

# WHINBURGH & WESTFIELD PARISH COUNCIL

8 November 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, 21 November 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 no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. 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, 17 October 2017.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [6, Minutes of 13 December 2016] **BT's refusal to permit Parish Councils to be their customers.** Elizabeth Truss MP had been continually pressing BT to change their policy and to allow the account with them to be in the name of the Council. Her aide has now forwarded a message from B|T saying that her concerns have been passed to their policy team which is looking at making changes to their process. There is no timescale for this she has been assured changes will be made.
  - 6.2. [22, Minutes of 19 September 2017] **General Data Protection Regulation.** The Clerk has attended the training course, which exposed the "nightmare" which these changes involve. Hopefully the National Association of Local Councils will deal with the appointment of the statutory post of Independent Data Protection Officers to cover parish councils, and produce templates detailing what councils need to do.

- 6.3. [11.1] **SLCC Norfolk & Suffolk Autumn Conference.** The Clerk attended this conference at which the final speaker was The Lord Dannatt. His subject was remembrance and he advised that for the Centenary of Armistice Day it was planned to have a nationwide version of an installation done in Pevensy Church in 2016. A video of this is available at <https://www.therebutnotthere.org.uk/uk/>. Full details will come in due course, but this might be something that the Council would be interested in supporting.
7. **To receive** Correspondence (available at the meeting).
- 7.1. CGM Group: *Perfect for your Parish Council* - Ground maintenance advertising letter.
- 7.2. nPower: *Just to say thank you.*
- 7.3. Barclays Bank Plc: *We're making important changes: updating your terms, and creating our ring-fenced bank.*
- 7.4. Came & Company: *Council Matters* - Autumn 2017.
- 7.5. Breckland Council: *Parish Precept Requirement 2018-19.*
- 7.6. Breckland Council: *Parish Grant Allocation 2018-19 to 2020-21.*
- 7.7. Breckland Council: *Guidance for setting parish/town precepts 2018/19.*
- 7.8. Interprint: *Marketing letter.*
- 7.9. The Pensions Regulator: *by law minimum pension contributors will soon be increasing.*
- 7.10. Barclays Bank Plc: *Advance notification of charges.*
- 7.11. Wicksteed Playgrounds: *raising funds for your new play area? We'll match it!*
- 7.12. Vattenfall Wind Power Limited: *Norfolk Vanguard Offshore Wind Farm - Consultation under Section 42 of the Planning Act 2008.*
- 7.13. *Clerks & Councils Direct* - November 2017.
- 7.14. Breckland Council: *Brownfield Land Register.*
- 7.15. Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 31 October 2017.
- 7.16. Barclays Bank Plc: *Your Community Account* - 30 September - 31 October 2017.
- 7.17. Barclays Bank Plc: *Your Active Saver Account* - 30 September - 31 October 2017.
8. **To receive** an invitation from CPRE Norfolk to a Campaign Alliance meeting on 27 November in Dereham Memorial Hall.
9. **To receive** an email from Dereham Walkers are Welcome concerning walk guides passing through the parish, and **to consider** requesting a small supply.
10. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
11. **To agree** the revised Pavilion hire fees and conditions proposed by Councillor Terry, and **to consider** possible backdating of the change.
12. **To note** that the Council Chairman has carried out the Clerk's Annual Performance Review, and **to accept** his finding that the Clerk's performance is fully satisfactory, and therefore **to agree** an incremental salary increase to Spinal Column Point 26, (£12.161/hour), making an Annual salary of £3,161.86, to take effect from 4 December 2017, the anniversary of his appointment.
13. **To agree** a schedule of meeting dates for 2018/19.
14. **To agree** the budget for 2018/19.
15. **To resolve** 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 confidential nature of the business to be transacted

16. **To consider** future plans for the Former Highway Surveyor's Land, Garvestone..
17. **Finance.**
- 17.1. **To approve** payment of £505.00 to Neville Lake for grass cutting and weed killing on the Playing Field.
- 17.2. **To approve** payment of £6.25 to Norfolk Association of Local Councils in part settlement of their invoice no. 1291, being this Council's share of the cost of the Clerk attending GDPR Training on 1 November 2017.
- 17.3. **To approve** payment of £300.00 to Whinburgh & Westfield Parochial Church Council as a grant towards the costs of maintaining the burial grounds in the parish.
- 17.4. **To note** that on 30 October 2017 BT collected £43.08 (£35.90 + £7.18 VAT) in settlement of invoice no. M009 TA, for telephone & broadband services.
- 17.5. **To note** receipt of the following credits:
- 17.5.1. Wayleave - Former Highway Surveyor's Land, Garvestone: £19.82;  
Oversail - Former Highway Surveyor's Land, Whinburgh: £1.53;  
Wayleave - Whinburgh Playing Field: £11.92.  
Total: £33.27, paid by Eastern Power Networks.
- 17.6. **To receive** the monthly Financial Report.
18. **To decide** on any matters for consideration at next meeting.
19. **To confirm** the date of the next meeting as Tuesday, 19 December 2017 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 19 December 2017

Tuesday, 23 January 2018

Tuesday, 20 February 2018

Tuesday, 20 March 2018

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