

# WHINBURGH & WESTFIELD PARISH COUNCIL

6 December 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, 15 December 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 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, 17 November 2015.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [9] **Transparency Fund.** The Clerk has been told by Norfolk Association of Local Councils that the Board has now set a limit on how much can be claimed for the annual internet cost, and so the amount of the application has been reduced to £1,324.98.
  - 6.2. [7.13] **Breckland Council's retention of Government grant funding for the benefit of parish councils.** Whereas in the past the Government has been openly critical of district councils which did not pass on the funding to parishes, it seems that now it is doing a U-turn, as the Clerk has received a reply saying that this is purely a local matter, and not one where it should intervene or even state a view.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Norfolk County Council: *Re-imagining Norfolk - Strategic and Financial Planning 2016-17.*
  - 7.2. Norfolk Association of Local Councils: *Norfolk ALC and Norfolk County Council - Re-imagining Norfolk - Strategic and Financial Planning 2016-17.*
  - 7.3. Breckland Council: *Breckland (Emerging) Local Plan: Preferred Directions Development Plan Document and Emerging Site Options Consultation.*

- 7.4. Age UK Norfolk: *Appeal letter*.
- 7.5. Barclays Bank Plc: *Your Community Account Statement* - 31 October - 30 November 2015.
- 7.6. Barclays Bank Plc: *Your Active Saver Account Statement* - 31 October - 30 November 2015.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  - 8.1. **3PL/2015/0540/F: The White House Farm, Whinburgh Road, Westfield.** Erection of detached garage/store building. Planning Permission dated 9 September 2015.
  - 8.2. **3PL/2015/0948/F: New Place Barns, Dereham Road, Garvestone.** Menage for personal use. Planning Permission dated 21 October 2015.
  - 8.3. **3PL/2015/0966/F: Land affronting Dereham Road, Shipdham.** Application for Proposed new agricultural barn. Planning Permission dated 9 September 2015.
  - 8.4. **3PL/2015/1072/O: The Fieldings, Station Road, Yaxham.** Application for Residential development (4 dwellings). Notice that this application has been withdrawn dated 10 November 2015.
9. **To confirm** that the Council should allow the new arrangements under which the Sector-Led Body (SLB) being set up by the National Association of Local Councils, the Society of Local Council Clerks and the Association of Drainage Authorities to proceed, rather than to opt out of these arrangements and appoint an auditor locally. (**Note:** from 2017/18 smaller authorities with a turnover of less than £25,000 p.a. will not have to have an external audit, but must have an auditor appointed in case there are questions from electors to be resolved. We are advised to budget for a one-off SLB fee of up to £100 in 2016/17.)
10. **To note** that the Clerk has been working on the Council's website ([whinburghandwestfield-pc.norfolkparishes.gov.uk](http://whinburghandwestfield-pc.norfolkparishes.gov.uk)) and to make any suggestions to improve this.
11. **To agree** a Meeting schedule for next year.
12. **To agree** the Budget for 2016/17.
13. **To agree** the Precept for 2016/17.
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 consider** the outcome of the Clerk's annual performance review carried out by the Chairman.
16. **Finance.**
  - 16.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £717.25 (salary for 28 September 2015 to 27 December 2015: £633.91; Mileage Allowance Payment for 8 September 2015 to 5 December 2015: £83.34 of which £3.22 is the VAT element).
  - 16.2. **To approve** payment of £29.61 (Postage & telephones: £29.40, VAT: £0.21) to the Clerk as reimbursement for items paid on behalf of the Council for 8 September 2015 to 5 December 2015.
  - 16.3. **To approve** payment of £37.70 to the Chairman in reimbursement of the mileage cost of him attending the Norfolk Association of Local Councils Autumn Conference in Hillingdon.
  - 16.4. **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, 19 January 2016 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 19 January 2016

Tuesday, 16 February 2016

Tuesday, 15 March 2016

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