

# WHINBURGH & WESTFIELD PARISH COUNCIL

10 September 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, 19 September 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, 18 July 2017.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [7.17] **Unpaid cheque.** The Clerk has been advised that this cheque was returned because the paying bank had failed to make a transfer between accounts. The cheque was paid on being represented.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Norfolk County Council: *Hazardous Household Waste Days 2017 - Dereham 21/22 October.*
  - 7.2. Barclays Bank Plc: *Your Community Account Statement - 1-31 July 2017.*
  - 7.3. Barclays Bank Plc: *Your Active Saver Account Statement - 1-31 July 2017.*
  - 7.4. Norfolk County Council: *Notice of Temporary Traffic Order affecting the B1135 Norwich Road, leading to a diversion route on the B1135 through Whinburgh, from 29 August to 10 October 2017.*
  - 7.5. Citizens Advice Mid-Norfolk: *Citizens Advice Mid-Norfolk Appeal 2017.*
  - 7.6. Citizens Advice Mid-Norfolk: *Annual General Meeting - 27 September 2017.*
  - 7.7. Barclays Bank Plc: *Your Business accounts - at a glance.*

- 7.8. Barclays Bank Plc: *Your Community Account Statement* - 1-31 August 2017.
- 7.9. Barclays Bank Plc: *Your Active Saver Account Statement* - 1-31 August 2017.
- 7.10. *Clerks & Council Direct* - September 2017.
8. **To receive** a letter from Norfolk County Council advising that it proposes to amend the existing 40 mph speed limit to a 30 mph speed limit on Shop Street and Church Road, Whinburgh, and **to note** that the Clerk has advised that the Council wholly supports and welcomes the proposal.
9. **To receive** a letter from Dereham Town Council advising that it is developing a Neighbourhood Plan, in which a policy area under consideration is protecting land along the Mid-Norfolk Railway line so that developments will not prevent the railway from providing an enhanced service in future, and **to consider** the request to give this policy support.
10. **To note** that the Clerk received a telephone call from a gentleman who was considering the purchase of Sycamore Cottage in Whinburgh, and was asking the Council's views about a possible application to build a further dwelling in the back garden. The Clerk explained that the Parish was not the Planning Authority, and while it would not usually express a firm view on a planning application until it was actually submitted, it might be useful if early plans were shown to the Council, and members were given the opportunity to ask questions of the developer so as to gain a better understanding of what he had in mind..
11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 11.1. **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. **To receive** notice that Prior Approval is required and Refused.
- 11.2. **3PL/2017/0771/F: Westwood Stud, Dereham Road, Westfield.** Application for New domestic garage suitable for client's motorhome, cars and tractor. **To note** that the Clerk had objected using his delegated powers after consultation with four Members on the grounds that this is the ninth application made on this site measuring less than 1ha in the past 2½ years, that the applicant should be required to produce an overall plan for his property, and that the construction of a second garage as large as a house casts doubt on the legitimacy of the original permitted development application to convert the barn into a dwelling. The applicant and/or his agent responded to Breckland Council saying that the facts were not as stated, and the Clerk pointed out that the Council had responded using the information it had at the time, and so stood by the comments. **To receive** Planning Permission dated 21 August 2017.
- 11.3. **3PL/2017/0781/HOU: Gables Farm, Whinburgh Road, Westfield.** Single storey extensions to rear. **To receive** Planning Permission dated 20 July 2017.
- 11.4. **3PL/2017/0707/EU: Annexe, Glen Cottage, Dereham Road, Westfield.** Annexe used as holiday let. **To receive** notice of Certificate of Lawful Use dated 4 August 2017.
- 11.5. **3PL/2017/0769/VAR: Westwood Stud, Dereham Road, Westfield.** Variation of Conditions for Erection of 4no. dwellings. 3PL/2015/1264/F Conditions(s) 2. **To receive** notice of consent to variation of condition dated 4 August 2017.
- 11.6. **3PL/2017/0386/O: Chapel Farm, Dereham Road, Whinburgh.** Application for Residential Development. **To receive** notice of Refusal of Outline Planning Permission dated 15 August 2017.
12. **To receive** an update from Councillor Whiteley with regard to possible funding for a new Whinburgh Village Sign, and **to agree** what steps to take next.

