

# WHINBURGH & WESTFIELD PARISH COUNCIL

11 May 2015

**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 May 2015 at 8.00 p.m. for the purpose of transacting the following business. **Note:** The Annual Parish Meeting will commence at 7.30 p.m.

Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

## Agenda

*Note: Before the meeting, newly elected Councillors will sign their Declaration of Acceptance of Office forms.*

1. **To elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To elect** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **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. It can, though, place the matter on the agenda for discussion at a future meeting.
8. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 17 March 2015.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 9.1. **Speeding on Shipdham Road and Yaxham Road.** NCC Highways has responded saying that it is unlikely that either road would meet the criteria for a speed limit. Now that the Traffic Management Programme team has significantly reduced funding, this is not something they would look to review at present.
10. **To receive** Correspondence (available at the meeting, and to be circulated subsequently).
  - 10.1. Department for Communities and Local Government: *Parish Polls - Consultation on the Government's intentions to modernise parish poll regulations.*

- 10.2. Campaign to Protect Rural England: *CPRE Norfolk Light Pollution Survey, Guidance Note and Conference.*
  - 10.3. Norfolk Association of Local Councils: *Subscription Form 2015/16.*
  - 10.4. Norfolk Association of Local Councils: *Election of members of the Norfolk Association of Local Councils Executive Committee.*
  - 10.5. Department for Communities and Local Government: *Changes to the smaller authorities' local audit and accountability framework: a guide.*
  - 10.6. Norfolk Constabulary: *Parish/Ward Crime Statistics - 1-28 February 2015.*
  - 10.7. Breckland Council: *National Non Domestic Rate Demand - for £0.00.*
  - 10.8. Information Commissioner's Office: *Certificate of Registration.*
  - 10.9. Came & Company: *Council Matters - Spring 2015.*
  - 10.10. Breckland Council: *Payment Remittance advice.*
  - 10.11. Barclays Bank Plc: *Community Account Statement - 31 January - 30 March 2015.*
  - 10.12. Barclays Bank Plc: *Active Saver Account Statement - 31 January - 30 March 2015.*
  - 10.13. HM Revenue & Customs: *BACS Remittance advice.*
  - 10.14. Norfolk Association of Local Councils: *Annual Joint Summer Conference.*
  - 10.15. Norfolk Constabulary: *Parish/Ward Crime Statistics - 1-31 March 2015.*
  - 10.16. Fields in Trust: *Impact Report 2014.*
  - 10.17. E-On: *Your electricity plan will end on 28 May 2015.*
  - 10.18. Norfolk County Council: *Better Broadband for Norfolk Information Sheet 20.*
  - 10.19. Breckland Council: *Recycling Payment 2014-15.*
  - 10.20. Barclays Bank Plc: *Community Account statement - 1-30 April 2015.*
  - 10.21. Barclays Bank Plc: *Active Saver Account statement - 1-30 April 2015.*
  - 10.22. Breckland Council: *Open Space and Play Space Provision and Improvement.*
  - 10.23. *Clerks & Councils Direct.*
  - 10.24. Hiscox: *Insurance renewal documentation.*
  - 10.25. Breckland Council: *Recycling remittance advice.*
11. **To receive** Planning Applications, planning decisions and correspondence (including those detailed below), and **to decide** on comments to be made where necessary.
    - 11.1. **3PL/2015/0194/F: 1 Church Road, Whinburgh.** Proposed extension to side of property. Planning Permission dated 24 March 2015.
  12. **To receive** notice that carriageway resurfacing of part of Dereham - Yaxham Road is planned for 13 July 2015, lasting 10 days (This will involve a southbound closure, with northbound traffic travelling under a convoy system at a maximum of 10 mph. The junction of Westfield Lane and Yaxham Road will be closed for one day towards the end of the period) and **to agree** any response.
  13. **To consider** filling the vacancy on the Council (resulting from there being insufficient nominations at the recent election) by co-option.
  14. **To receive** an update on the situation of the Bowls Club Agreement to use part of Whinburgh Playing Field.
  15. **To approve** and **sign** the Receipts and Payments Account for the year 2014-2015.
  16. **To receive** the report of the Internal Auditor.
  17. **To approve** and **sign** the Accounting statements and Annual governance statement in the Annual Return for the year ended 31 March 2015, and **to agree** the Bank Reconciliation and Explanation of variances.
  18. **To appoint** the Internal Auditor for 2015-2016.
  19. **To agree** that under the Public Bodies (Admission to Meetings) Act 1960, s. 1(2) the press and the public be excluded from the meeting for the next two items, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

20. **To receive** an update on the situation regarding the future use of the Former Highway Surveyor's Land at Steggs Lane, Westfield, and **to agree** any further action required.
21. **To receive** an update on the situation regarding the registration of the Former Highway Surveyor's Land near Garvestone, and **to agree** any further action required.
22. **Finance.**
- 22.1. **To approve** payment of £104.66 to Norfolk Association of Local Councils, being the annual subscription for 2015/16.
- 22.2. **To note** that E-On has collected payment of £210.02 (£200.02 + £10.00 VAT) by direct debit in payment of invoice no. H1145B88E7.
- 22.3. **To approve** payment of £32.75 to the Society of Local Council Clerks, being this parish's share of the Clerk's Annual Subscription.
- 22.4. **To approve** payment of £627.78 to Broker Network Limited, being the annual premium for renewal of the Council's insurance policy arranged through Came & Company, or alternatively **to approve** payment of £596.39 for the first year of a 3-year fixed agreement. **Note:** for the past 3 years the insurance provider has been Aviva, but Came & Co recommend changing to Hiscox, which has provided a better quote for what is marginally better cover.
- 22.5. **To approve** payment of £20.00 to Mrs Deborah Morgan as an honorarium for the completion of the Internal Audit for the year ended 31 March 2015.
- 22.6. **To receive** the monthly Financial Report.
23. **To decide** on any matters for consideration at next meeting.
24. **To confirm** the date of the next meeting as Tuesday, 16 June 2015 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 21 July 2015	Tuesday, 20 October 2015	Tuesday, 19 January 2016
Tuesday, 18 August 2015	Tuesday, 17 November 2015	Tuesday, 16 February 2016
Tuesday, 15 September 2015	Tuesday, 15 December 2015	Tuesday, 15 March 2016

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