

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 20 June 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, Pat Makinson, John Stevens, Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillors Hansell and Whiteley.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** None.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 16 May 2017 were **confirmed** and **signed**.
- 6 **Matters arising.**
 - 6.1 [9.3] **Highway Surveyor's Land, Whinburgh.** The Breckland Land Management Officer has reiterated that the position regarding this land has yet to be considered. She has pointedly ignored the request about the large piece of machinery dumped on the land. As no resident has complained, it was agreed not to take the matter further at this stage.
 - 6.2 [9.1] **Leylandii trees overhanging Westfield Road, Toftwood.** Having received no response to his request that the trees be cut back by Highways as part of its legal responsibility, the Clerk escalated the matter within NCC. He has now been told that on investigation they have found that a trainee technician contacted the residents at 28 Boyd Avenue, but failed to follow this up when there was no response, contrary to what Councillor Jordan was told. However, they say that it is often the case that fences are erected behind tree or hedge lines as a matter of convenience, and that house owners then mistakenly believe that the fence represents their boundary. Highways now say that an order has been placed to cut the leylandii back to the trunks to a height of 2.5m, and they will speak to the resident further about the longer term removal of the trees, if necessary.
 - 6.3 [7] **Dogs on the Playing Field.** The Council was disappointed to notice that, despite the "No dogs" signs and this matter being commented on at the last meeting, at the start of this meeting Mr Harby of Two Hoots, Shop Street, was throwing balls to exercise his two dogs on the Field in full view of the Pavilion. A Councillor politely pointed out the signs to him, but that elicited a rude response. The Clerk was asked to write firmly, pointing out the reasons for the dog ban and asking for his assurance that this would not recur.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 nPower: *Welcome to nPower business.*
 - 7.2 The Pensions Regulator: *Automatic enrolment duties: Acknowledgement of declaration of compliance.*
 - 7.3 HM Revenue & Customs: *BACS Remittance Advice - VAT reclaim £807.30.* The Clerk pointed out that this is the full amount paid last year, but less than what we were anticipating in this year's budget. This is because the Council was expecting to be paying BT last year, and to pay VAT on those payments. However, as BT made so

many compensation payments the amount paid BT was less than budgeted, and so the VAT paid was also less than anticipated in the budget.

- 7.4 Norfolk County Council: *Better Broadband for Norfolk Information Sheet 26* - 26 May 2017.
- 7.5 Seafarers UK: *Please fly the Red Ensign for Merchant Navy Day*.
- 7.6 Barclays Bank Plc: *Your Community Account statement* - 29 April - 31 May 2017.
- 7.7 Barclays Bank Plc: *Your Active Saver Account statement* - 29 April - 31 May 2017.
- 7.8 Norfolk Constabulary: *Dereham, Swaffham & Watton Parish Newsletter* - May 2017
- 7.9 Norfolk County Council: *Local priorities top of the agenda for small highway schemes*.

8 Planning.

- 8.1 **3PN/2017/0041/UC: Westwood Stud, Dereham Road, Westfield.** Application for 'prior approval' under the Town and Country Planning (General Permitted development) Order 2015 for a Change of use of agricultural building to dwelling. It was **noted** that no comment has been made, as this is effectively a renewal of the Change of Use Prior Approval application 3PN/2015/0003/UC which was granted permission, but is now running out of time.
- 8.2 **3PL/2017/0653/HOU: Westwood Stud, Dereham Road, Westfield.** Application to Erect 2 bay garage (revised application - change hipped roof to gable). It was **resolved** that the Council had no objections.

9 **Pension Automatic Enrolment.** It was **noted** that the Clerk has now been able to complete and submit the required Declaration of Compliance and that the Pensions Regulator has acknowledged receipt.

10 **Annual Parish Meeting.** The contents of the draft Minutes of the Annual Parish Meeting held on Tuesday 16 May 2017, to be confirmed and signed at the next Parish Meeting were **agreed**. There were no matters arising on which action was needed.

