - Application Permitted

25/01344/F West Winch Rear Extension and Replacement Garage. 16 Westland Chase West Winch King's Lynn Norfolk PE33 0QH -Application Permitted

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 222 The Planning Chair (Frank Dutton) to give a report. –Cllr Dutton discussed that an objection had been raised until further information was gathered regarding application **25/01612/F** as to ascertain the position or restriction of Contractors vehicles not being allowed to park on the A10 during the scope of works. Response sent to planning office.

25. WW 223 The Finance Committee Chair (Gavin Ball) to give a report. – Nothing to report this month

25. WW 224 The Street Lighting Chair (Adam Gipp) to give a report. – Nothing to report on the Streetlights this month – Cllr Gipp gave a report on the visit to the SNAP meeting this month and updated the council regarding the ongoing speeding issues within the village – It was suggested by Cllr Gipp for some kind of monitoring device to be deployed on Long Lane – Hall Lane to lead to possible prosecutions – the request was denied this time around. Also, a request to place a link to Crimestoppers onto the PC website – **Clerk to Action**

Signed _____

Dated _____

25. WW 225 The Playing Fields and Maintenance Chair (Barry Thrower) to give a report. – No report due to absence. Cllr Gipp requested that the hedging along Long Lane be reported to NCC for maintenance – The broken hedge along the inside of the playing field to be removed as not cleared from last year when reported – **Clerk to action** reporting and to ask Handyman to remove broken hedges.

25. WW 226 The Village Hall Chair - (No Current Chair) to give a report. – No Report given

DRAFT

Signed _____

Dated _____

Accounts & Finance including:**25.WW 227** To Note Balance of Accounts on 1st October 2025

Unity Trust Bank Current Account	4717.80
Unity Trust Bank Savings Account	103230.27
Total	107948.07

25.WW 228 To consider/review the payments for October 2025**Payments for October 2025 Authorisation**

Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
HMRC	528.48	0.00	528.48	EP	HMRC - Month 6 -
Bin Buster	20.00	0.00	20.00	EP	Bin Buster - September Clean - Final Invoice
WBSC Electric	21.60	4.33	25.93	EP	WBSC Electric recharge - Inv 232 -
K&M Lighting	39.60	7.92	47.52	EP	K&M Streetlight maintenance -Inv 9608 -
Ecotricity	116.26	5.81	122.07	DD	Ecotricity- Streetlight Elec - Aug to Sept -inv 07527579 - Paid 20/10/25
Ecotricity	191.51	9.58	201.09	DD	Ecotricity- Streetlight Elec - Sept - Oct -inv 07527632 - Paid 20/10/25
URM UK	66.74	13.35	80.09	EP	URM (UK) Recycling - Inv SIV001308 -
Bright HR	66.25	13.25	79.50	DD	Bright HR - Payroll Software - Inv U003088916
Gallagher Insurance	2699.86	0.00	2699.86	EP	Gallagher Insurance - 2025/6 - Inv 3145085
WBSC Electric	69.82	13.97	83.79	EP	WBSC Electric recharge - Inv 246 -
Cllr Gipp	3.60	0.00	3.60	EP	Cllr Gipp Expenses - SNAP Meeting -
TOTAL	3,823.72	68.21	3,891.93		

25.WW 229

WWVH - RFO's Hours	154.56
WWVH - Hall Cleaner hours	378.54
WWVH - Hall Managers Exp	10.00
WWVH - Hall Managers Hours	318.55
WWSC – Rental Charge	382.16
NCC – Recycling Credits	125.95

Total **£1369.76**

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

25.WW 230 – Items to Note - None

Signed _____

Dated _____

25. WW 231 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 “Best Value Duty” – Open Spaces Act 1906 – Section 10

25. WW 232 To receive Items for the next meeting agenda
by 12 Noon on Monday, 11th November 2025.

25. WW 234To confirm the date of the next meeting of the Parish Council, scheduled for
Tuesday 18th November 2025 at 7:30 pm at the West Winch Village Hall

25. WW 235 Close of meeting: - 21:26 (9.26pm)

Signed _____

Dated _____

Appendix 1.

Clerk's Report to West Winch Parish Council

Subject: West Winch Housing Access Road (WWHAR) – Meeting Update and Current Issues. **Date:** 13/10/2025 **Author:** Rob Shaw PSLCC - Parish Clerk

1. Background

A meeting regarding the proposed **West Winch Housing Access Road (WWHAR)** was held on **Monday, 9th September 2025** at **North Runcton Village Hall**, prior to the meeting of their full council. It was attended by representatives from Norfolk County Council (NCC), Borough Council of King's Lynn & West Norfolk (BCKLWN), Parish Councillors, and local residents. The purpose of the meeting was to provide an update on the current status of the WWHAR project. The meeting was organised after the last Stakeholders meeting when the members were informed that planning permission would be in place. This is still not the case and North Runcton decided to proceed with the arranged meeting due to it being advertised.