13. **To receive** an update from Councillor Whiteley regarding the future of the old Green Store on Whinburgh Playing Field.
14. **To receive** a report on the plans for bringing fibre broadband to various post codes in the parish, **to consider** whether it might be possible to get this information out to parishioners, and **to receive** an update on any result which may have come from Members having reported whenever their phone line drops out.
15. **To note** that The Norfolk Planning Authorities are consulting on a draft Norfolk Strategic Framework document, and **to consider** making comments. This document is prepared jointly by Breckland Council, Broadland District Council, Broads Authority, Great Yarmouth Borough Council, Borough Council of King's Lynn & West Norfolk, North Norfolk District Council, Norwich City Council, Norfolk County Council and South Norfolk Council, and sets out their shared objective on housing, employment and infrastructure. The public consultation runs from 2 August to 22 September, and the draft document can be viewed and commented upon at <https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework>.
16. **To receive** the *Breckland Local Plan Pre-submission publication* and **to consider** making comments. NOTE: any representations made should primarily be concerned with compliance with legal requirements and the 'soundness' of the document, which can be viewed on the Breckland Council website.
17. **To note** that a parishioner has again arranged for the hedges round Whinburgh Playing Field to be cut at no cost to the Council, and that the Clerk has written expressing thanks.
18. **To receive** the External Auditor's report for the year ended 31 March 2017. This is a "clean" report; however Mazars had complained that the Internal Auditor's response to the statement 'Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for,' was incorrect. Given a choice between 'Yes', 'No' and 'Not covered', the Internal Auditor had selected 'Yes,' as he has done for many years. As the Council does not operate petty cash, Mazars now say in their covering letter under 'Scope for improvement in 2017/18', that he should have ticked 'Not covered' or 'N/A' (which is not actually an option) and provided an explanation that no petty cash is held. The Clerk has protested, as this is a change introduced by all External Auditors without any notice being given to councils, many hundreds of whom will have been impacted with the extra work of getting their Internal Auditors to provide a letter confirming that no petty cash is held. However, this is the last year that the vast majority of parish councils will have to undergo an External Audit, as the new regime started on 1 April 2017. The Clerk will now carry out the actions as required by *The accounts and Audit (England) Regulations 2015* on the conclusion of the audit.
19. **To adopt** a Protocol for the Reporting at Meetings of the Council or Committees, now that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public.
20. **To adopt** revised and updated Standing Orders, based on the Model Standing Orders published by the National Association of Local Councils.
21. **To adopt** revised and updated Financial Regulations, based on the Model Financial Regulations published by the National Association of Local Councils.
22. **To note** that the General Data Protection Regulation comes into effect on 25 May 2017 (see <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>). The Clerk has booked himself on a training session on 1 November. He will then be in a position to ensure that the Council takes all necessary steps to comply with this Regulation, and to assess the work involved.

## 23. Finance.

- 23.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £838.31 (salary for 3 July 2017 to 1 October 2017: £765.51; Mileage Allowance Payment for 7 June 2017 to 10 September 2017: £72.80).
- 23.2. **To approve** payment of £18.22 (Postage & telephones £17.90; VAT £0.32) to the Clerk as reimbursement for items paid on behalf of the Council for 7 June 2017 to 10 September 2017.
- 23.3. **To approve** payment of £120.00 (£100.00 + £20.00 VAT) to Mazars LLP in settlement of their Fee note 1305730-SB09324 for external audit work for the year ended 31 March 2017.
- 23.4. **To approve** payment of £30.00 (£25.00 + £5.00 VAT) to Norfolk Association of Local Councils in settlement of invoice no. 1184, being this Council's share of the cost of the Clerk attending the Role of the Clerk training on 20 & 27 July 2017.
- 23.5. **To note** that on 30 August 2017 BT collected £43.08 (£35.90 + £7.18 VAT) in settlement of invoice no. M007 L1, for telephone & broadband services.
- 23.6. **To note** that on 19 September 2017 NPower will collect £24.93 (£23.74 + £1.19 VAT) in settlement of their invoice dated 5 September 2017 for electricity for the period 29 May - 15 August 2017.
- 23.7. **To note** receipt of the following credits:
  - 23.7.1. Transparency Fund Grant from Norfolk Association of Local Councils: £664.80.
- 23.8. **To receive** the monthly Financial Report.
24. **To decide** on any matters for consideration at next meeting.
25. **To confirm** the date of the next meeting as Tuesday, 17 October 2017 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

### **Possible Future Meeting dates:**

Tuesday, 17 October 2017	Tuesday, 23 January 2018
Tuesday, 21 November 2017	Tuesday, 20 February 2018
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.