

## WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 18 September 2018 at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Roland Terry (Chairman), Nick Anema, Bob Brace, William Downes, Mark Hansell.  
Julian Gibson (Clerk)

*The meetings scheduled for 17 July 2018 and 14 August 2018 did not take place*

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence given by Councillors Makinson and Whiteley.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.**
  - 4.1 It was reported that a type of barrier of railway sleepers have been erected across the verge outside 2 Council Houses on Shop Street. The Clerk said he would ensure that Norfolk County Council Highways were informed.
  - 4.2 A member of the public spoke strongly in favour of item 14 on the agenda, saying that dog waste bins had been provided in Whinburgh and the southern part of Westfield, and he felt it would be very useful to have one installed in the northern part of Westfield. Near the entrance to Lolly Moor was suggested as a possible location.
  - 4.3 It was reported that once again the bridge over the culvert under Toftwood Road had been struck by a van, leaving the posts damaged. Also, north of this point, on the west side of the road the landowner had unearthed two (of possibly more) gullies which were completely covered by earth from the verge, and were fully blocked with silt. The Clerk will report these issues, and also chase the work to remove the sandbags which block the water flow through the culvert.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 19 June 2018 were **confirmed** and **signed**.
- 6 **Matters arising.**
  - 6.1 [7.2.13, Minutes of 15 May 2018] **30mph Speed limit in Whinburgh.** This has now come into effect. The *Unsuitable for motor vehicles* signs were erected in error and the Highway Engineer said these should now have been removed. The correct, *Unsuitable for HGVs*, signs have been ordered and will be installed as soon as possible. However, as Members said the wrong signs were still there, the Clerk will chase Highways.
  - 6.2 [7.2.9, Minutes of 15 May 2018] **Verge on west side of road south of The White House, Westfield.** It appears that even more dumping of soil and rubble is occurring further along this stretch of verge. Previously the Highway Engineer had refused to do anything about this, but it now appears that there is a serial offender. The Clerk will report it again.
  - 6.3 [6.4, Minutes of 17 April 2018] **Former Highway Surveyor's Land, Garvestone.** Councillor Anema said that he has been speaking to the Norfolk Ponds Project, but at the moment they did not have any funding available to help with clearing the pond. However, as the Council has agreed that work needed to be carried out on this land to allow access to the Charity Land behind, Councillors Anema and Hansell said they

would try to get underway with the work on the pond, putting a culvert across the gateway, and laying some hardcore to make a proper entrance.

