

## WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 15 January 2019 at 7.00 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Present Councillors: Roland Terry (Chairman), Nick Anema, Bob Brace, William Downes, Pat Makinson, Simon Whiteley, Julian Gibson (Clerk)**

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Councillor Hansell.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.**
  - 4.1 The Chairman advised the meeting that he had accepted a weekly booking of the Pavilion for a Yoga class.
  - 4.2 It was reported that a pipe had been installed to deliver the surface water from the development site at Westwood Stud into the River Tudd, and that those involved had said they were no longer intending to install an attenuation pond. The Clerk said he would advise Breckland Planning. It was also reported that the site was a complete mess, with plastic and polystyrene blowing all over neighbouring fields, and that occasionally waste was burned on the site. The Clerk will report this to Breckland Environmental Health.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 11 December 2018 were **confirmed and signed**.
- 6 **Matters arising.**
  - 6.1 [6.3, Minutes of 16 October 2018] **Culvert under Toftwood Road.** The NCC Highways Engineer has chased the member of the Bridges Team about the damage to the railings on this bridge, who has confessed that for personal reasons this matter was not progressed. It has now been programmed and will be completed by the end of February. The Clerk has now forwarded a photograph of the number plate of the vehicle which caused the damage to the Highways Engineer. The sandbags which were partially blocking the access to the culvert have also now been removed.
  - 6.2 [6.6, Minutes of 16 October 2018] **Land off Church Road, Whinburgh.** The Clerk reported that NCC Highways had agreed that the hedge had been planted on the verge, and is therefore obstructing the Highway. He had been asked for contact details for the new land owner, but not having that information, had suggested a search at the Land Registry. **Post meeting note:** The Clerk had made enquiries with a neighbour, and has now been able to supply NCC with a name and email address.
  - 6.3 [6.8, Minutes of 16 October 2018] **Dog Waste Bin in Westfield near entrance to Lolly Moor.** The Clerk has now obtained confirmation from Steve Collin of the Norfolk Wildlife Trust that they have no objection to the bin being sited just to the north of the entrance to the Moor. The Clerk will now seek agreement from Breckland Council and Norfolk County Council for it to be positioned there and for collections to be made.
- 7 **Correspondence.** The following correspondence was **received**.
  - 7.1 *Ace Fire: Certificate of Inspection.*

- 7.2 The Pensions Regulator: *Minimum Pension contributions will increase on 6 April 2019.*
- 7.3 BT Business: *We've ended your BT Services.*
- 7.4 County Councillor Ed Connelly: *Conservative Group Report NCC - August - December 2018.*
- 7.5 Society of Local Council Clerks: *Section 137 spending limit for 2019/20.*
- 7.6 Norfolk County Council: *Temporary Traffic Order closing Station Road, Yaxham, from 23-25 January 2019.*
- 7.7 *Clerks & Councils Direct - January 2019.*
- 7.8 Barclays Bank Plc: *Your Business accounts - at a glance - as at 31 December 2018.*
- 7.9 Barclays Bank Plc: *Your Community Account - 1-31 December 2018.*
- 7.10 Barclays Bank Plc: *Your Active Saver Account - 1-31 December 2018.*

**8 Clerks' National Salary Award.** An Employment Briefing from the National Association of Local Councils entitled *2018-2019 National Salary Award* was **received**, and it was **noted** that this allocates a new Spinal Column Point scale. With effect from 1 April 2019, the Clerk will move from old SCP 26 to new SCP 19, and a salary of £12.89 per hour, making an annual salary of £3,686.54.

**9 Caravan next to Horseshoes, Whinburgh.** A report from Breckland Council's Enforcement Officer concerning the caravan next to Horseshoes, Whinburgh was **received**. The occupiers have stated that their intention is to use the land adjacent to their house in connection with a small scale doggy day-care use, and to use the caravan as an office/tearoom. They are approaching planning agents with view to engaging the services of one to prepare and submit the required change of use application on their behalf.

**10 Land adjoining Greenacres, Westfield, to the south.** It was **noted** that, following the Council reporting a possible Unauthorised Change of Use/Development at Land adjoining Greenacres to south, Breckland Council's Enforcement team has advised that it is already investigating an alleged breach under reference ENF/295/18/PAR. The Clerk understands that they are intending to send the occupant a Planning Contravention Notice this month, which will allow 21 days to reply to the questions asked about the use of the land, Enforcement will then consider whether further action is necessary. Concerns were expressed about the proximity of the static caravan to the main river, and the Clerk was instructed to write to the Environment Agency asking them to investigate. With regard to the additional access created, Breckland Enforcement says that Planning Permission is not needed for creation of an access on an unclassified road. The Clerk will seek further clarification of this.

