

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 18 April 2017 at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Roland Terry (Chairman), Nick Anema, William Downes, Nark Hansell, John Stevens, Simon Whiteley.
Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Councillor Makinson.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.**
 - 4.1 County Councillor Cliff Jordan advised the meeting that he had discussed the possibility of reducing the speed limit on Shop Street and Church Road, and this has been supported by the officers. The set process would therefore be commencing, but eventually he was confident that this would be implemented.
 - 4.2 Councillor Anema reported that, after noticing a smell emanating from the ditch running along the southwest side of the access track to Westwood Stud, he had tested samples using a kit provided by the UEA. He found that nitrogen levels were virtually undetectable, but that the phosphate reading was 1.9 mg/l. The accompanying chart showed that 0.1 mg/l amounted to high levels of pollution, and the chart only went up to 1 mg/l. The Clerk said he would contact the Environment Agency and ask them to investigate and take action.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 21 March 2017 were **confirmed** and **signed**.
- 6 **Matters arising.**
 - 6.1 [4] **Bridge over River Tudd at Westfield Road/Dereham Road.** Councillor Jordan said eh has passed concerns about this to the officers and believed it had been expected, but had not yet had this confirmed.
 - 6.2 [4] **Leylandii trees in Boyd Avenue gardens overhanging Westfield Road, Toftwood.** Councillor Jordan said that the owners of the property in Boyd Avenue had denied ownership of these trees, and Highways said they were not responsible.
 - 6.3 [14, Minutes dated 21 February 2017] **Tree work on Former Highway Surveyor's Land, Steggs Lane.** The Clerk reported that, unfortunately, the work proposed by the contractor included three trees on the west side of the plot which were actually on the field side of the ditch which forms the boundary between the plot and the adjacent field, and therefore were not the property of the Council. The work had been completed before the landowner became aware, and he was understandably upset. The contractor had explained that he had been doing the work as authorised by the Council, and subsequently the Clerk wrote apologising. Councillor Whiteley said he had since spoken with the land owner and smoothed things over.
 - 6.4 [10, Minutes dated 15 November 2016] **Bowls Club old green store.** The Clerk reported that Councillor Makinson had said that she had been unable re-establish contact with the person who had expressed a tentative interest in removing the store. Councillor Whiteley said that in this case he would see about contacting a scrap metal dealer with a view to having it removed.

7 Correspondence. The following correspondence was **received**.

- 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.* The Clerk reminded members it was their responsibility to ensure that their details were up to date, and suggested that they look at the forms which are available on Breckland Council's website, and complete new ones if necessary.
- 7.10 RoSPA Play Safety: *Notice that Play Inspection at the Playing Field will take place in June.*
- 7.11 Norfolk Constabulary: *Dereham, Swaffham & Watton Parish Newsletter - January 2017 (recte March).*

8 Planning.

- 8.1 **3PL/2017/0368/HOU: Sundance, Shop Street, Whinburgh.** Application for Single storey side extension to existing property and demolition of conservatory. It was **resolved** that the Council had no objections.
- 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. It was **resolved** that the Council had no objections.
- 8.3 **3PL/2017/0240/HOU: Westwood Stud, Dereham Road, Westfield.** Proposed 2 bay garage/carport. Planning Permission dated 5 April 2017 was **received**.

9 Whinburgh Village Sign. Councillor Stevens said he was due to meet with Harry and Pam Stebbings (the Signs People) the following day to discuss the design, and would then contact the casting company and be able to come up with a reasonably accurate cost estimate. He said that it appeared that if a new double-sided sign was positioned at right angles to the road it should not cause a problem with the highway, but the Clerk said he would seek confirmation with them in any event. However, the hedge behind the sign would need to be cut back to the height of the plinth, as it was originally when the sign was erected. Councillor Stevens said he could contact the landowner to enquire about this. Councillor Terry said he had searched for potential grant makers, but without success, and the Clerk said that District Councillor Claussen had said that Breckland Council had made grants for new village signs, but that applicants had to meet stringent requirements regarding the benefit to the community. Councillor Whiteley said he would not approach the defunct Whinburgh Community Association until the figure was confirmed.

10 Receipts & Payments Account. The Receipts and Payments Account for the year 2016-2017 was **approved** and **signed** by the Clerk and the Chairman. The Clerk reported that he had delivered the necessary documents to the Internal Auditor and expected that the Auditor's Report and Annual Return would be on the agenda of the next Meeting.

11 Electors' rights. It was **confirmed** that the 30 working day period during which electors' rights to inspect the accounts may be exercised will commence on 6 June 2017 and end on

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

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 **Other.** It was **resolved** that cheque no. 100719 for £930.00 to Tom West (Trecreeper Arboriculture) be signed, in settlement of invoice dated 1 April 2017 for carrying out work on the trees on the Former Highway Surveyor's Land in Westfield. (*Public Health Act 1875 s.164 & Local Government Act 1972 sch. 14 para. 27*)

12.2 **Subscriptions.** It was **resolved** that cheque number 100720 for £113.75 to the Norfolk Association of Local Councils be signed, in settlement of their invoice no. 755 for the annual membership subscription for 2017/18. (*Local Government Act 1972 s.143*)

12.3 **Pavilion.** It was **resolved** that cheque no 100721 for £484.75 (£403.96 + £80.79 VAT) to Councillor Terry be signed, in reimbursement for his having paid the following items for the Pavilion kitchen:

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 **Monthly Financial Report.** The report for the month ending 31 March 2017 was **received**.

13 Matters for consideration at next meeting. Annual Report, etc.

14 Next meeting. The next meeting, the Annual Meeting of the Parish Council, was **confirmed** 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.).

Confirmed:

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....., **Chairman**

Tuesday, 16 May 2017

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.