

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 19 September 2017 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)

The Meeting scheduled for 15 August 2017 did not take place.

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Councillor Hansell.
- 2 **Declarations of interest.** The Chairman said that he did not have a pecuniary interest in agenda item 9, nor was he presently in any controlling position with the Mid-Norfolk Railway, but in the interests of Transparency he said he was definitely a supporter.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** None.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 18 July 2017 were **confirmed** and **signed**.
- 6 **Matters arising.** [7.17] **Unpaid cheque.** The Clerk has been advised that this cheque was returned because the paying bank had failed to make a transfer between accounts. The cheque was paid upon being represented.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 Norfolk County Council: *Hazardous Household Waste Days 2017* - Dereham 21/22 October.
 - 7.2 Barclays Bank Plc: *Your Community Account Statement* - 1-31 July 2017.
 - 7.3 Barclays Bank Plc: *Your Active Saver Account Statement* - 1-31 July 2017.
 - 7.4 Norfolk County Council: *Notice of Temporary Traffic Order affecting the B1135 Norwich Road, leading to a diversion route on the B1135 through Whinburgh, from 29 August to 10 October 2017.*
 - 7.5 Citizens Advice Mid-Norfolk: *Citizens Advice Mid-Norfolk Appeal 2017.*
 - 7.6 Citizens Advice Mid-Norfolk: *Annual General Meeting* - 27 September 2017.
 - 7.7 Barclays Bank Plc: *Your Business accounts - at a glance.*
 - 7.8 Barclays Bank Plc: *Your Community Account Statement* - 1-31 August 2017.
 - 7.9 Barclays Bank Plc: *Your Active Saver Account Statement* - 1-31 August 2017.
 - 7.10 *Clerks & Council Direct* - September 2017.
 - 7.11 Clerk to Garvestone, Reymerston & Thruxton Parish Council: *Polling Cards at General Election.*
- 8 **Shop Street/Church Road - Proposed 30mph speed limit.** A letter from Norfolk County Council advising that it proposes to amend the existing 40 mph speed limit to a 30 mph speed limit on Shop Street and Church Road, Whinburgh was **received**, and it was **noted** that the Clerk has responded that the Council wholly supports and welcomes the proposal. The Clerk warned that there were still several steps to go through before implementation would take place.
- 9 **Dereham Town Council Neighbourhood Plan.** A letter from Dereham Town Council asking for support for a policy area under consideration in its developing Neighbourhood Plan, under which it would protect land along the Mid-Norfolk Railway line so that developments would not prevent the railway from providing an enhanced service in future,

was **received**. The Clerk was asked to contact the Town Council and seek further information, as it was unclear what area of land it was seeking to protect.

- 10 Possible development of Sycamore Cottage, Whinburgh.** The Clerk reported that he had received a telephone call from a gentleman who was considering the purchase of Sycamore Cottage, and was asking for the Council's views about a possible application to build a further dwelling in the back garden. The Clerk explained that the Parish was not the Planning Authority, and while it would not usually express a firm view on a planning application until it was actually submitted, it might be useful if early plans were shown to the Council, and members were given the opportunity to ask questions of the developer so as to gain a better understanding of what he had in mind. The Clerk's report was **noted**.

11 Planning.

- 11.1 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. Notice that Prior Approval is required and Refused was **received**.
- 11.2 3PL/2017/0771/F: Westwood Stud, Dereham Road, Westfield.** Application for New domestic garage suitable for client's motorhome, cars and tractor. To **note** that the Clerk had objected using his delegated powers after consultation with four Members on the grounds that this is the ninth application made on this site measuring less than 1ha in the past 2½ years, that the applicant should be required to produce an overall plan for his property, and that the construction of a second garage as large as a house casts doubt on the legitimacy of the original permitted development application to convert the barn into a dwelling. The applicant and/or his agent responded to Breckland Council saying that the facts were not as stated, and the Clerk pointed out that the Council had responded using the information it had at the time, and so stood by the comments. Planning Permission dated 21 August 2017 was **received**.
- 11.3 3PL/2017/0781/HOU: Gables Farm, Whinburgh Road, Westfield.** Single storey extensions to rear. Planning Permission dated 20 July 2017 was **received**.
- 11.4 3PL/2017/0707/EU: Annexe, Glen Cottage, Dereham Road, Westfield.** Annexe used as holiday let. To **receive** notice of Certificate of Lawful Use dated 4 August 2017.
- 11.5 3PL/2017/0769/VAR: Westwood Stud, Dereham Road, Westfield.** Variation of Conditions for Erection of 4no. dwellings. 3PL/2015/1264/F Conditions(s) 2. Notice of consent to variation of condition dated 4 August 2017 was **received**.
- 11.6 3PL/2017/0386/O: Chapel Farm, Dereham Road, Whinburgh.** Application for Residential Development. Notice of Refusal of Outline Planning Permission dated 15 August 2017 was **received**.

- 12 Whinburgh Village Sign.** Councillor Whiteley confirmed that the trustees of now defunct Whinburgh Community Association were planning to use their remaining funds firstly to provide a bench in the churchyard, which will require a Faculty and so take a while to arrange. They were interested in something similar to the two owned by the Council, and the Clerk will provide details. When this has been implemented he would ask about possible support for the village sign project. It was **agreed** to continue to wait.

- 13 Old Green Store.** Councillor Whiteley reported that the green store would be demolished at the end of the month. It was **agreed** that the Council would pay the cost of removing the non-recyclable waste, which would cost £150 +VAT.

