

# WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 21 June 2016 at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

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

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillor Hansell.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** None.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 17 May 2016 were **confirmed** and **signed**.
- 6 **Matters arising. [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. BT has now advised that the cost of this installation is £525.88. It was **agreed** that the Clerk should tell them to proceed. The Chairman also gave the Clerk a letter he had received, addressed to the Pavilion. This contained a BT bill for charges, some of which were inexplicable. The Clerk will query this with his contact in BT Chairman's office. **Post Meeting note.** The Clerk has now been told that, in view of the abortive attendance necessary when the engineer was unable to carry out the work, and various other BT failures and errors, they will, as a goodwill gesture, remove the £130.00 standard installation charge and also provide a credit for six months rental of £133.80, so making a total credit of £263.80. Having consulted with the Chairman, the Clerk accepted this.
- 7 **Correspondence.** The following correspondence was **received**.
  - 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 Planning.

8.1 **3PL/2016/0348/F: Barn at Land affronting Dereham Road, Shipdham.** New dwelling and carport. Notice that this matter will be referred to the Breckland Planning Committee on 27 June 2016, with a recommendation for refusal was **received**.

8.2 **3PL/2016/0725/VAR: Site next to Oak Lodge Shop Street.** Application for Erection of 2 dwellings 3PL/2016/0155/D (Revised Scheme) New Access to Plot 2. The Clerk explained that this application had been received too late for the Council to consider it at this meeting, but that he would respond under his delegated powers after consulting members of the Council as usual.

9 **Path to the Pavilion.** It was reported that Mr Lake (who cuts the field) had voiced concerns that it would be harder for him to cut now that these lights have been installed. However, the Council felt that already the ground was settling, noting that the grass had been cut recently, and to the usual excellent standard.

10 **Playing Field gate.** It was **noted** that Mr Gerald Johnson had agreed to do some welding on the gate to make it impossible to lift it off its hinges. It was also considered that the Council should think about extending the entrance into the field by laying planings up to the line of the path. The Clerk was asked to see if Mr Johnson could undertake this work, and to ask him for a quote.

11 **Transparency Fund.** The Council **approved** an application prepared by the Clerk for a grant of £653.40 to cover the cost of the Council complying with the new Transparency Code in 2016/17. If successful, this should be received towards the end of July.

12 **Annual Parish Meeting minutes.** The contents of the Draft Minutes of the Annual Parish Meeting held on Tuesday 17 May 2016, to be confirmed and signed at the next Parish Meeting, were **agreed**.

13 **Clerk's salary.** It was **noted** 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 **Clerk's salary.** It was **resolved** that cheques numbered 100692 & 100693 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) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)

14.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100694 for £63.82 (Postage & telephones: £63.06, VAT: £0.76) to the Clerk be signed, in reimbursement for items paid on behalf of the Council for 6 December 2015 to 11 June 2016. (*Local Government Act 1972 s 111*)

14.3 **Other.** It was **resolved** that cheque number 100695 for £3,113.92 (£2,594.93 + £518.99 VAT) to Begley Electrical be signed, in settlement of invoice no. 4589 for supplying and installing the path lighting. (*Public Health Act 1875 s.164 & Local Government Act 1972 sch. 14 para. 27*)

14.4 **Pavilion.** It was **noted** that ExtraEnergy had collected 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. This was based on an estimated reading which was considerably in excess of the correct one. The Clerk objected, and they have now sent a further bill showing that on 25 June 2016 they will credit the Council's account with £47.11 (£44.87 + £2.24 VAT). In future the Clerk will try to submit readings monthly in an effort to ensure that the bills are more accurate.

14.5 **Monthly Financial Report.** The report for the month ended and 31 May 2016 was received.

15 **Matters for consideration at next meeting.**

16 **Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 19 July 2016**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Confirmed:**

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**Roland Terry, Chairman**

19 July 2016

**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.