

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of the Annual Meeting of Whinburgh & Westfield Parish Council on Tuesday, 17 May 2016 at 7.45 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Roland Terry (Chairman), Nick Anema, William Downes, Mark Hansell, Pat Makinson, Simon Whiteley. Julian Gibson (Clerk)

- 1 **Election of Chairman.** Councillor Terry was **elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Councillor Terry signed the declaration, which was **received**.
- 3 **Election of Vice Chairman.** Councillor Anema was **elected** Vice Chairman.
- 4 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillor Stevens.
- 5 **Declarations of interest.** None.
- 6 **Dispensations.** None.
- 7 **Public Participation Session.** Mr Clive Barnes informed the Council that there was an emerging community of Brethren living in the area, and they were looking for a possible location to hold Meetings, and then perhaps eventually to find some land they could build on. The Chairman said that in the short term it might be possible for them to hire the Pavilion, and suggested Mr Barnes contacted him to discuss it further. He also suggested putting an advert in Group News.
- 8 **Minutes.** The minutes of the meeting held on Tuesday, 19 April 2016 were **confirmed** and **signed**.
- 9 **Matters arising.**
 - 9.1 [9] **Dog waste bin, Westfield.** The Clerk also advised the Council that he had purchased all the items to install the new bin in Westfield, and left them in the Pavilion ready for the installation.
 - 9.2 [10] **Dog waste bins.** Breckland Council has now said that while it is OK (and even desirable) for litter bins to be used to deposit dog waste, they cannot have dog-bins also used for litter! So the Clerk has advised them that what we have and will have are both dog-bins, which will, therefore, have to remain as single use.
 - 9.3 [6.2, Minutes of 19 January 2016] **Transparency Fund.** The Clerk advised the Council that he had now purchased a laptop and scanner for the Council, funded by the Grant received in the last financial year. BT had arranged an appointment to install the phone line and internet access in the Pavilion, but because they had for some inexplicable reason decided that the line should be installed in one of the private houses on Shop Street rather than in the Pavilion as requested, they had not carried out a survey, and so were unaware that this was not of a standard brick built construction. Since then, BT Openreach had claimed to have done a survey and wanted to arrange a new appointment, but when the Clerk told the Complaints contact he had in the BT Chairman's Office that they could not screw a bracket to the outside of the building as it would invalidate the warranty, it became apparent that they had not actually been to see the premises. The Clerk is in regular contact with BT Complaints, and was now awaiting detailed information on how Openreach intended to get the wire in to the building.

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

9.4 [[9.2, Minutes of 19 May 2015] **Whinburgh Community Association.** The Chairman reported that he had received a call from the Association Treasurer saying that she was going to return the key to the old notice board as the Association had folded. The Council was concerned about the future of the Fete and Dog Show, but the Clerk gave an assurance that the Council had not budgeted to receive any contribution from the Association towards the cost of maintaining the Playing Field.

10 Correspondence. The following correspondence was **received**.

- 10.1 Norfolk Association of Local Councils: *Recruitment.*
- 10.2 Came & Company: *Insurance policy renewal invitation.*
- 10.3 Hiscox: *Local Council and Not-for Profit Insurance Scheme quotation.*
- 10.4 Hiscox: *Local Council and Not-for Profit Insurance Policy Summary.*
- 10.5 Came & Company: *Important information - Please read.*
- 10.6 Came & Company: *Terms of Business.*
- 10.7 RoSPA Play Safety Team: *Notification of play area inspection for Whinburgh & Westfield Parish Council.*
- 10.8 *Clerks & Councils Direct - May 2016.*
- 10.9 Breckland Council: *Recycling Payment 2015-16.*
- 10.10 Information Commissioner: *Certificate of Registration - Expiry date: 26 April 2017.*
- 10.11 Barclays Bank Plc: *Your Community Account statement - 31 March - 29 April 2016.*
- 10.12 Barclays Bank Plc: *Your Active Saver Account statement - 1-29 April 2016.*
- 10.13 From The Clerk Magazine (SLCC): *Finance matters - important dates relating to the Annual Return, publicity and electors' rights.*
- 10.14 National Association of Local Councils: *Transparency Fund 2016/17.*
- 10.15 National Association of Local Councils: *Guidance notes for the Transparency Fund application form.*

11 Planning.

- 11.1 **3PL/2016/0243/F: Sunset, Shop Lane (recte Shop Street), Whinburgh.** Demolish bungalow & erection of replacement dwelling. Refusal of Planning Permission dated 22 April 2016 was **received**.
- 11.2 **3PL/2016/0263/HOU: Meadow Farm, Whinburgh Road, Westfield.** Replacement of existing conservatory with new Orangery. Planning Permission dated 27 April 2016 was **received**.

