

WHINBURGH & WESTFIELD PARISH COUNCIL

11 July 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, 18 July 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, 20 June 2017.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [4.2, Minutes of 18 April 2017] **Ammonia levels in ditch by Westwood Stud.** Breckland Council's Environment Officer visited and confirms that the levels in this ditch are high (<10mg/l). However, he found no ammonia or evidence of pollution in the ditch leading from the Stud under the road to Lolly Moor, so has discounted a sewage discharge as the potential source. He also checked the immediately adjacent properties and discounted them. However, he noticed that an area of Lolly Moor beside where the ditch runs under the road appears to be being regularly used as an improvised toilet, and there was visual evidence of this. He would be grateful for any local information that might shed light on this problem.
7. **To receive** Correspondence (available at the meeting).
 - 7.1. Copy letter to Mr Harby.
 - 7.2. Came & Company: *Insurance policy renewal confirmation.*
 - 7.3. Hiscox: *Policy Schedule.*
 - 7.4. Hiscox: *Certificate of Employers' Liability Insurance.*

- 7.5. Vattenfall: *Hearing your views II* - A summary report of the Norfolk Vanguard and Norfolk Boreas offshore wind farm projects.
 - 7.6. Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils*.
 - 7.7. *Clerks & Councils Direct* - July 2017.
 - 7.8. Barclays Bank Plc: *Your Community Account Statement* - 1-30 June 2017.
 - 7.9. Barclays Bank Plc: *Your Active Saver Account Statement* - 1-30 June 2017.
 - 7.10. Breckland Council: *Revised Street Naming and Numbering Policy*.
 - 7.11. Breckland Council: *SNN Policy*.
 - 7.12. Breckland Council: *Street Naming & Numbering Guidance for Toen/Parish Councils and Developers*.
 - 7.13. Breckland Council: *Street Naming & Numbering - Postal Towns*.
8. **To receive** a letter of apology from Mr Harby concerning the matter raised at the last meeting (item 6.3) and dogs on the Playing Field.
 9. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 9.1. **3PL/2017/0707/EU: Annexe, Glen Cottage, Dereham Road, Westfield.** Annexe used as holiday let (Application for Certificate of Lawfulness). To note that the Clerk has responded using his delegated powers, saying, “No objections, on the condition that it will not be possible for the Annex to be sold separately from Glen Cottage.”
 - 9.2. **3PL/2017/0769/VAR: Westwood Stud, Dereham Road, Westfield.** Application Variation of Conditions for Erection of 4no. dwellings. 3PL/2015/1264/F Conditions(s) 2. **To note** that the Clerk has responded, “No objection” using his delegated powers.
 - 9.3. **3PL/2017/0781/HOU: Gables Farm, Whinburgh Road, Westfield.** Application for Single storey extensions to rear. **To note** that the Clerk has responded, “No objection” using his delegated powers.
 - 9.4. **3PL/2017/0653/HOU: Westwood Stud, Dereham Road, Westfield.** Erect 2 bay garage (revised application - change hipped roof to gable). Planning Permission dated 27 June 2017.
 - 9.5. **3PL/2017/0385/F: The Mustard Pot Public House, Dereham Road, Whinburgh.** Extension to Public House including new access and additional parking area. Planning Permission dated 28 June 2017.
 - 9.6. **3PL/2017/0386/O: Chapel Farm, Dereham Road, Whinburgh.** Application for Residential Development.
 10. **To receive** an update with regard to the Whinburgh Village Sign, and **to agree** what steps to take next.
 11. **To receive** an update regarding the future of the old Green Store on Whinburgh Playing Field from Councillor Whiteley.
 12. **To receive** the Play Area Safety Inspection Report undertaken by PlaySafety Limited, and **to consider** any remedial action required.
13. **Finance.**
 - 13.1. **To approve** payment of £33.60 (£28.00 + £5.60 VAT) to Getmapping Plc in settlement of invoice no. POI-2017-33ub110, being the renewal of the ParishOnline subscription until 1 August 2018.

- 13.2. **To approve** payment of £79.80 (£66.50 + £13.30 VAT) to Playsafety Limited in settlement of their invoice no. 29645, for the annual inspection of the play area.
- 13.3. **To approve** payment of £3.70 (£3.08 + £0.62 VAT) to Councillor Terry in reimbursement for his having paid for a duplicate key to the Pavillion.
- 13.4. **To note** that on 2 July 2017 ExtraEnergy collected £12.87 (£12.26 + £0.61 VAT) from the Council's account in settlement of invoice no. 24096492, for electricity supplied. This is the final payment to be made to this company.
- 13.5. **To receive** the monthly Financial Report.
14. **To decide** on any matters for consideration at next meeting.
15. **To confirm** the date of the next meeting as Tuesday, 15 August 2017 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

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

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