WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 19 December 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, Mark Hansell.
Julian Gibson (Clerk)

1 Apologies for absence. It was **resolved** to accept the reasons for absence offered by Councillors Makinson, and Whiteley.

2 Declarations of interest. Councillor Downes declared his Pecuniary Interest in agenda item 8.1.

3 Dispensations. None.

4 Public Participation Session.

4.1 A member of the public voiced objections to the planning application under agenda item 8.1. Another objected to the applicant having visited neighbours and shown them the plans. The Chairman pointed out that there was nothing in law to prevent this, and that, indeed, that consulting neighbours about planning applications was very much the recommended practice. To answer implications that Members might favour the application unfairly, the Chairman assured the public that all applications were considered completely impartially, and that Councillor Downes would comply with the legislation and the Council's Code of Conduct in this matter.

4.2 It was pointed out that nothing had been done about the culvert under Dereham Road, Westfield, at the parish boundary since it was reported to NCC last February. The Clerk said he would chase.

5 Minutes. The minutes of the meeting held on Tuesday, 21 November 2017 were **confirmed** and **signed**.

6 Matters arising. [6.2, Minutes of 20 June 2017] **Leylandii trees overhanging Westfield Road, Toftwood**. The Clerk chased Norfolk Highways to ask when these trees were going to be cut back as stated. Unfortunately the Officer who promised that is now working in a different area, but his replacement says they were waiting for the nesting birds to leave. The new Engineer has revisited the site and now believes that removal of the trees would be the best option. This will require a road closure. He has promised to tell the Clerk the date the work is due to commence when he knows it.

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

7.1 Smaller Authorities Audit Appointments Limited: *Notification of external auditor appointments for the 2017/18 financial year*.

7.2 Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 30 November 2017.

7.3 Barclays Bank Plc: *Your Community Account* - 1-30 November 2017.

7.4 Barclays Bank Plc: *Your Active Saver Account* - 1-30 November 2017.

7.5 Norfolk County Council: *Budget Consultation 2018/19*.

7.6 Breckland Council: *Notification of submission of Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012: Submission of documents and information to the Secretary of State (Regulation 22)*.

7.7 Norfolk County Council: *Send Highway Ranger visit defects by 27 December 2017*. The Clerk agreed to report blocked gullies on Westfield Road, Dereham, just north of

the parish boundary, and on the B1135 outside the house called 'The Old Horseshoes'.

Councillor Downes left the room for the next item.

8 **Planning**. **3PL/2017/1495/F: Wesley House, Dereham Road, Westfield**. Application for Erection of two new dwellings. It was **resolved** that the Council had no objection on the basis that sewerage and surface water disposal would be adequately conditioned. However the members felt uncomfortable dealing with an application made by a fellow councillor, and would also ask that consideration be given to providing each dwelling with separate access rather than a shared drive. The Clerk used this opportunity to advise the Council that a recent report made to Breckland Council by Capita said that Breckland can only demonstrate a 2.4 years deliverable housing land supply when using the Sedgefield methodology, and 2.8 years using the Liverpool methodology

Councillor Downes rejoined the meeting.

9 **Play and other equipment on Whinburgh Playing Field**. After a discussion, it was **agreed** that the Clerk should bring details of items of equipment for both children's play and adult exercise to a future meeting, so that a selection could be made and held ready for when and if suitable funding comes available.

10 **Precept 2018/19**. It was **agreed** to fix the Precept for 2018/19 at £6,850, an increase of £850. This is largely necessary because of the costs imposed by the Government's Transparency Code, covered for the past three years by grants from the Transparency Fund, which are no longer available.

11 **Exclusion of the Press and Public**. It was **resolved** that under *Public Bodies (Admission to Meetings) Act 1960, s.1(2)* the press and public be excluded for the discussion of the next item, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

12 **Highway Surveyor's Land, Garvestone**. Councillor Whiteley has confirmed that despite the phone call tenant made to the Clerk on 30 November (the date he was meant to quit the land) saying that he would not be able to do so until Christmas, and that he still had a horse there, the field was empty, and showed no evidence of being used for some time. Accordingly he had locked the access to maintain security. It was **agreed** that a new gate and posts be obtained and installed, and Councillors Anema and Hansell agreed to do this.

13 **Finance**.

13.1 **Clerk's salary**. It was **resolved** that cheques numbered 100747 & 100748 totalling £852.65 (salary for 2 October 2017 to 31 December 2017: £773.19; Mileage Allowance Payment for 11 September 2017 to 11 December 2017: £79.46) to the Clerk and HM Revenue and Customs be signed. (*Local Government Act 1972 s. 112(2)*)

13.2 **Clerk's reimbursement**. It was **resolved** that cheque number 100749 for £20.98 (Training £0.75; Postage & telephones £20.23) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 11 September 2017 to 11 December 2017. (*Local Government Act 1972 s.111*)

13.3 **Playing Field**. It was **resolved** that cheque number 100750 for £25.00 to Neville Lake be signed, for grass cutting and maintenance on the Playing Field in 2017. (Mr Lake has submitted a revised invoice for the amount that the Council had originally agreed to pay.) (*Public Health Act 1875 s.164 & Local Government Act 1972 Sch.14 para.27*)

13.4 **Pavilion**. It was **noted** that on 18 December 2017 NPower collected £30.23 (£28.79 + £1.44 VAT) in settlement of their invoice dated 4 December 2017 for electricity for the period 11 September - 21 November 2017. (*Local Government Act 1972 s.111*)

13.5 **Monthly Financial Report.** The report for the month ending 30 November 2017 was **received**.

14 Matters for consideration at next meeting. None.

15 Next meeting. The next meeting of the Parish Council was **confirmed** as **Tuesday**, **23 January 2018**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

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Roland Terry, Chairman

23 January 2018

Possible Future Meeting dates:

Tuesday, 23 January 2018	Tuesday, 19 June 2018	Tuesday, 13 November 2018
Tuesday, 20 February 2018	Tuesday, 17 July 2018	Tuesday, 11 December 2018
Tuesday, 20 March 2018	Tuesday, 14 August 2018	Tuesday, 15 January 2019
Tuesday, 17 April 2018	Tuesday, 18 September 2018	Tuesday, 19 February 2019
Tuesday, 15 May 2018	Tuesday, 16 October 2018	Tuesday, 19 March 2019

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

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