

# WHINBURGH & WESTFIELD PARISH COUNCIL

9 April 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, 19 April 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, 15 March 2016.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [4.3] **Obstruction on B1135.** The broken drain has at last been repaired.
  - 6.2. [10.1] **Safety fence by Playing Field path.** The Chairman and Councillor Stevens have now erected a barrier to keep users on the path at the bend by the ditch.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Magpas: *Appeal letter.*
  - 7.2. Norfolk Association of Local Councils: *Spring Conference - 28 April 2016.*
  - 7.3. Norfolk Association of Local Councils: *Subscription Form 2016/17.*
  - 7.4. Norfolk Association of Local Councils: *Services Leaflet.*
  - 7.5. Norfolk County Council: *Electronic Consultation for Planning Applications.*
  - 7.6. Joint Practitioners Advisory Group: *A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements.*
  - 7.7. Joint Practitioners Advisory Group: *Governance and Accountability for Smaller Authorities in England.*

- 7.8. Joint Practitioners Advisory Group: *Local Councils, Internal Drainage Boards and other Smaller Authorities in England - Annual return for the year ended 31 March 2016 - PROOF.*
- 7.9. Came & Company: *Council Matters - Spring 2016.*
- 7.10. Barclays Bank Plc: *Your Community Account Statement - 1-31 March 2016.*
- 7.11. Barclays Bank Plc: *Your Active Saver Account Statement - 1-31 March 2016.*
- 7.12. Breckland Council: *Precept remittance advice.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  - 8.1. **3PL/2016/0348/F: Barn at Land affronting Dereham Road, Shipdham.** Application for New dwelling and carport.
  - 8.2. **3PL/2016/0263/HOU: Meadow Farm, Whinburgh Road, Westfield.** Application for Replacement of existing conservatory with new Orangery.
  - 8.3. **3PL/2015/1241/F: Plot 7, Priors Field, Yaxham Waters, Dereham Road, Yaxham.** Stationing of Holiday Lodge (caravan). Notice that this application has been withdrawn.
9. **To consider** purchasing and installing a dog-bin in Whinburgh Road, Westfield, at the exit of Public Right of Way Whinburgh FP3.
10. **To consider** agreeing to a request from Breckland Council that it be permitted to place a sticker on the existing dog-bin in Whinburgh and the additional bin (if agreed in the above item) showing that they can be used as a litter bin in addition to a dog-bin. Breckland Council has given an assurance that the bins would be emptied as often as necessary.
11. **To receive** a conditional offer of a grant of £3,115.00 made by The Big Lottery Form (Awards for All), and **to note** that the Clerk has accepted the conditions on behalf of the Council. When the grant is confirmed will place an order for the work to be done.
12. **To receive** a note from the Norfolk Association of Local Councils entitled *LAIS1388 - Planning Changes*, and **to agree** a response to the Government's *Technical Consultation on Implementation of Planning Changes*.
13. **To receive** an advance copy of a Breckland Council Press Release concerning some £310,000 which it has received from housing developers as funding to help improve local play and sports facilities which has not been used (this funding has been ring-fenced for use in the parish or surrounding area from which the contribution was sourced, and there is £12,840 available for use in Yaxham, Whinburgh & Westfield, Garvestone and Hardingham parishes) and **to consider** whether the parish could propose any project. Outline project proposals must be received by 13 May.
14. **To receive** an update on enquiries made by the Clerk into the possible transfer of the Former Highway Surveyor's Land off Dereham Road, Whinburgh.
15. **To approve** and **sign** the Receipts and Payments Account for the year 2015-2016.
16. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on 3 June 2016 and end on 14 July 2016, and that the date appointed for the exercise of electors' rights to question the auditor or make objections is 15 July 2016.
17. **To consider** increasing the hours the Clerk is paid by ½ hour/week, to 5 hours. (Note: This is the estimated time involved with the required compliance with the Transparency Code, and which the Council used when applying for the Transparency Fund grant. It will be possible for the Council to apply to the Fund for grants to cover this increase for 2016/17 and 2017/18.)
18. **Finance.**
  - 18.1. **To approve** payment of £35.00 to the Information Commissioner, being the cost of renewal of the Council's registration under the Data Protection Act for the year ending

26 April 2017, and **to consider** setting up a direct debit to ensure that this is renewed annually in future.

18.2. **To approve** payment of £109.37 to Norfolk Association of Local Councils, being the Annual Subscription for 2016/17.

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

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

20. **To confirm** the date of the Annual Meeting of the Parish Council as Tuesday, 17 May 2016 at 8.00 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh. (**Note:** The Annual Parish Meeting will be at 7.30 p.m.)

**Possible Future Meeting dates:**

Tuesday, 17 May 2016 \*

Tuesday, 16 August 2016

Tuesday, 13 December 2016

Tuesday, 21 June 2016

Tuesday, 20 September 2016

Tuesday, 17 January 2017

Tuesday, 19 July 2016

Tuesday, 18 October 2016

Tuesday, 20 February 2017

Tuesday, 15 November 2016

Tuesday, 20 March 2017

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.