2. Information gathered from the September 9th Meeting

Information is limited but a PowerPoint document, used at the meeting, was passed over from NCC after the meeting was held via email. – See attached

3. Request for Public Meeting – 11th November 2025

Following the North Runcton meeting, **County Councillor Kemp** has formally requested that a **public meeting** be held on **Tuesday, 11th November 2025**, at **West Winch Village Hall** at **7:30pm**

The purpose of this meeting would be to:

- Provide an open forum for residents to ask questions directly to County and Borough Council representatives.
- Present the latest updates on the WWHAR project as it stands currently
- To give the public in West Winch the same opportunity that was given at North Runcton parishioners as to be presented any information available regarding the current progress of the WWHAR.

4. Next Steps / Actions

1. To Agree to the need for a public meeting at this time
2. Public notice to be issued if council resolve to hold the meeting and if resolved, ensuring adequate publicity via parish website, noticeboards, and social media.
3. To ascertain volunteer numbers to assist with leaflet distribution.
4. To feedback from the potential November meeting to be summarised and presented at the next Parish Council meeting in January 2026.

5. Recommendation

That the Parish Council:

- Supports the proposed public meeting on 11th November at West Winch Village Hall.
- Agrees that the Clerk can confirm with County Councillor Kemp and relevant authorities and to facilitate community engagement and to ask for parish councillor representation.

Prepared by: Rob Shaw PLSCC, Parish Clerk West Winch Parish Council

13/10/2025

Signed _____

Dated _____

Appendix 2.

Clerk's Report – Proposed New Cantilever Bus Stop at The Winch (A10)

Parish Council Meeting Date: 21st October 2025

Prepared by: Rob Shaw - Clerk to West Winch Parish Council **Date of Report:** 07/10/25

1. Background

A proposal has been brought forward for the installation of a new **cantilever-style bus stop shelter** at **The Winch on the A10**, in response to a public request regarding the need for improved waiting facilities for bus users at this location.

This installation is being considered in collaboration with the relevant transport authorities and may be supported by county or borough-level funding. The proposed shelter would provide weather protection and improve accessibility at this existing bus stop.

2. Proposed Location

The bus stop is to be located on the **A10 at The Winch**, at the site of the existing free-standing stop. Norfolk County Council Highways has been consulted regarding sight lines, pavement width, and safety considerations, providing a cantilever bus stop is installed. No major concerns have been raised at this stage.

3. Design Specification

The shelter will be a **cantilever design**, typically consisting of:

- A single rear support column
- A clear roof canopy
- Space for a timetable/information display

This style has been selected due to its minimal ground footprint and suitability for narrow or constrained pavement areas.

4. The processes that have been completed so far

- Highways have been notified as per section 2 of this report
- Three (3) quotes have been requested for supply and installation

These are from:

- Able Engineering – used previously by the parish council
- Westcotec
- G W Shelters
- A Street licence has been applied for – 07-10-2025
- PC J Cowen has been asked for his feedback reference Anti-Social Behaviour
- Lynx Bus Services have been asked to produce a timetable to be installed should the PC move forward with this proposal.

Signed _____

Dated _____

5. Parish Council Responsibilities

Should the shelter be installed, West Winch Parish Council is being asked to **adopt and maintain** the structure going forward. This will include:

- Regular visual inspections
- Cleaning and litter removal
- Reporting or addressing damage and vandalism
- Liaising with contractors for any required repairs

Adoption of the shelter may have **minor budget implications**, particularly in the form of routine maintenance or responsive repairs, though costs are expected to be manageable.

6. Recommendation

Subject to final agreement with Highways and shelter suppliers, and assuming external funding is confirmed for the initial installation, the Clerk recommends that the Parish Council:

- Formally agrees to adopt and maintain the new bus stop shelter at The Winch.
- Authorises the Clerk to liaise with installation partners and sign any necessary documentation.
- Reviews the annual budget allocation for maintenance to ensure coverage for any ongoing upkeep.

7. Cost Implications

- The Parish Council will be asked to fund 20% of the total cost
- The NCC Highways and Public Transport Development Team will fund up to £8000 if we are successful with the application

8. Next Steps

- Parish Council to agree application
- Confirm installation schedule with relevant authorities
- Finalise and submit written consent from the Parish Council
- Arrange insurance coverage and maintenance inspections post-installation

For Decision: Does the Parish Council approve the application and the adoption and ongoing maintenance of the new cantilever bus stop at The Winch (A10)?

Signed _____

Dated _____