

# WHINBURGH & WESTFIELD PARISH COUNCIL

11 June 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, 21 June 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, 17 May 2016.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [9.3] **Installation of telephone line in connection with Transparency Fund.** The Clerk has managed to get a meeting on site with a BT Openreach engineer, during which it was agreed that the best/only way to get the telephone line to the Pavilion without invalidating the building's warranty would be for them to bring it underground from the pole by the old green portacabin. The engineer said that they may wish to charge extra for this, but the Clerk has said that they need to take into account the appalling shambles that BT has made of this installation to date. He has also refused several requests to give the go-ahead without being told what the cost would be. This meeting was on 31 May, but BT Openreach does not appear to have told BT details of any requested charge yet.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Breckland Council: *Payment Remittance (Glass recycling).*
  - 7.2. Norfolk Association of Local Councils: *Training.*
  - 7.3. Fields in Trust: *The Centenary Fields Programme - protecting valuable green space across the Country.*
  - 7.4. National Association of Local Councils: *2016-2018 National Salary Award.*

- 7.5. Breckland Council: *Response to Neighbourhood Plan for Yaxham 2016-2036 Pre-Submission Consultation Draft Plan (Regulation 14)*.
  - 7.6. Norfolk County Council: *Total Transport Project*.
  - 7.7. Came & Company: *To whom it may concern*.
  - 7.8. Hiscox: *Certificate of Employers' Liability Insurance*.
  - 7.9. Hiscox: *Policy Schedule*.
  - 7.10. The Pensions Regulator: *Act now - the law has changed*.
  - 7.11. Norfolk County Council: *Ranger visit to Whinburgh - 13 June 2016*.
  - 7.12. Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils*.
  - 7.13. Barclays Bank Plc: *Your Community Account - 30 April - 31 May 2016*.
  - 7.14. Barclays Bank Plc: *Your Active Saver - 30 April - 31 May 2016*.
  - 7.15. Norfolk Association of Local Councils: *Norfolk ALC Newsletter - 3 June 2016*.
  - 7.16. HM Revenue & Customs: *BACS Remittance Advice*.
  - 7.17. The Pension Service: *Employers - your earnings records*. (Note: The Clerk has written asking for more information about the information they urgently require.)
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  9. **To consider** any changes which may need to be carried out to the path to the Pavilion following the installation of the new lighting, and to note that the Clerk has sent off the necessary End of Grant Report.
  10. **To note** that Mr Gerald Johnson has kindly agreed to make additions to the Playing Field gate so as to make it impossible for the gate to be lifted off the hinges to gain access.
  11. **To approve** an application to the Government Transparency Fund for a grant totalling £653.40 to cover the cost of the Council complying with the new Transparency Code during 2016/17.
  12. **To agree** the contents of the Draft Minutes of the Annual Parish Meeting held on Tuesday 17 May 2015, to be confirmed and signed at the next Parish Meeting, and **to consider** any actions arising as a result of this meeting.
  13. **To note** that the National Joint Council for Local Government Services has reached an agreement for new pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016 and new pay scales for 2017-2018 to be implemented from 1 April 2017. For the Clerk currently on Spinal Column Point 24, this would take his rates from 1 April 2016 to £11.302/hour (£2,938.52 p.a.) and from 1 April 2017 to £11.415/hour (£2,967.90 p.a.) if he remained on the same SCP.
14. **Finance.**
- 14.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £919.23 (salary for 28 March 2016 to 26 June 2016: £734.63; Mileage Allowance Payment for 8 February 2016 to 11 June 2016: £184.60).
  - 14.2. **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.
  - 14.3. **To approve** payment of £3,113.92 (£2,594.93 + £518.99 VAT) to Begley Electrical in settlement of invoice no. 4589 for supplying and installing the path lighting.
  - 14.4. **To note** that ExtraEnergy collected a payment of £82.13 (£78.22 + £3.91 VAT) by direct debit on 2 June in payment of invoice no. 10844290, for electricity in the Pavilion.
  - 14.5. **To receive** the monthly Financial Report.
15. **To decide** on any matters for consideration at next meeting.
  16. **To confirm** the date of the next meeting as Tuesday, 19 July 2016 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 19 July 2016

Tuesday, 18 October 2016

Tuesday, 17 January 2017

Tuesday, 16 August 2016

Tuesday, 15 November 2016

Tuesday, 20 February 2017

Tuesday, 20 September 2016

Tuesday, 13 December 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.