- 14 Broadband.** The Clerk reported what he had learned from Karen O'Kane, Manager of the Better Broadband for Norfolk Project for NCC with regard to the postcodes in the parish and

when fibre to cabinet super-fast broadband will be available. Postcode NR19 1RD is already connected. Postcode NR9 4QU has planned implementation between April and September 2018. For postcodes NR19 1AA, 1GL, 1QF, 1QG, 1QJ, 1QL, 1QR, 1QS and 1QU, a solution is planned with implementation expected towards the end of the county-wide rollout late 2019 / early 2020. For Postcodes NR19 1QP and 1QW no solution is planned, although if further funding becomes available this may change. Turning to telephony issues, Ms O’Kane stressed that it was important that residents report each and every outage to their ISP. The report was **received**.

- 15 **Norfolk Strategic Framework consultation.** It was **noted** that the Norfolk Planning Authorities are consulting on a draft Norfolk Strategic Framework document, in which North Norfolk District Council, Norwich City Council, Norfolk County Council and South Norfolk Council set out their shared objective on housing, employment and infrastructure. The public consultation runs from 2 August to 22 September, and the draft document can be viewed and commented upon at <https://norfolk.citizenspace.com/consultation/norfolk-strategic-framework>. It was **agreed** that the Council had no comment to make.
- 16 **Breckland Local Plan.** The *Breckland Local Plan Pre-submission publication* was **received**. It was **agreed** that the Council had no comment to make, but the Council noted that one of the criteria required to be satisfied for development in the parish under Policy HOU 05 was, “It can be demonstrated that there is appropriate support by the parish council.”
- 17 **Playing Field hedges.** The Council **noted** that a parishioner has once again kindly arranged for the hedges round the Playing Field to be cut. The Clerk has written expressing the Council’s thanks.
- 18 **External Audit.** The External Auditor’s “clean” report for the year ended 31 March 2017 was **received**. The Clerk will now carry out the actions as required by *The Accounts and Audit (England) Regulations 2015* on the conclusion of the audit.
- 19 **Reporting at Meetings.** A Protocol for the Reporting at Meetings of the Council or Committees was **adopted**, now that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public.
- 20 **Standing Orders.** The Council **adopted** revised and updated Standing Orders, based on the Model Standing Orders published by the National Association of Local Councils.
- 21 **Financial Regulations.** The Council **adopted** revised and updated Financial Regulations, based on the Model Financial Regulations published by the National Association of Local Councils. The Chairman thanked the Clerk for his work updating this document and the Standing Orders.
- 22 **General Data Protection Regulation.** The Council **noted** that the General Data Protection Regulation comes into effect on 25 May 2018. The Clerk reported that he had booked himself on a training session on 1 November. He will then be in a position to ensure that the Council takes all necessary steps to comply with this Regulation, and to assess the work involved.
- 23 **Finance.**
 - 23.1 **Clerk’s salary.** It was **resolved** that cheques numbered 100731 & 100732 totalling £838.31 (salary for 3 July 2017 to 1 October 2017: £765.51; Mileage Allowance Payment for 7 June 2017 to 10 September 2017: £72.80) to the Clerk and HM Revenue and Customs be signed. (*Local Government Act 1972 s. 112(2)*)
 - 23.2 **Clerk’s reimbursement.** It was **resolved** that cheque number 100733 for £18.22 (Postage & telephones £17.90; VAT £0.32) to the Clerk be signed, as reimbursement

for items paid on behalf of the Council for 7 June 2017 to 10 September 2017. (*Local Government Act 1972 s.111*)

- 23.3 **Audit.** It was **resolved** that cheque number 100734 for £120.00 (£100.00 + £20.00 VAT) to Mazars LLP be signed, in settlement of their Fee note 1305730-SB09324 for external audit work for the year ended 31 March 2017. (*Local Government Act 1972 s.111*)
- 23.4 **Training.** It was **resolved** that cheque number 100739 £30.00 (£25.00 + £5.00 VAT) to Norfolk Association of Local Councils be signed in settlement of invoice no. 1184, being this Council's share of the cost of the Clerk attending the Role of the Clerk training on 20 & 27 July 2017. (*Local Government Act 1972 s.111*)
- 23.5 **Telephone & Postage.** It was **noted** that on 30 August 2017 BT collected and on 30 September 2017 will collect, payments of £43.08 (£35.90 + £7.18 VAT) in settlement of invoices nos. M007 L1 and M008 PO, for telephone & broadband services. (*Local Government Act 1972 s.111*)
- 23.6 **Pavilion.** It was **noted** that on 19 September 2017 NPower collected £24.93 (£23.74 + £1.19 VAT) in settlement of their invoice dated 5 September 2017 for electricity for the period 29 May - 15 August 2017. (*Local Government Act 1972 s.111*)
- 23.7 **Credits.** Receipt of the following credit was **noted**:
- 23.7.1 Transparency Fund Grant paid through Norfolk Association of Local Councils: £664.80.
- 23.8 **Monthly Financial Report.** The report for the month ending 31 August 2017 was **received**.

24 Matters for consideration at next meeting.

24.1 Neighbourhood Watch.

- 25 Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 17 October 2017**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

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Roland Terry, Chairman

17 October 2017

Possible Future Meeting dates:

Tuesday, 17 October 2017	Tuesday, 23 January 2018
Tuesday, 21 November 2017	Tuesday, 20 February 2018
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.