- 7 Correspondence.** The following correspondence was **received**.
- 7.1 Norfolk County Council: *Notice of a Temporary Traffic Order, affecting Westfield Road, Dereham from 16 July to 3 August 2018.*
  - 7.2 *Clerks & Councils Direct - July 2018.*
  - 7.3 Barclays Bank Plc: *Your Business Accounts - at a glance.*
  - 7.4 Barclays Bank Plc: *Your Community Account Statement - 1-29 June 2018.*
  - 7.5 Barclays Bank Plc: *Your Active Saver Account Statement - 1-29 June 2018.*
  - 7.6 Norfolk Constabulary: *Parish Newsletter - August 2018.*
  - 7.7 Society of Local Council Clerks: *Email quoting from the “technical consultation” on the draft local government finance settlement, which confirms that the government intends to continue the deferral of setting referendum principles for town and parish councils regarding precepts.*
  - 7.8 Norfolk County Council: *Hazardous Household Waste Days 2018.*
  - 7.9 Barclays Bank Plc: *Your Business accounts - at a glance - on 31 July 2018.*
  - 7.10 Barclays Bank Plc: *Your Community Account - 30 June - 31 July 2018.*
  - 7.11 Barclays Bank Plc: *Your Active Saver Account - 30 June - 31 July 2018.*
  - 7.12 Vattenfall: *The Norfolk Vanguard Offshore Wind Farm Order - Section 56 Planning Act 2008 - Notice of accepted application.*
  - 7.13 Campaign to Protect Rural England: *CPRE Norfolk Alliance - update (re. Breckland Local Plan).*
  - 7.14 Citizens Advice Mid-Norfolk: *Support for the coming year.*
  - 7.15 BT: *Changes in data protection law.*
  - 7.16 Barclays Bank Plc: *Your Business accounts - at a glance - on 31 August 2018.*
  - 7.17 Barclays Bank Plc: *Your Community Account - 1-31 August 2018.*
  - 7.18 Barclays Bank Plc: *Your Active Saver Account - 30 June - 31 July 2018.*
  - 7.19 *Clerks & Council Direct - September 2018.*
  - 7.20 Norfolk County Council: *The Highway Rangers are coming to Whinburgh soon.*
- 8 County Councillor.** The Chairman reported on his meeting with the newly elected Norfolk County Councillor for Yare and All Saints Division, Edward Connolly.
- 9 Planning.**
- 9.1 **3PL/2017/1162/O: Westwood Stud, Dereham Road, Westfield.** Proposed development of 3 dwellings. Planning Permission dated 27 June 2018 was **received**.
  - 9.2 **3PL/2018/0659/F: Brambles, Steggs Lane, Westfield.** Application for Proposed development of two dwellinghouses, 1 with garage, following demolition of two outbuildings. It was **noted** that after consultation with Councillors, the Clerk has responded “No objections” under his delegated powers.
  - 9.3 **3PL/2018/0622/F: Westwood Stud, Dereham Road, Westfield, Whinburgh.** Retention of existing garage to become ancillary to the barn conversion, and change of use of land to become residential curtilage to the barn conversion. It was **noted** that the Clerk has responded “No objections”, under his delegated powers, having consulted with six Councillors.
  - 9.4 **3PL/2018/0622/F: Westwood Stud, Dereham Road, Westfield, Whinburgh.** New description of development & amended documentation: Retrospective conversion and change of use of a barn to a dwelling to include an enlarged residential curtilage, packaged treatment plant, boundary walls, fence, gates and paving, and part retrospective construction of garage for use in association with the barn. The Council had been sent no documents at all concerning this amended application, and with the

many applications on this site and frequent changes made to them, it is completely confusing as to what this consultation is actually about. Accordingly, the Council **resolved** that it should object in the strongest terms, as it was unclear exactly what was being proposed, and therefore it had no alternative but to object.

