

WHINBURGH & WESTFIELD PARISH COUNCIL

12 September 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, 20 September 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 July 2016.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [11 Minutes of 21 June 2016] **Transparency Fund.** The Council's application has been successful and the grant of £653.40 received.
 - 6.2. [12 Minutes of 16 February 2016] **Cricket equipment.** Councillor Hansell has confirmed that he is now storing this equipment in his barn. The Clerk has updated the Asset Register accordingly.
7. **To receive** Correspondence (available at the meeting).
 - 7.1. Silson Communications: *BWSC East Anglia Limited - Snetterton renewable Energy Plant.*
 - 7.2. Barclays Bank Plc: *Your Community Account Statement - 1-29 July 2016.*
 - 7.3. Barclays Bank Plc: *Your Active Saver Account Statement - 1-29 July 2016.*
 - 7.4. Community Action Norfolk: *Signpost Magazine.*
 - 7.5. Norfolk County Council: *Hazardous Waste Amnesty Days 2016.*
 - 7.6. Barclays Bank Plc: *Your Community Account Statement - 30 July - 31 August 2016.*
 - 7.7. Barclays Bank Plc: *Your Active Saver Account Statement - 30 July - 31 August 2016.*
 - 7.8. CPRE Norfolk: *URGENT - Norfolk and Suffolk Devolution Consultation.*

7.9. *Clerks & Councils Direct* - September 2016.

8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 8.1. **3PL/2015/1264/F: Westwood Stud, Dereham Road, Westfield.** Erection of 4 no. dwellings. Planning permission dated 27 July 2016.
 - 8.2. **3PL/2016/0725/VAR: Site next to Oak Lodge Shop Street.** Erection of 2 dwellings 3PL/2016/0155/D (Revised Scheme) New Access to Plot 2. Planning Permission dated 2 August 2016.
 - 8.3. **3PL/2016/0760/: Gables Lodge, Whinburgh Road, Westfield.** Proposed guest accommodation to existing outbuildings. Planning permission dated 2 August 2016.
 - 8.4. **3PL/2016/0996/VAR: Site next to Oak Lodge, Shop Street, Whinburgh.** Application for Erection of 2 dwellings 3PL/2016/0155/D (Revised Application). **To note** that the Clerk has responded under his delegated powers with an objection on the grounds that the change would produce two substantial two storey dwellings out of character with the surrounding development contrary to policy DC03. He also pointed out the need for consistency with regard to Application 3PL/2016/0243/F, the number of different applications for development of the site made recently, that the plans are dated earlier than those submitted with the application they purport to vary, and that they do not show the amendment subject of a previous variation (item 8.2).
 - 8.5. **3PL/2016/0775/O: Land Adjacent Wesley House, Dereham Road, Westfield.** Erection of 3 no. dwellings. Refusal of Outline Planning Permission dated 10 August 2016.
9. **To receive** the RoSPA Play Area Safety Inspection Report dated 28 June 2016, and **to agree** that no action is necessary as a result.
10. **To note** that, as agreed at the March Council Meeting, the Clerk has ordered two copies of the winning poster to be used promoting the Voluntary Code to promote smoke-free areas around public play areas to be displayed by the play equipment.
11. **To agree** a date when Members could help to install the Westfield dog waste bin.
12. **To consider** accepting a quotation from Gerald Johnson to lay planings at the entrance to the Playing Field.
13. **To consider** arranging for the outside of the Pavilion to be cleaned and for the gutters to be cleared.
14. **To receive** a letter from CPRE Norfolk headed *Join us in opposing damaging new housing targets*, and to consider giving support to their campaign to ensure that no new sites are allocated for house building in revised local plans to 2036 until all existing allocations in current core strategies have been developed.
15. **To receive** an update on the installation of telephone and broadband access in the Pavilion.
16. **To receive** the External Auditor's report for the year ended 31 March 2016.
17. **Finance.**
 - 17.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £734.63 (salary for 27 June 2016 to 25 September 2016: £734.63; Mileage Allowance Payment for 12 June 2016 to 11 September 2016: £60.45).
 - 17.2. **To approve** payment of £22.59 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 12 June 2016 to 1 September 2016.
 - 17.3. **To approve** payment of £79.80 (£66.50 + £13.30 VAT) to Playsafety Limited in settlement of invoice no. 024063 for inspection of the play area.

- 17.4. **To approve** payment of £33.60 (£28.00 + £5.60 VAT) to Getmapping Plc in settlement of invoice no. POI-2016-33ub110, being the ParishOnline annual fee.
- 17.5. **To approve** payment of £12.50 to Norfolk Association of Local Councils, being this parish's share of the cost of the Clerk attending the Autumn Conference on 10 November 2016.
- 17.6. **To approve** payment of £300.00 to Whinburgh & Westfield Parochial Church Council as a grant towards the costs of maintaining the burial grounds in the parish.
- 17.7. **To note** that ExtraEnergy has once again not passed the promised credit of on 11 July, but has carried the credit forwards until future bills use it up.
- 17.8. **To receive** the monthly Financial Report.
18. **To decide** on any matters for consideration at next meeting.
19. **To confirm** the date of the next meeting as Tuesday, 18 October 2016 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 18 October 2016	Tuesday, 13 December 2016	Tuesday, 20 February 2017
Tuesday, 15 November 2016	Tuesday, 17 January 2017	Tuesday, 20 March 2017

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