

# WHINBURGH & WESTFIELD PARISH COUNCIL

11 June 2017

**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 June 2017 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, 16 May 2017.
  - 5.1. [9.3] **Highway Surveyor's Land, Whinburgh.** The Breckland Land Management Officer has reiterated that the position regarding this land has yet to be considered. She has pointedly ignored the request about the large piece of machinery dumped on the land.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
7. **To receive** Correspondence (available at the meeting).
  - 7.1. nPower: *Welcome to nPower business.*
  - 7.2. The Pensions Regulator: *Automatic enrolment duties: Acknowledgement of declaration of compliance.*
  - 7.3. HM Revenue & Customs: *BACS Remittance Advice - VAT reclaim £807.30.*
  - 7.4. Norfolk County Council: *Better Broadband for Norfolk Information Sheet 26 - 26 May 2017.*
  - 7.5. Seafarers UK: *Please fly the Red Ensign for Merchant Navy Day.*
  - 7.6. Barclays Bank Plc: *Your Community Account statement - 29 April - 31 May 2017.*
  - 7.7. Barclays Bank Plc: *Your Active Saver Account statement - 29 April - 31 May 2017.*

7.8. Norfolk Constabulary: *Dereham, Swaffham & Watton Parish Newsletter - May 2017*

8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  - 8.1. **3PN/2017/0041/UC: Westwood Stud, Dereham Road, Westfield.** Application for 'prior approval' under the Town and Country Planning (General Permitted development) Order 2015 for a Change of use of agricultural building to dwelling. **To note** that no comment has been made, as this is effectively a renewal of the Change of Use Prior Approval application 3PN/2015/0003/UC which was granted permission, but is now running out of time.
  - 8.2. **3PL/2017/0653/HOU: Westwood Stud, Dereham Road, Westfield.** Application to Erect 2 bay garage (revised application - change hipped roof to gable). (Extension of response date to 21 June agreed by Breckland Council.)
9. **To note** that the Clerk has completed the required Declaration of Compliance and that The Pensions Regulator has acknowledged receipt.
10. **To agree** the contents of the Draft Minutes of the Annual Parish Meeting held on Thursday 16 May 2017, to be confirmed and signed at the next Parish Meeting, and **to consider** any actions arising as a result of this meeting.
11. **To approve** an application to the Government Transparency Fund for a grant totalling £664.80 to cover the cost of the Council complying with the new Transparency Code during 2017/18.
12. **To receive** an update with regard to the Whinburgh Village Sign, and **to agree** what steps to take next. Note: The NCC Highways Engineer has said that his Council will not object to the head of the sign being rotated providing that it does not overhang the carriageway.
13. **To receive** an update regarding the future of the old Green Store on Whinburgh Playing Field.
14. **Finance.**
  - 14.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £882.51 (salary for 3 April 2017 to 2 July 2017: £765.51; Mileage Allowance Payment for 13 February 2017 to 6 June 2017: £117.00).
  - 14.2. **To approve** payment of £27.37 (Postage & telephones £15.01; Stationery £1.00; Playing Field/Pavilion (meter keys) £2.08; Other (share of new voice recorder) £8.78; VAT £0.50) to the Clerk as reimbursement for items paid on behalf of the Council for 13 February 2017 to 6 June 2017.
  - 14.3. **To approve** payment of £37.25 to the Society of Local Council Clerks, being this parish's share of the Clerk's subscription for the year ending 31 May 2018.
  - 14.4. **To note** that on 30 May 2017 BT collected £4.62 from the Council's account in settlement of invoice no. M004 9U, for telephone & broadband services. **Note:** The Clerk had noticed that when BT closed the two accounts which they originally operated for the Council (one for the telephone line and the other for the Broadband services) and replaced them with a single account covering both services, they had set up the new account with paper bills, and were charging £4 each time. He objected, and has now obtained a £16 refund. Because of the various errors, BT has now paid substantial credits to the account, and so although monthly bills have been produced, the Council has not actually had to pay anything since November. As a result the Council has been paying VAT without issuing a cheque, and so at the end of the year may be able to reclaim more VAT than the accounts imply it has paid. (This latest bill exhausts the credit balance.)

14.5. **To note** that on 16 June 2017 ExtraEnergy collected £72.99 (£69.51 + £3.48 VAT) from the Council's account in settlement of invoice no. 23710840, for electricity supplied.

14.6. **To receive** the monthly Financial Report.

15. **To decide** on any matters for consideration at next meeting.

16. **To confirm** the date of the next meeting as Tuesday, 18 July 2017 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 18 July 2017

Tuesday, 17 October 2017

Tuesday, 23 January 2018

Tuesday, 15 August 2017

Tuesday, 21 November 2017

Tuesday, 20 February 2018

Tuesday, 19 September 2017

Tuesday, 19 December 2017

Tuesday, 20 March 2018

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