

WHINBURGH & WESTFIELD PARISH COUNCIL

8 February 2016

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, 16 February 2016 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.
5. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 19 January 2016.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [11, Minutes of 17 November 2015] **Lighting the path to the Pavilion.** The Clerk has now submitted the Awards for All application form applying for a 100% grant of £3,115.00 and received an acknowledgement.
7. **To receive** Correspondence (available at the meeting).
 - 7.1. Norfolk County Council: *Youth Parliament - Making our Mark.*
 - 7.2. Smaller Authorities' Audit Appointments Limited: *External Audit for Smaller Authorities.*
 - 7.3. Barclays Bank Plc: *Your Community Account statement - 1-29 January 2016.*
 - 7.4. Barclays Bank Plc: *Your Action Saver Account statement - 1-29 January 2016.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 8.1. **3PL/2015/1411/O: Land Adjacent Wesley House, Dereham Road, Westfield.** Erection of 3 no. dwellings. Refusal of Outline Planning Permission dated 27 January 2016.

- 8.2. **3PL/2016/0078/HOU: Ambleside, Dereham Road, Garvestone.** Application for Erection of two storey side extension and associated internal alterations.
9. **To consider** arranging a Health and Safety check on the trees on the Former Highway Surveyor's Land in Westfield. (**Note:** This is necessary to protect the Council from the reputational and financial risk should an unfortunate accident occur. The Clerk has obtained an estimate of £4-500 from a suitably qualified arboriculturalist, depending on the length of time involved.)
10. **To receive** the *Neighbourhood Plan 4 Yaxham- Draft Emerging Strategic Green Gaps Policy* and to consider responding.
11. **To review** the Council's Financial Regulations.
12. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
13. **To review** the Risk Assessment.
14. **To carry out** the Annual Review of the system of internal control.
15. **Finance.**
- 15.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £1,206.07 (salary for 28 December 2015 to 27 March 2016, plus back pay: £660.08; payment for additional work relating to Transparency Code implementation, funded by grant from the Transparency Fund: £458.79; Mileage Allowance Payment for 6 December 2015 to 7 February 2016: £67.20 of which £2.97 is the VAT element; Telephone Allowance: £20.00).
- 15.2. **To receive** the monthly Financial Report.
16. **To decide** on any matters for consideration at next meeting.
17. **To confirm** the date of the next meeting as Tuesday, 15 March 2016 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 15 March 2016	Tuesday, 16 August 2016	Tuesday, 13 December 2016
Tuesday, 19 April 2016	Tuesday, 20 September 2016	Tuesday, 17 January 2017
Tuesday, 17 May 2016 *	Tuesday, 18 October 2016	Tuesday, 20 February 2017
Tuesday, 21 June 2016	Tuesday, 15 November 2016	Tuesday, 20 March 2017
Tuesday, 19 July 2016		

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

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