

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 21 February 2017 at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Nick Anema (Vice-Chairman), Mark Hansell, John Stevens, Simon Whiteley.
Julian Gibson (Clerk)

The Meeting scheduled for 9 January 2017 did not take place.

In the absence of the Chairman the Vice-Chairman assumed the Chair.

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillor Terry, Councillor Downes and Councillor Makinson.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** County Councillor Cliff Jordan said that he was present mainly to update the Council on Agenda item 9. He reported that he had discussed the possibility of lowering the speed limit in Whinburgh from 40 mph to 30 mph in several meetings with his Council's Highways Department. He said that there was little or no chance of them agreeing to change the limit on the B1135. However he felt it might be possible to persuade them that it was appropriate to reduce the limit on Shop Street and Church Road, as far as just past the bend after Manor Farm Cottage on Westfield Road, Whinburgh. He said he would continue to press the issue. The Chairman also asked him about various highway issues on Westfield Road, Dereham, notably the leylandii trees at the bottom of the houses in Boyd Avenue, which were obstructing the road. Councillor Jordan said he would take this up with Highways. Concerns were also expressed about the bridge over the River Tudd, and again Councillor Jordan asked for a letter from the Council asking for him to take action on their behalf. Finally he asked if the Council had ever considered investigating the possibility of getting mains sewerage in the parish, which would eliminate many of the issues arising from pollution of waterways. The Chairman asked for this to be put on a future agenda for discussion.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 13 December 2016 were **confirmed** and **signed**.
- 6 **Matters arising.** [11] **Village Signs.** Councillor Stevens said he had looked at the Whinburgh Village Sign, and although superficially it seemed to be in reasonable condition, haven taken it down he found it was in a very poor condition, with quite extensive rot. The post is also partially rotten. He felt it might be possible to do a considerable amount of work and make it last for a few more years, but suggested that really the Council should look into a replacement, if there was still a real desire to have a sign. Councillor Hansell said he had spoken with a local foundry, East Coast Castings, who might be able to use the original to make a mould and then cast it in aluminium, which could be painted in the original colours. Councillor Stevens undertook to investigate further, and asked for the matter to be placed on the agenda of the next meeting so that a decision as to how to proceed could be taken.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 Breckland Council: *Breckland Outdoor Sport and Children's Play Funds*.
 - 7.2 *Clerks & Council Direct* - January 2017.
 - 7.3 Barclays Bank Plc: *Your Community Account statement* - 1-30 December 2016.
 - 7.4 Barclays Bank Plc: *Your Active Saver Account statement* - 1-30 December 2016.
 - 7.5 Breckland Council: *To all Breckland Council Suppliers*.

- 7.6 Department for Communities and Local Government: *Attempt to justify statement about tax-payer concerns about increases in parish precepts when the Government has absolutely no evidence of this.*
- 7.7 Smaller Authorities' Audit Appointments Limited: *Audit of Smaller Authorities Scales of Fees 2017-18 to 2021-22.*
- 7.8 Breckland Council: *Five Year Housing Land Supply.*
- 7.9 Breckland Council: *Consultation on a revised Yaxham Consultation Statement.*
- 7.10 UK Power Networks: *Re: Help vulnerable people in your community access free extra support during a power cut.*
- 7.11 Barclays Bank Plc: *Your Community Account statement - 31 December 2016 - 31 January 2017.*
- 7.12 Barclays Bank Plc: *Your Active Saver Account statement - 31 December 2016 - 31 January 2017.*
- 7.13 Norfolk Association of Local Councils: *Message from the Chairman, Councillor Janet Holdom.*
- 7.14 Norfolk County Council: *Better Broadband for Norfolk Information Sheet 25 - 14 February 2017.*

8 Planning.

- 8.1 **3PL/2016/0996/VAR: Site next to Oak Lodge, Shop Street, Whinburgh.** Erection of 2 dwellings 3PL/2016/0155/D (Revised Application). Planning Permission dated 20 December 2016 was **received**.
- 8.2 **3PL/2016/1195/VAR: Barn at Land Affronting Dereham Road, Shipdham.** New dwelling & carport revised scheme 3PL/2016/0348/F. Planning Permission dated 24 November 2016 was **received**.
- 8.3 **3PN/2016/0076/UC: Barn 3, Manor Farm, Church Road, Whinburgh.** Change of use of agricultural building to dwelling (C3) (Permitted Development). Notification that Prior Approval is Required and Granted dated 21 December 2016 was **received**.
- 8.4 **3PL/2016/1099/O: Westwood Stud, Dereham Road, Westfield.** Application for Erection of 3 dwellings (outline) (Amended description). It was **resolved** that the Council still objected on the grounds stated previously

9 **Speed limit in Whinburgh.** After receiving the report from Councillor Jordan it was **agreed** that the Clerk should write to him, saying that the Council would be happy just to get a speed reduction in the part of Whinburgh he suggested. The Clerk will stress incongruity of passing a sign warning of the children's playground on the Playing Field on a very narrow single track road, but being permitted to do so at 40 mph. Also, there is the church on Church Road, which attracts a number of parked cars on the road.