11 **Transparency Fund.** The Council **approved** an application prepared by the Clerk for a grant of £664.80 to cover the cost of the Council complying with the Transparency Code in 2017/18.

12 **Whinburgh Village Sign.** Councillor Stevens reported that he had agreed the potential design with Harry Stebbings Workshop, and that they would be sending out a final quote asking for and statement of intent. They have a waiting list which would mean they would not be able to start work until May 2018, and that it would take three months to complete. Payment would be on delivery, and the expected cost is £3,950 for a double-sided sign, and everything needed to erect it except the plinth. If we were not ready to go ahead then, they would simply slip the commencement date by three months. The Clerk reported that NCC Highways had agreed to the replacement of the existing sign on the same location, providing no part was within 450mm of the edge of the carriageway. It was **agreed** that the Clerk should now ask Councillor Whiteley to see if he was able to find a source of at least part of the finance.

13 **Old Green Store.** In the absence of Councillor Whiteley it was **agreed** to hold this matter over until the next meeting.

14 Finance.

- 14.1 **Clerk's salary.** It was **resolved** that cheques numbered 100724 & 100725 totalling £882.51 (salary for 3 April 2017 to 2 July 2017: £765.51; Mileage Allowance Payment for 13 February 2017 to 6 June 2017: £117.00) to the Clerk and HM Revenue and Customs be signed. (*Local Government Act 1972 s. 112(2)*)

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

- 14.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100726 for £27.37 (Postage & telephones £15.01; Stationery £1.00; Playing Field/Pavilion (meter keys) £2.08; Other (share of new voice recorder) £8.78; VAT £0.50) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 13 February 2017 to 6 June 2017. (*Local Government Act 1972 s.111*)
- 14.3 **Subscriptions.** It was **resolved** that cheque number 100727 for £37.75 to the Society of Local Council Clerks be signed, being this parish's share of the Clerk's Annual Subscription. (*Local Government Act 1972 s. 143*)
- 14.4 **Telephones & postage.** It was **noted** that on 30 May 2017 BT collected £4.62 from the Council's account in settlement of invoice no. M004 9U, and on 30 June will collect £43.08 (£35.90 + £7.18 VAT) in settlement of invoice no. M005 DT, for telephone & broadband services. **Note:** The Clerk reported that he had noticed that when BT closed the two accounts which they originally operated for the Council (one for the telephone line and the other for the Broadband services) and replaced them with a single account covering both services, they had set up the new account with paper bills, and were charging £4 each time. He objected, and has now obtained a £16 refund. Because of the various errors, BT has now paid substantial credits to the account, and so although monthly bills have been produced, the Council has not actually had to pay anything since November. As a result the Council has been paying VAT without issuing a cheque, and so at the end of the year may be able to reclaim more VAT than the accounts imply it has paid. Bill M004 9U exhausted the credit balance, so unless anything else goes wrong the Council will be paying bills monthly in future. (*Local Government Act 1972 s. 111*)
- 14.5 **Pavilion.** It was **noted** that on that on 16 June 2017 ExtraEnergy collected £72.99 (£69.51 + £3.48 VAT) from the Council's account in settlement of invoice no. 23710840, for electricity supplied. (*Local Government Act 1972 s. 111*)
- 14.6 **Monthly Financial Report.** The report for the month ending 31 May 2017 was **received.**

15 Matters for consideration at next meeting.

- 15.1 Whinburgh Village Sign.
- 15.2 Green Store.
- 15.3 Dogs exercised on Playing Field.

16 Next meeting. The next meeting of the Parish Council was **confirmed** as **Tuesday, 18 July 2017**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

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Roland Terry, Chairman

18 July 2017

Possible Future Meeting dates:

Tuesday, 18 July 2017	Tuesday, 17 October 2017	Tuesday, 23 January 2018
Tuesday, 15 August 2017	Tuesday, 21 November 2017	Tuesday, 20 February 2018
Tuesday, 19 September 2017	Tuesday, 19 December 2017	Tuesday, 20 March 2018

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