- 9.5 **3PL/2018/0597/VAR: Westwood Stud, Dereham Road, Westfield.** Vary Condition 10 in Permission for Erection of 4 no. dwellings (3PL/2015/1264/F). Planning Permission dated 4 July 2018 was **received**.
- 9.6 **3PL/2017/1150/O: Chapel Farm, Dereham Road, Whinburgh.** Residential Development (three dwellings and garages) (re-submission). Refusal of Outline Planning Permission dated 24 August 2018 was **received**.
- 10 Broadband.** Two emails from *Better Broadband for Norfolk* advising that new communications cabinets are to be installed, firstly on the grass verge opposite The Old Ship Inn, Shipdham Road, Westfield, and secondly, on the grass verge on Shop Street, near the junction with Dereham Road, Whinburgh, were **received**. No date for installation is currently available; however the BBfN Programme is due to complete by the end of March 2020.
- 11 Land off Church Road, Whinburgh.** A copy of correspondence between a resident and Breckland Planning Enforcement on the issue of a possible breach of Planning Regulations on land off Church Road between Old School House and the Old Rectory was **received**. The Council expressed surprise that it had not been informed about an investigation into something within the parish had been undertaken by Breckland Planning Enforcement without being informed. The Clerk was asked to ask what the current position was, following the response to Breckland from the resident's solicitor, and also to point out that part of the highway verge had been taped off with stakes making the verge a danger and tape which would end up littering the countryside.
- 12 Play Equipment Safety Report.** The RoSPA Play Area Safety Inspection Report dated 17 June 2018 was **received**. This report pointed out corrosion on one of the goal posts and to the cradle seat. Councillors Hansell and Anema agreed that they would remove the set of posts and the cradle seat, as they were beyond repair.
- 13 Pavilion Hire.** The Chairman expressed his concern that by permitted free use of the Pavilion and Playing Field for events being held for the benefit of charities which benefit only some residents, the Council was in effect, making donations to the charities without due consideration and identification of the power under which it was doing so. He proposed that the Council should charge a small, flat fee, just to cover the costs, and suggested this should be £5 per 3 hours or part thereof. This was **agreed**, and the Chairman will amend the Pavilion conditions accordingly.
- 14 Dog Waste Bin for northern Westfield.** It was **agreed** in principle that the Council should arrange for installation of a bin in northern Westfield. There was concern about the possible location at the entrance to Lolly Moor, but it was **agreed** that Councillor Anema should speak to the Norfolk Wildlife Trust to see whether they would have any objection. If so an alternative location would need to be found. The Clerk was then **authorised** to obtain the necessary consents from Norfolk County Council Highways (to locate the bin on their highway) and Breckland Council (to add it to their schedule of emptying), and then proceed to purchase the bin and necessary fixings.
- 15 Playing Field hedges.** Once again a resident has kindly arranged for the hedges to be cut. Unfortunately, the contactor was unable to cut behind the pavilion, as the trees in the hedge had grown so high the telephone cables now ran through the trees. Councillors Terry and Hansell said they would arrange to cut the trees back so that the boundary returned to being a hedge, and so hopefully in future years this could be done by machine. The Clerk has written to the resident expressing the Council's thanks.

**16 General Data Protection Regulations.** The following documents prepared by the Clerk were **approved**, and **adopted** as required by the General Data Protection Regulations:

- 16.1 Inventory of Data Captured, Stored and Processed by the Council;
- 16.2 Privacy Notice;
- 16.3 Privacy notice for Councillors and employees.
- 16.4 Information & Data Protection Policy;
- 16.5 Publication Scheme;
- 16.6 Retention and Disposal Policy;
- 16.7 Appendix A: List of Documents for Retention or Disposal;
- 16.8 Subject Access Request Form;
- 16.9 Social Media and Electronic Communication Policy;
- 16.10 Removable Media Policy.

It was **agreed** that items 16.2, 16.4, 16.5, 16.6, 16.7, 16.9 and 16.10 should be posted on the Council's Website, together with the Council's Standing Orders and Financial Regulations.

**17 Storage of Minute Books.** It was **noted** that the Clerk had deposited the Minutes of Council Meetings and Parish Meetings from 1 April 2013 to 31 March 2017 at the Norfolk Records Office under Accession number ACC 2018/48. These will be catalogued and stored with previous sets of Minutes.

**18 Finance.**

- 18.1 **Clerk's salary.** It was **resolved** that cheques numbered 100770 & 100771 totalling £828.04 (salary for 2 July 2018 to 30 September 2018: £806.26; Mileage Allowance Payment for 12 June 2018 to 5 September 2018: £21.78) to the Clerk and HM Revenue and Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 18.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100772 for £13.45 (Postage & telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 12 June 2018 to 5 September 2018. (*Local Government Act 1972 s.111*)
- 18.3 **Stationery.** It was **resolved** that cheque number 100773 for £144.62 (£120.52 + £24.10 VAT) to the Clerk be signed, in reimbursement for his having paid Viking in settlement of their invoice no. 512520 for stationery supplied. (*Local Government Act 1972 s. 111*)
- 18.4 **Pavilion & Playing Field.** It was **resolved** that cheque number 100774 for £79.80 (£66.50 + £13.30 VAT) to the Clerk be signed, in reimbursement for his having paid Playsafety Limited in settlement of their invoice no. 35957 for inspection of the play equipment on Whinburgh Playing Field. (*Public Health Act 1875 s.164 & Local Government Act 1972 Sch. 14 para. 27*)
- 18.5 **Other.** It was **resolved** that cheque number 100776 for £25.00 to the Clerk be signed, in reimbursement for his having paid this parish's share of invoice no 6387 from Bailiwick IT, being the cost of transferring the Council's data from the damaged laptop to a new one. (*Local Government Act 1972 s.111*)
- 18.6 **Subscriptions.** It was **resolved** that cheque number 100777 for £36.00 (£30.00+£6.00 VAT) to the Clerk be signed, in reimbursement for his having paid GeoXphere Limited in settlement of invoice no. 33UB110-0001, being the annual fee for the Parish Online mapping system (*Local Government Act 1972 s.111*)

