

WHINBURGH & WESTFIELD PARISH COUNCIL

9 April 2018

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, 17 April 2018 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 no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. 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 March 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [9, minutes of 21 March 2017] **Norfolk Village Halls Fund Grant.** The End of Grant Monitoring form has now been submitted.
 - 6.2. [6.1, minutes of 17 October 2017] **Former Highway's Land, Whinburgh.** Following the enquiries made by a prospective purchase of Sycamore Cottage, the Clerk had sent Breckland Council copies of the documentation showing how far a previous enquiry about the transfer of this land from Breckland Council to the Parish Council had progressed, and the obstacles which at the time prevented it from proceeding. Breckland has now apologised for the long delay, saying the person dealing with the matter was on long term sick leave, but would hopefully be returning shortly.
 - 6.3. [6.2] **Walk Guides.** The guides have been delivered.

7. **To receive** Correspondence (available at the meeting).
 - 7.1. HM Revenue & Customs: *Important information for all employers.*
 - 7.2. Norfolk County Council: *The Norfolk County Council (Whinburgh and Westfield) (30 m.p.h. and 40 m.p.h. Speed Limit) Order 2018.*
 - 7.3. Barclays Bank Plc: *Your Business accounts - at a glance - as at 29 March 2018.*
 - 7.4. Barclays Bank Plc: *Your Community Account statement - 1 February -29 March 2018.*
 - 7.5. Barclays Bank Plc: *Your Active Saver Account statement - 1-29 March 2018.*
 - 7.6. Norfolk Association of Local Councils: *Norfolk ALC Newsletter - 4 April 2018.*
 - 7.7. PKF Littejohn: *2017/18 AGAR and external auditor instructions - PLEASE READ.*
 - 7.8. PKF Littejohn: *Instructions relating to the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2018.*
 - 7.9. PKF Littejohn: *Which AGAR do I complete and which documents do I need to submit?*
 - 7.10. PKF Littejohn: *Annual Governance and Accountability Return 2017/18 Part 2.*
 - 7.11. PKF Littejohn: *Contact details.*
 - 7.12. Society of Local Council Clerks: *Important Message from the CEO re: GDPR.*
 - 7.13. Breckland Council: *Casual Vacancy - The date for receipt of requests to hold an election is 12 April 2018, after which Breckland will advise whether any have been received.*
 - 7.14. Norfolk Age UK: *Appeal letter.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 8.1. **3PL/2017/1242/O: Willow Cottage, Dereham Road, Westfield.** Application for Two new dwelling/plots and access road. - Amended documentation received. **To note** that the Clerk responded "Having once again not been sent paper copies relating to this application, the Council found it difficult to appreciate any subtle changes made, but cannot see that the fundamental objections already submitted have been addressed. Therefore these objections remain unchanged," under his delegated power, after consultation with Councillors.
9. **To approve** and **sign** the Receipts and Payments Account for the year 2017-2018.
10. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on Monday 4 June 2018 and end on Friday 13 July 2018.
11. **Finance.**
 - 11.1. **To approve** payment of £144.75 to the Norfolk Association of Local Councils in settlement of their invoice no. 1910 for the annual subscription for 2018/19.
 - 11.2. **To note** that on 3 April 2018 BT collected £44.76 (£35.90 + £7.18 VAT) in settlement of invoice no. M014, for telephone & broadband services.
 - 11.3. **To note** that at the last meeting (agenda item 17.1) an error was made, and the Clerk received £50.00 in excess of the correct amount. All calculations regarding PAYE were made correctly, and the right amount paid to HMRC. This overpayment will be corrected in the next salary payment to the Clerk.
 - 11.4. **To note** receipt of the following credits:
 - 11.4.1. Precept £3,425.00 & Revenue Support Grant £31.00, from Breckland Council.
 - 11.5. **To receive** the monthly Financial Report.
12. **To decide** on any matters for consideration at next meeting.
13. **To confirm** the date of the Annual Meeting of the Parish Council as Tuesday, 15 May 2018 at 8.00 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh. (**Note:** The Annual Parish Meeting will be at 7.30 p.m.)

Possible Future Meeting dates:

Tuesday, 15 May 2018

Tuesday, 18 September 2018

Tuesday, 15 January 2019

Tuesday, 19 June 2018

Tuesday, 16 October 2018

Tuesday, 19 February 2019

Tuesday, 17 July 2018

Tuesday, 13 November 2018

Tuesday, 19 March 2019

Tuesday, 14 August 2018

Tuesday, 11 December 2018

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