12 Report of the Internal Auditor. The report of the Internal Auditor on the year ended 31 March 2016 was **received**.

13 Annual governance statement. The Annual governance statement 2015/16 in the Annual Return was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council.

14 Accounting statements. The Accounting statements 2015/16 in the Annual Return were **approved** and **signed** by the Clerk and the Chairman on behalf of the Council. The Bank reconciliation and the Explanation of variances were **agreed**. The Clerk confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted on the parish website and notice boards.

15 Internal Auditor. It was **resolved** that Mrs Debbie Morgan be reappointed as Internal Auditor for the year 2016-2017.

16 Finance.

16.1 **Pavilion & Playing Field.** It was **resolved** that cheque number 100684 for £6.84 (£5.84 + £1.00 VAT) to Councillor Terry be signed, in reimbursement for his having

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

purchased kettle descaler and paint for the gate and fence on the Playing Field. (*Local Government Act 1972 s. 111*)

- 16.2 **Insurance.** It was **resolved** that cheque number 100685 for £628.35 to Came & Company be signed, being the renewal premium of the Council's insurance policy with Hiscox for the year ending 31 May 2017, under the long term agreement due to expire 31 May 2018. (*Local Government Act 1972 s. 111(1) & 140(1)*)
- 16.3 **Subscriptions.** It was **resolved** that cheque number 100686 for £32.75 to the Society of Local Council Clerks be signed, being this parish's share of the Clerk's Annual Subscription. (*Local Government Act 1972 s. 143*)
- 16.4 **Audit.** It was **resolved** that cheque number 100687 for £20.00 to Mrs Deborah Morgan be signed, as a honorarium for carrying out the Internal Audit for the financial year ended 31 March 2016. (*Local Government Act 1972 s. 111*)
- 16.5 **Transparency Code.** It was **resolved** that cheque number 100688 for £499.99 (£416.68 + £83.31 VAT) to the Clerk be signed, to reimburse him for his having paid invoice no. 14040827 from PC World for the purchase of a laptop and scanner for the Council's use, funded by the grant obtained from the Government's Transparency Fund. (*Local Government Act 1972 s. 111(1)*).
- 16.6 **Other.** It was **resolved** that cheque number 100689 for £103.82 (£86.52 + £17.30 VAT) to Gladstone UK Limited be signed, in settlement of their invoice no. 707665 for supply of a dog waste bin. (*Highways Act 1980 s. 185*)
- 16.7 **Other.** It was **resolved** that cheque number 100690 for £12.00 (£10.00 + £2.00 VAT) to Westcotec be signed, in settlement of their invoice no. 6497 for two tamtorques to secure the dog waste bin to the post. (*Highways Act 1980 s. 185*)
- 16.8 **Other.** It was **resolved** that cheque number 100691 for £11.49 (£10.41 + £1.08 VAT) to the Clerk be signed, in reimbursement for his having paid for the purchase of Postcrete from Wickes and provided a post to install the dog waste bin. (*Highways Act 1980 s. 185*)
- 16.9 **Budgets.** It was **agreed** to vire £107 from the Contingency budget line to the Other budget line to cover the cost of purchase and installation of the dog waste bin
- 16.10 **Monthly Financial Report.** The report for the month ended and 30 April 2016 was **received**.

- 17 **Matters for consideration at next meeting.** Transparency Fund 2016/17 Grant application.
- 18 **Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 21 June 2016**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

.....
Roland Terry, Chairman

21 June 2016

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

Possible Future Meeting dates:

Tuesday, 21 June 2016

Tuesday, 18 October 2016

Tuesday, 17 January 2017

Tuesday, 19 July 2016

Tuesday, 15 November 2016

Tuesday, 20 February 2017

Tuesday, 16 August 2016

Tuesday, 13 December 2016

Tuesday, 20 March 2017

Tuesday, 20 September 2016

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

DRAFT