## **11 Planning.**

- 11.1 **3PL/2018/1490/F: Oak Meadow Barn, Dereham Road, Shipdham.** Application for Proposed Erection of Livestock (sheep barn). It was **noted** that the Clerk has responded using his delegated powers after consultation with all seven Members, saying: "My Council has no objection in principle, but is concerned that the proposed sheep barn appears to be disproportionately large and substantial for the relatively small area of land available for grazing, and is obviously concerned that this may be planning ahead for the eventuality that it will become redundant at some time in the future."
- 11.2 **3PL/2018/0659/F: Brambles, Steggs Lane, Westfield.** Proposed development of two dwelling houses, one with garage, following demolition of two outbuildings. Refusal of Planning Permission dated 18 December 2018 was **received**.
- 11.3 **3PL/2017/1150/O: Chapel Farm, Dereham Road, Whinburgh.** Residential Development (three dwellings and garages) (re-submission). It was **noted** that an

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appeal has been made to the Secretary of State against the decision of Breckland District Council to refuse to grant planning permission (Ref: 3214704).

- 11.4 **3PL/2010/1361/F. Land east of Yaxham Road, south of Dumpling Green, Dereham.** Application for Erection of 255 dwellings with associated open space. Additional information received. It was **resolved** that the Council should send a further objection on the grounds of congestion, loss of local habitat and sustainability.
- 11.5 **3PL/2018/1052/F: New Barn Place, Dereham Road, Garvestone.** Further consultation on Application for Construction of a ménage (retrospective - altered location and footprint from that approved under 3PL/2015/0948/F). Heritage Statement received. It was **resolved** that the Council still objected in the strongest possible terms, and that the Assessment was faulty in that the Parish Council had not been consulted on the original application, the statements about the size of the ménage constructed were inaccurate, and the conclusion misjudged.
- 12 Grass cutting.** It was agreed to accept a quote from Neville Lake Garden and Maintenance for grass cutting on Whinburgh Playing Field for the 2019 and 2020 seasons of £550 p.a., plus £10 per session for any maintenance of the path or children's play area (normally twice a year).
- 13 Operation London Bridge.** An article the November issue of the Magazine published by the Society of Local Council Clerks, entitled *Operation London Bridge - national planning for the passing of Her Majesty the Queen*, was **noted**.
- 14 Whinburgh Village Sign.** Councillor Terry reported that he had received an invoice from The Village Sign People for the new sign at £4,775.00. It was **agreed** that the Clerk should send this to County Councillor Ed Connolly and request that his agreed contribution be arranged.
- 15 Finance.**
- 15.1 **Pavilion.** It was **resolved** that cheque number 100791 for £48.00 (£40.00 + £8.00 VAT) to Begley Electrical be signed, in settlement of invoice no. 6112 for PAT testing in the Pavilion. (*Local Government Act 1972 s.111*)
- 15.2 **Pavilion.** It was **resolved** that cheque number 100782 for £14.43 to the Clerk be signed, in reimbursement for his having paid Anglian Water Business Limited in settlement of bill no. 9071220278 for water supply to the Playing Field and Pavilion. (*Local Government Act 1972 s.111*)
- 15.3 **Telephones.** It was **noted** that on 30 December 2018 BT collected payment of £53.28 (£44.40 + £8.88 VAT), from the Council's account in settlement of invoice no. M023, for telephone & broadband services. (*Local Government Act 1972 s.111*)
- 15.4 **Credits.** Receipt of the following credit was **noted**: £520.00 - Grant from Whinburgh Parochial Charities.
- 15.5 **Monthly Financial Report.** The report for the month ending 31 December 2018 was **received**.
- 16 Matters for consideration at next meeting.** Bowling Green and Play Equipment.

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**17 Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 19 February 2019**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Confirmed:**

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**Roland Terry, Chairman**

19 February 2019

**Possible Future Meeting dates:**

Tuesday, 19 February 2019	Tuesday, 16 July 2019	Tuesday, 17 December 2019
Tuesday, 19 March 2019	Tuesday, 13 August 2019	Tuesday, 14 January 2020
Tuesday, 16 April 2019	Tuesday, 17 September 2019	Tuesday, 18 February 2020
Tuesday, 14 May 2019*	Tuesday, 15 October 2019	Tuesday, 17 March 2020
Tuesday, 18 June 2019	Tuesday, 19 November 2019	

\* Annual Parish Meeting and Annual Meeting of the Parish Council

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

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