

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 23 January 2018 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.
Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillors Hansell, Stevens, and Whiteley.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** It was reported that Shop Street is being flooded by heavy rainfall south of Oak Lodge. The Clerk said he would report this to Highways.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 19 December 2017 were **confirmed** and **signed**.
- 6 **Matters arising.** [4.2] **Culvert under Dereham Road, Westfield.** After chasing the Clerk has heard from Ben Rayner, NCC Highway Engineer, saying that the matter is being looked at by the Bridge Engineer, Kenny Mann. He has confirmed that he is looking into a solution to resolve the missing and damaged brickwork. He has also said that does not believe that the sandbags should restrict the flow of water “as they are downstream of the culvert”. This is incorrect, as they are on the west side of the bridge, and the river flows from west to east. Mr Rayner had suggested a site meeting, and Councillor Anema said he would be pleased to represent the Council on this. The Clerk will contact Mr Rayner to arrange it. Councillor Anema also reported that the bridge had been hit and damaged, which the Clerk will also report.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 National Employers for Local Government Services: *Local Government Pay 2018*.
 - 7.2 Breckland Council: *Former Highways Surveyors Land, Whinburgh - Receipt for copy correspondence*.
 - 7.3 HM Revenue & Customs: *Letter advising “we need to update some of our older IT systems”, which will affect those like this Council who make claims using form VAT126, but providing no information about what the affect will be. They will write again nearer the time*.
 - 7.4 *Clerks & Councils Direct - January 2018*.
 - 7.5 Barclays Bank Plc: *Your Community Account Statement - 1-29 December 2017*.
 - 7.6 Barclays Bank Plc: *Your Active Saver Account Statement - 1-29 December 2017*.
 - 7.7 National Association of Local Councils: *Open letter to Councillors from Chairman of NALC*.
 - 7.8 Society of Local Council Clerks: *Legal Advice Note on the General Data Protection Regulation*. The Clerk outlined some of the issues with the introduction of this regulation scheduled for 25 May, notably, the need to appoint a Data Protection Officer, and the uncertainty over whether it was desirable or even legally possible for the Clerk to take on this role. Both the National Association of Local Councils and the SLCC are trying to get the Information Commissioner’s Office to provide more information. The Chairman said that, at the moment there are too many unanswered questions for the Council to be able to take any action, but asked the Clerk to keep members informed. He also said that if possible he would like to attend the training.

8 Planning.

- 8.1 **3PL/2017/1472/F: Lowdells House, Shop Street, Whinburgh.** Application for 2 new detached 4-bedroom dwellings with detached double garages. It was **resolved** that the Council objected on the grounds that (a) it is outside any settlement boundary and in an unsustainable location, (b) the access is over a public footpath, very narrow, involving exiting on to Shop Street on a bend with no visibility to the right and inaccessible to emergency vehicles (although the application form incorrectly says that there is to be no new access to the public highway), (c) it is currently agricultural land which is virtually a bog, and this Council has not seen any sort of environmental impact assessment, (d) there appears to be no assessment of the impact on trees on the site.
- 8.2 **3PL/2017/1618/HOU: 2 Corner Cottage, Shop Street, Whinburgh.** Application to Demolish existing conservatory & replace with a larger more permanent garden room. It was **resolved** that the Council had no objections.
- 8.3 **3PL/2015/1490/O: Land off Shipdham Road, Westfield Road and Westfield Lane.** Residential development for a minimum of 291 dwellings, link roads, open space and recreational space. It was **noted** that this application was considered by Breckland Council's Planning Committee Meeting on 15 January 2018, and Permission was refused (yet to be formally confirmed in writing).

9 Pavilion hire fees and Conditions of Hire. It was **agreed** to amend the Conditions of Hire of the Pavilion or Playing Field to the effect that occasional one-off bookings for events which are for the benefit (financial or otherwise) of the Parishioners should be free of charge, at the discretion of the Clerk after consultation with the Council Chairman and at least one other Councillor.

10 Highway Surveyor's Land, Garvestone. Councillor Anema reported that he had bought a new 14-foot gate, but was still trying to acquire suitable posts. Councillors Hansell and Whiteley had promised to help with installation.

11 Finance.

11.1 **Pavilion.** It was **noted** that on 2 January 2018 BT collected £43.08 (£35.90 + £7.18 VAT) in settlement of invoice no. M011 20, and that on 30 January BT will collect £44.76 (£37.30 + £7.46 VAT) in settlement of invoice no M012 6D, for telephone & broadband services. (*Local Government Act 1972 s.111*)

11.2 **Credits.** Receipt of the following credits was **noted**:

11.2.1 Interest: £17.51 from Barclays Bank.

11.2.2 £158.50 (£96.00 hire of Pavilion, £62.52 use of bowling green) from Whinburgh Bowls Club.

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

12 Matters for consideration at next meeting. Update from Councillor Whiteley on possible Whinburgh Village Sign funding.

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

13 Next meeting. The next meeting of the Parish Council was **confirmed** as **Tuesday, 20 February 2018**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

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Roland Terry, Chairman

20 February 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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