

WHINBURGH & WESTFIELD PARISH COUNCIL

13 July 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, 21 July 2015 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. It can, though, place the matter on the agenda for discussion at a future meeting.
5. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 19 May 2015.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [10.22] **Open Space and Play Space Provision and Improvement.** Breckland Council has confirmed that parishes have to provide them with details of a fully worked up scheme in order for them to be able to require relevant contributions from a developer should a proposal come forward in the parish. There is obviously no guarantee that a proposal will come forward, but if one does there will be no funding available unless Breckland has details of a scheme. There is, though, no reason why a parish would not be entitled to 100% funding from this source, providing the amount did not exceed Policy DC11 thresholds relevant to that development. Payments are still being collected under the previous unilateral undertaking scheme, and at the moment there is £1,320 in the pot for our parish grouping for Children's play and £11,523 for Outdoor sport.
7. **To receive** Correspondence (available at the meeting, and to be circulated subsequently).
 - 7.1. ExtraEnergy: *Thank you for choosing to pay for your electricity by Direct Debit.*
 - 7.2. E-On: *How's it going with your smart meter?*
 - 7.3. Barclays Bank Plc: *Changes to the way you receive statements.*
 - 7.4. Barclays Bank Plc: *Your Community Account Statement - 1-29 May 2015.*

- 7.5. Barclays Bank Plc: *Your Active Saver Account Statement* - 1-29 May 2015.
 - 7.6. Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils*.
 - 7.7. Came & Company: *Insurance renewal documentation*.
 - 7.8. Norfolk Constabulary: *Parish/Ward Crime Statistics* - 1-31 May 2015.
 - 7.9. Department for Communities & Local Government: *The Smaller Authorities (Transparency Requirements) (England) Regulations 2015*.
 - 7.10. *Clerks & Councils Direct* - July 2015
 - 7.11. Breckland Council: *Breckland Council Tour of Britain Community Grant Scheme - Deadline for entry - 12 July*.
 - 7.12. Barclays Bank Plc: *Your Community Account statement* - 30 May - 30 June 2015.
 - 7.13. Barclays Bank Plc: *Your Active Saver Account statement* - 30 May - 30 June 2015.
 - 7.14. Norfolk County Council: *Hazardous Household Waste Amnesty Days 2015*.
 - 7.15. Breckland Council: *Neighbourhood Planning (General) Regulations 2012 - Application for designation of a Neighbourhood Area by Dereham Town Council*.
8. **To receive** Planning Applications, planning decisions and correspondence (including those detailed below), and **to decide** on comments to be made where necessary.
 - 8.1. **3PL/2015/0539/F: The White House Farm, Whinburgh Road, Westfield.** Application for Conversion of existing outbuilding to residential annexe. **To note** that the Clerk has responded under his delegated power, objecting on the grounds that the retrospective application in 2012 for the existing building was only made following enforcement action, and at that time the Council pointed out that the development was excessively large and of a very high standard for a simple animal feed store as claimed. The development is outside the settlement boundary, and there are no extenuating circumstances which would make construction of such an annex acceptable under Breckland's policies.
 - 8.2. **3PL/2015/0528/O: Fieldings Drive, Yaxham, NR19 1RD.** Application for Residential Development. **To note** that, as this is outside the Parish, and this Council was not consulted on any previous applications for development on the site, no response has been made.
 - 8.3. **3PL/2015/0668/F: Follyfoot, Dereham Road, Westfield.** Application for Removal of condition 3 on 3PL/2003/0832/F (Personal to applicant). (Extension of response deadline to 22 July agreed.)
 - 8.4. **3PL/2015/0742/O: Land adjacent Sundance, Shop Street, Whinburgh.** Application for Erection of one & a half storey dwelling with detached garage. (Extension of response deadline to 22 July agreed.)
 9. **To appoint** Councillor Whiteley as a new signatory for the Barclays Bank accounts.
 10. **To consider** filling the vacancy on the Council (resulting from there being insufficient nominations at the recent election) by co-option.
 11. **To agree** any action required following the coming into force of *The Smaller Authorities (Transparency Requirements) (England) Regulations 2015*.
 12. **To agree** the proposed wording in the Bowls Club License for the use of part of Whinburgh Playing Field.
 13. **To agree** the contents of the Draft Minutes of the Annual Parish Meeting held on Tuesday 19 May 2015, to be confirmed and signed at the next Parish Meeting, and **to consider** any actions arising as a result of this meeting.
 14. **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 item, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

15. **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.

16. **Finance.**

16.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £751.86 (salary for 30 March 2015 to 28 June 2015: £633.91; Mileage Allowance Payment for 9 March 2015 to 12 July 2015: £117.95 of which £5.56 is the VAT element).

16.2. **To approve** payment of £17.92 (Postage & telephones: £17.52, VAT: £0.40) to the Clerk as reimbursement for items paid on behalf of the Council for 9 March 2015 to 12 July 2015.

16.3. **To approve** payment of £11.25 to Norfolk Association of Local Councils, being this parish's share of the cost of the Clerk attending the Annual Joint Summer Conference on 26 June 2015, as per invoice SC2015/20.

16.4. **To approve** a cheque for £32.75 to the Society of Local Council Clerks, to replace cheque no. 100655 issued on 19 May 2015, which has been mislaid.

16.5. **To note** that E-On has collected payment of £63.18 (£60.17 + £3.01 VAT) by direct debit in payment of invoice no. H11907E4EB, being their final electricity bill.

16.6. **To receive** the monthly Financial Report.

17. **To decide** on any matters for consideration at next meeting.

18. **To confirm** the date of the next meeting as Tuesday, 18 August 2015 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 15 September 2015

Tuesday, 15 December 2015

Tuesday, 16 February 2016

Tuesday, 20 October 2015

Tuesday, 19 January 2016

Tuesday, 15 March 2016

Tuesday, 17 November 2015

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