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- 18.7 **Training.** It was **resolved** that cheque number 100778 for £72.00 (£60.00 + £12.00 VAT) to Norfolk Association of Local Councils be signed in settlement of their invoice no. 2288, being the cost of Councillor Brace attending the *Being an Effective Councillor* training course on 12 September 2018. (*Local Government Act 1972 s. 111*)
- 18.8 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100779 for £300.00 to Whinburgh & Westfield Parochial Church Council be signed, as a grant towards the costs of maintaining the burial grounds in the parish. (*Local Government Act 1972 s 214(6)*)
- 18.9 **Telephones.** It was **noted** that on 30 July 2018 and on 30 August BT collected payments of £44.76 (£37.30 + £7.46 VAT) in settlement of invoice nos. M018 and M019, for telephone & broadband services. (*Local Government Act 1972 s.111*)
- 18.10 **Pavilion & Playing Field.** It was **noted** that on 27 June 2018 nPower collected £151.17 (£143.97 + £7.20 VAT) in settlement of their invoice dated 14 June 2018, for electricity supplied. This was based on an estimated reading, and the Clerk has sent a photograph of the meter as evidence of what the considerably lower true reading is, asking for this to be corrected in the next invoice. (*Local Government Act 1972 s.111*)
- 18.11 **Credits.** Receipt of the following credits was **noted**:
- 18.11.1 £5.00 for the hire of some chairs from the Pavilion.
- 18.11.2 £161.50 from Whinburgh Bowls Club.
- 18.12 **Monthly Financial Report.** The report for the month ending 31 August 2018 was **received**.
- 19 Matters for consideration at next meeting.**
- 19.1 Action regarding verge on Church Road.
- 19.2 Actions regarding Play Equipment.
- 19.3 Former Highway Surveyor's Land, Garvestone.
- 20 Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 16 October 2018**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.
- 21 Exclusion of the Public and Press.** Under the *Public Bodies (Admission to Meetings) Act 1960, s.1(2)*, it was **resolved** to exclude the public and press for the discussion of the next item as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 22 Clerk's hours and allowances.** A report from the Clerk on the number of hours he had actually worked for this Council during the 12 months commencing 19 July 2017 was **received**. As a result the Council **agreed** to increase in number of hours he is paid from 5 to 5.5 hours/week, and to backdate this increase to 19 July 2017. This will take the Clerk's annual salary up to £3,547.54. It was also **agreed**, that the Council should make a contribution towards the use of the Clerk's home as an office, and it was decided to pay him an additional allowance of £1.00/week, this being 25% of the amount allowed tax-free by HM Revenue & Customs. The Council expects the other Councils who employ the Clerk to make up the other 75%. It was agreed this too would be backdated until July 2017. The Chairman thanked the Clerk for his work, and the Clerk thanked the Council for rewarding this.

**Confirmed:**

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**Roland Terry, Chairman**

16 October 2018

**Possible Future Meeting dates:**

Tuesday, 16 October 2018

Tuesday, 15 January 2019

Tuesday, 13 November 2018

Tuesday, 19 February 2019

Tuesday, 11 December 2018

Tuesday, 19 March 2019

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

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