

# WHINBURGH & WESTFIELD PARISH COUNCIL

12 February 2017

**Members of the public are invited** to attend a Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh, on Tuesday, 21 February 2017 at 7.30 p.m. for the purpose of transacting the following business.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

## Agenda

1. **To consider accepting** the reasons for any apologies for absence.
2. **Declarations of interest** in items on the agenda. Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
3. **To consider** any applications made by Members for a dispensation to allow them to participate in and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
4. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, ask questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda.
5. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 13 December 2016.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Breckland Council: *Breckland Outdoor Sport and Children's Play Funds.*
  - 7.2. *Clerks & Council Direct - January 2017.*
  - 7.3. Barclays Bank Plc: *Your Community Account statement - 1-30 December 2016.*
  - 7.4. Barclays Bank Plc: *Your Active Saver Account statement - 1-30 December 2016.*
  - 7.5. Breckland Council: *To all Breckland Council Suppliers.*
  - 7.6. Department for Communities and Local Government: *Attempt to justify statement about tax-payer concerns about increases in parish precepts when the Government has absolutely no evidence of this.*
  - 7.7. Smaller Authorities' Audit Appointments Limited: *Audit of Smaller Authorities Scales of Fees 2017-18 to 2021-22.*
  - 7.8. Breckland Council: *Five Year Housing Land Supply.*
  - 7.9. Breckland Council: *Consultation on a revised Yaxham Consultation Statement.*

- 7.10. UK Power Networks: *Re: Help vulnerable people in your community access free extra support during a power cut.*
- 7.11. Barclays Bank Plc: *Your Community Account statement - 31 December 2016 - 31 January 2017.*
- 7.12. Barclays Bank Plc: *Your Active Saver Account statement - 31 December 2016 - 31 January 2017.*
- 7.13. Norfolk Association of Local Councils: *Message from the Chairman, Councillor Janet Holdom.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  - 8.1. **3PL/2016/0996/VAR: Site next to Oak Lodge, Shop Street, Whinburgh.** Erection of 2 dwellings 3PL/2016/0155/D (Revised Application). Planning Permission dated 20 December 2016.
  - 8.2. **3PL/2016/1195/VAR: Barn at Land Affronting Dereham Road, Shipdham.** New dwelling & carport revised scheme 3PL/2016/0348/F. Planning Permission dated 24 November 2016
  - 8.3. **3PN/2016/0076/UC: Barn 3, Manor Farm, Church Road, Whinburgh.** Change of use of agricultural building to dwelling (C3) (Permitted Development). Notification that Prior Approval is Required and Granted dated 21 December 2016.
  - 8.4. **3PL/2016/1099/O: Westwood Stud, Dereham Road, Westfield.** Application for Erection of 3 dwellings (outline) (Amended description). (Extension of response deadline to 23 February agreed.)
9. **To receive** a report on the response to the Clerk's request for the support of county Councillor Cliff Jordan for the reduction of the speed limit in Whinburgh.
10. **To consider** organising an event as part of the *Battle's over - A nation's tribute* programme on 11 November 2018, the 100<sup>th</sup> anniversary of the end of WWI, by joining in with 'Beacons of Light', under which a chain of 1,000 beacons will be lit throughout the UK.
11. **To consider** various Highways issues on Westfield Road, Dereham, and **to agree** any action required.
12. **To note** that the Chairman has submitted an application to the Norfolk Community Foundation Small Grants scheme for a grant of £487.80 for a new refrigerator, microwave, urn and crockery for the Pavilion kitchen.
13. **To consider** excluding the press and the public from the next item on the agenda, on the grounds that publicity would be prejudicial to the public interest by reason of the commercial nature of the business to be transacted.
14. **To consider** the quotations received for the work previously discussed on the trees on the Former Highway Surveyor's Land in Steggs Lane.
15. **To receive** a report from the Chairman on the outcome of the Clerk's Annual Performance Review, and if appropriate, to accept his finding that the Clerk's performance is fully satisfactory, and therefore **to agree** an incremental salary increase to Spinal Column Point 25, or £11.660/hour, making an Annual salary of £3,031.60, to take effect from 4 December 2016, the anniversary of his appointment.
16. **To review** the Council's Financial Regulations.
17. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
18. **To review** the Risk Assessment.
19. **To carry out** the Annual Review of the system of internal control.

20. **Finance.**

20.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £910.24 (salary for 26 December 2016 to 2 April 2017: £821.99; Mileage Allowance Payment for 7 December 2016 to 12 February 2017: £68.25; Telephone Allowance Payment: £20.00).

20.2. **To approve** payment of £13.08 (Postage & telephones £13.00; VAT £0.08) to the Clerk as reimbursement for items paid on behalf of the Council for 7 December 2016 to 12 February 2017.

20.3. **To note** that Extraenergy collected £16.01 (£15.25 + £0.76 VAT) on 30 December 2016 and £16.04 (£15.28 + £0.76 VAT) on 28 January 2017 from the Council's account in settlement of invoice nos. 17922655 and 18763844 for electricity supplied.

20.4. **To receive** the monthly Financial Report.

21. **To decide** on any matters for consideration at next meeting.

22. **To confirm** the date of the next meeting as Tuesday, 21 March 2017 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 21 March 2017

Tuesday, 15 August 2017

Tuesday, 19 December 2017

Tuesday, 18 April 2017

Tuesday, 19 September 2017

Tuesday, 23 January 2018

Tuesday, 16 May 2017\*

Tuesday, 17 October 2017

Tuesday, 20 February 2018

Tuesday, 20 June 2017

Tuesday, 21 November 2017

Tuesday, 20 March 2018

Tuesday, 18 July 2017

\* Annual Parish Meeting and Annual Meeting of the Parish Council

Meetings will only be called if there is business to discuss which cannot wait until the following scheduled meeting date.