

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 13 December 2016 at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

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

Before the meeting started, the Chairman thanked Members for their work for the Council during the year, and wished them and all parishioners a Happy Christmas.

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Councillor Anema.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** The Clerk said he had noticed the bent sign on the Shop Street bend when coming to the meeting, and had already reported it to Norfolk County Council Highways.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 15 November 2016 were **confirmed** and **signed**.
- 6 **Matters arising.** [12] **BT account in name of the Council.** A member of staff for George Freeman MP has responded to the Clerk's email asking for his support for the Council's view that BY should accept that the account with them should be in the name of the Parish Council, and not of a person 'Trading As' the Council. Mr Freeman has contacted BT Head Office and is awaiting a response.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 Department for Communities and Local Government: *Freedom of Information act 2000 - 2757524* - Response to the Council's request for data to justify the Government's statement that it "is aware that increases in these precepts continue to concern local tax payers and is therefore prepared to consider extending referendums to all parishes." It seems that "the data is not held". The Clerk has asked the DCLG how the Government justified making the statement about concern among local taxpayers if it had no evidence of this.
 - 7.2 Barclays Bank Plc: *Your Community Account statement* - 1-30 November 2016.
 - 7.3 Barclays Bank Plc: *Your Active Saver Account statement* - 1-30 November 2016.
 - 7.4 Norfolk Age UK: *Appeal letter*.
 - 7.5 Mr Duncan Gerrard: *Speed restriction - Shop Street Whinburgh*. The Clerk was asked to contact County Councillor Cliff Jordan to enlist his support for a request to reduce the speed limit in Whinburgh.
- 8 **Planning.** None.
- 9 **Playing Field.** It was **agreed** to accept a quote from Neville Lake for grass cutting the playing Field for the 2017 and 2018 seasons of £500 p.a., plus £10 per application of weed killer on the path and patio area (normally twice a year).
- 10 **Former Highways Surveyor's land, Westfield.** The Council was disappointed that the quotation provided by Treecreeper Arboriculture for dealing with the high priority work necessary on this land was so much higher than anticipated. Accordingly it was **agreed** that Councillors Terry and Whiteley should approach two contractors they know to get alternative quotes, and that the matter should be reconsidered at a future meeting.

- 11 **Village signs.** Councillor Stevens said that he had looked more closely at the Whinburgh sign, and it did not seem to be as bad as he had originally thought. The Chairman said he has looked at the Westfield sign, which seemed to be sound, although the post might need some work. The Clerk had made some enquiries and found that it might be possible to obtain grants to fund part of the cost, but that even so replacement would be expensive. It was **agreed** that Councillor Stevens should take the two signs down, allow them to dry out, and then make an in depth examination. If he felt he was able to carry out the repair and remedial action himself, it was **agreed** he should do so. If this was beyond his capability, he would bring the matter back to the Council to consider alternatives. The Council **agreed** to meet the costs, and thanked Councillor Stevens for his help.
- 12 **Meeting dates.** The schedule of meeting dates for 2017/18 was **agreed**.
- 13 **Finance.**
- 13.1 **Clerk's salary.** It was **resolved** that cheques numbered 100710 & 100711 totalling £1,202.30 (salary for 26 September 2016 to 25 December 2016: £938.07; Mileage Allowance Payment for 13 September 2016 to 6 December 2016: £264.23) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 13.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100712 for £25.98 (Postage & telephones £25.71; VAT £0.27) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 2 September 2016 to 6 December 2016. (*Local Government Act 1972 s.111*)
- 13.3 **Field & Pavilion.** It was **resolved** that cheque number 100714 for £240.00 (£200 + £40 VAT) to Johnson Hire & Sales Limited be signed, in settlement of invoice no. 401 for work carried out on the entrance to the Playing Field. (*Public Health Act 1875 s.164 & Local Government Act 1972 sch. 14 para. 27*)
- 13.4 **Field & Pavilion.** It was **noted** that that on 28 November 2016 Extraenergy collected £25.05 (£23.86 + £1.19 VAT) from the Council's account in settlement of invoice no. 16818538 for electricity supplied. (Note: a recalculation of the previous bill left the account 1p in credit.). (*Local Government Act 1972 s. 111*)
- 13.5 **Field & Pavilion.** It was **resolved** that cheque number 100715 for £505.00 to Neville Lake be signed, in settlement of his invoice dated 9 November 2016 for grass cutting on the Playing Field for the 2016 season.
- 13.6 **Field & Pavilion.** It was **resolved** that cheque number 100716 for £3.32 (£2.77 + £0.55 VAT) to Councillor Terry be signed, in reimbursement for his having paid invoice no. 025384 from Everhard Electrical Limited for trunking used to conceal wiring to the broadband router in the Pavilion.
- 13.7 **Monthly Financial Report.** The report for the month ending 30 November 2016 was **received**.
- 14 **Matters for consideration at next meeting.** Clerk's annual assessment.
- 15 **Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 17 January 2017**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

.....*N.J. Anema*.....

Nick Anema, Vice-Chairman

Tuesday, 21 February 2017

Possible Future Meeting dates:

Tuesday, 17 January 2017	Tuesday, 20 June 2017	Tuesday, 21 November 2017
Tuesday, 21 February 2017	Tuesday, 18 July 2017	Tuesday, 19 December 2017
Tuesday, 21 March 2017	Tuesday, 15 August 2017	Tuesday, 23 January 2018
Tuesday, 18 April 2017	Tuesday, 19 September 2017	Tuesday, 20 February 2018
Tuesday, 16 May 2017*	Tuesday, 17 October 2017	Tuesday, 20 March 2018

* Annual Parish Meeting and Annual Meeting of the Parish Council

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