10 **Beacons of Light.** The Clerk advised the Council that he had received notice of plans to organise a country-wide event as part of the *Battle's over - A nation's tribute* programme on 11 November 2018, the 100th anniversary of the end of WWI, and asked if it wanted to join in and become one of a chain of 1,000 beacons which will be lit throughout the UK. However, the parish does not have a permanent beacon, and although it would be possible to participate by lighting a bonfire, this would involve considerable effort and risk, and it was felt that there would not be sufficient interest to justify the cost. It was **agreed** that it might be a good idea to organise a smaller scale celebration, and to wait until nearer the time in the hope that some grant funding may be forthcoming to assist parishes with the cost.

11 **Highways issues on Westfield Road, Dereham.** The Chairman expanded on the issues with the bridge over the River Tudd: the concrete filled sandbags which were placed in the river reducing the width, the missing bricks which have not been repaired. In short the work undertaken by NCC was not completed because of the high water level at the time it was

carried out, and more bricks have dropped out as a result. The Clerk will write to Councillor Jordan accordingly with pictures provided by the Chairman

- 12 **Grant.** It was **noted** that that Council Chairman has submitted an application to the Norfolk Community Foundation Small Grants scheme for a grant of £487.80 for a new refrigerator, microwave, urn and crockery for the Pavilion kitchen.
- 13 **Exclusion of the Press and Public.** It was **resolved** under *Public Bodies (Admission to Meetings) Act 1960, s.1(2)* 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 commercial nature of the business to be transacted.
- 14 **Tree work on Former Highway Surveyor's Land, Steggs Lane.** The Clerk reported that three competitive quotations had been received for the previously agreed work on these trees following the Health and Safety survey, and it was **agreed** to accept the one provided by Treecreeper Arboriculture. The meeting Chairman questioned the need for the ivy to be severed at the base of the trees, and the Clerk said he would ask Treecreeper to speak to him and explain why he felt that was necessary. The Clerk will advise both the successful and unsuccessful contractors.
- 15 **Clerk's Annual Performance Review.** The Meeting Chairman passed on a report from the Chairman on the outcome of the Clerk's Annual Performance Review. It was **agreed** to accept his finding that the Clerk's performance is fully satisfactory, and therefore **to agree** an incremental salary increase to Spinal Column Point 25, or £11.660/hour, making an Annual salary of £3,031.60, to take effect from 4 December 2016, the anniversary of his appointment.
- 16 **Financial Regulations.** The Council's Financial Regulations were reviewed, and **approved**.
- 17 **Asset Register.** The Asset Register was **reviewed** and the valuations for insurance purposes **agreed**.
- 18 **Risk Assessment.** The Council's Risk assessment was **reviewed** and amendments **agreed**.
- 19 **System of Internal Control.** The Council **reviewed** and **approved** its system of internal control.
- 20 **Finance.**
 - 20.1 **Clerk's salary.** It was **resolved** that cheques numbered 100735 & 100736 totalling £910.24 (salary for 26 December 2016 to 2 April 2017: £821.99; Mileage Allowance Payment for 7 December 2016 to 12 February 2017: £68.25; Telephone Allowance Payment: £20.00) be signed. (*Local Government Act 1972 s. 112(2)*)
 - 20.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100737 for £13.08 (Postage & telephones £13.00; VAT £0.08) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 7 December 2016 to 12 February 2017. (*Local Government Act 1972 s.111*)
 - 20.3 **Field & Pavilion.** It was **noted** that ExtraEnergy collected £16.01 (£15.25 + £0.76 VAT) on 30 December 2016 and £16.04 (£15.28 + £0.76 VAT) on 28 January 2017 and will collect £17.28 (£16.46 + £0.82 VAT) on 2 March 2017 from the Council's account in settlement of invoices numbered 17922655, 18763844, and 19801714 for electricity supplied. The Clerk mentioned that they have under estimated the bills by some £125, despite him having regularly submitted up to date readings. He also pointed out that the existing contract would come to an end at the end of May, and that the final date for opting out of automatic renewal was 29 March. It was **agreed** that he should seek an alternative supplier, and if he found one more advantageous, he **was authorised** to carry out a transfer. (*Local Government Act 1972 s. 111*)

20.4 **Monthly Financial Report.** The report for the month ending 31 January 2017 was received.

21 Matters for consideration at next meeting.

21.1 To consider making enquiries with Anglian Water about the possibility of getting mains sewerage in the parish.

21.2 To receive an update regarding the Whinburgh Village Sign, and to decide how to proceed.

22 Next meeting. The next meeting of the Parish Council was **confirmed** as **Tuesday, 21 March 2017**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

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Nick Anema

Nick Anema, Chairman

Tuesday, 21 March 2017

Possible Future Meeting dates:

Tuesday, 21 March 2017

Tuesday, 15 August 2017

Tuesday, 19 December 2017

Tuesday, 18 April 2017

Tuesday, 19 September 2017

Tuesday, 23 January 2018

Tuesday, 16 May 2017*

Tuesday, 17 October 2017

Tuesday, 20 February 2018

Tuesday, 20 June 2017

Tuesday, 21 November 2017

Tuesday, 20 March 2018

Tuesday, 18 July 2017

* 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.