

WHINBURGH & WESTFIELD PARISH COUNCIL

10 April 2017

Members of the public are invited to attend a Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh, on Tuesday, 18 April 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, 21 March 2017.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [14, Minutes dated 21 February 2017] **Tree work on Former Highway Surveyor's Land, Steggs Lane.** Councillor Anema spoke with the contractor about the matter of severing ivy, and it was agreed he should proceed as previously advised. However, unfortunately it had not been spotted that the trees on the west side of the plot were on the field side of the ditch, and therefore not the property of the Council. The work had been completed before the landowner was aware, and he was understandably upset. The contractor explained that it was a misunderstanding over the precise line of the boundary, and subsequently the Clerk wrote apologising, but he has heard nothing further about the matter.
7. **To receive** Correspondence (available at the meeting).
 - 7.1. Breckland Council: *Invitation from Mike Brennan, Head of Development Management, to Planning Meeting on 27 April 2017 in Attleborough Town Hall or Anglia Room, Breckland Dereham office, on 11 May 2017 (both at 6.30 p.m.).*
 - 7.2. Norfolk County Council: *Highways Maintenance - Your Local Teams.*

- 7.3. Land Agent for National Grid Gas Distribution: *Landowner's Questionnaire re Loddon - Hopton Gas Pipeline through Former Highway Surveyor's Land, Whinburgh.*
- 7.4. BT: *Confirmation that Direct debit has been set up.*
- 7.5. Norfolk SLCC: *Norfolk Local Councils 2017 Conference - 7 July 2017.*
- 7.6. Barclays Bank Plc: *Your Community Account Statement - 1-30 March 2017.*
- 7.7. Barclays Bank Plc: *Your Active Saver Account Statement - 1-30 March 2017.*
- 7.8. Breckland Council: *Precept Remittance advice.*
- 7.9. Breckland Council: *Disclosable Pecuniary Interests and Other Registrable Interest forms reminder.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2017/0368/HOU: Sundance, Shop Street, Whinburgh.** Application for Single storey side extension to existing property and demolition of conservatory.
- 8.2. **3PL/2017/0385/F: The Mustard Pot Public House, Dereham Road, Whinburgh.** Application for Extension to Public House including new access and additional parking area.
- 8.3. **3PL/2017/0240/HOU: Westwood Stud, Dereham Road, Westfield.** Proposed 2 bay garage/carport. Planning Permission dated 5 April 2017.
9. **To receive** an update from Councillor Stevens with regard to the Whinburgh Village Sign, and **to agree** how to proceed.
10. **To approve** and **sign** the Receipts and Payments Account for the year 2015-2016.
11. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on 5 June 2017 and end on 14 July 2017, and that the date appointed for the exercise of electors' rights to question the auditor or make objections is 15 July 2017.
12. **Finance.**
- 12.1. **To approve** payment of £930.00 to Tom West (Treecreeper Arboriculture) in settlement of invoice dated 1 April 2017 for carrying out work on the trees on the Former Highway Surveyor's Land in Westfield.
- 12.2. **To approve** payment of £113.75 to the Norfolk Association of Local Councils, in settlement of their invoice no. 755 for the annual membership subscription for 2017/18.
- 12.3. **To approve** payment of £484.75 (£403.96 + £80.79 VAT) to Councillor Terry in reimbursement for his having paid the following:
- | Invoice | Purpose | Net | VAT | Gross |
|-----------------------------|--------------|----------------|---------------|----------------|
| Lockhart Catering Equipment | Crockery | £159.84 | £31.97 | £191.81 |
| Dunelm | Microwave | £81.66 | £16.33 | £97.99 |
| AO.com | Refrigerator | £107.50 | £21.50 | £129.00 |
| Amazon | Water urn | £54.96 | £10.99 | £65.95 |
| | | £403.96 | £80.79 | £484.75 |
- 12.4. **To note** that the Information Commissioner's Office will collect £35.00 from the Council's account by direct debit on or around 26 April 2017, being the annual registration fee under the Data Protection Act.
- 12.5. **To receive** the monthly Financial Report.
13. **To decide** on any matters for consideration at next meeting.
14. **To confirm** the date of the Annual Meeting of the Parish Council as Tuesday, 16 May 2017 at 8.00 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh. (**Note:** The Annual Parish Meeting will be at 7.30 p.m.)

Possible Future Meeting dates:

Tuesday, 16 May 2017*

Tuesday, 19 September 2017

Tuesday, 23 January 2018

Tuesday, 20 June 2017

Tuesday, 17 October 2017

Tuesday, 20 February 2018

Tuesday, 18 July 2017

Tuesday, 21 November 2017

Tuesday, 20 March 2018

Tuesday, 15 August 2017

Tuesday, 19 December 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.