

WHINBURGH & WESTFIELD PARISH COUNCIL

7 May 2018

Members of the public are invited to attend the Annual Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh, on Tuesday, 15 May 2018 at 8.00 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 elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To elect** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **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.
8. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 17 April 2018.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
10. **To note** that the required notice has been displayed for the statutory period and no parishioners have requested that an election be held to fill the Casual Vacancy created by the resignation of John Stevens. Therefore the Council has power to fill this vacancy by cooption.
11. **To consider** co-opting Mr Bob Brace to fill the above vacancy.

12. **To receive** Correspondence (available at the meeting).
 - 12.1. Barclays Bank Plc: *Barclays Swaffham branch is closing.*
 - 12.2. Playsafety. *Notification of play area inspection in June/July.*
 - 12.3. HM Revenue & Customs: *Important changes to the way you make your VAT126 Claim.*
 - 12.4. Society of Local Council Clerks: *Statement from the Information Commissioner's Office - regarding General Data Protection Regulation implementation.*
 - 12.5. National Association of Local Councils: *PB01-18 / Information Commissioner's Office Statement on the General Data Protection Regulation.*
 - 12.6. Information Commissioner's Office: *Data Protection Registration - confirmation of renewal.*
 - 12.7. AXA: *Your statement of fact*
 - 12.8. Came & Company: *Local Insurance Core Cover Summary.*
 - 12.9. AXA: *Council Commercial Combined Policy Summary.*
 - 12.10. Came & Company: *Important information - Please Read.*
 - 12.11. Came & Company: *Terms of Business.*
 - 12.12. AXA: *Certificate of Employers' Liability Insurance.*
 - 12.13. AXA: *Your policy schedule.*

13. **To receive** two emails from Norfolk Association of Local Councils regarding the General Data Protection Regulations and **to determine** what action, if any, is necessary. The first email, dated 19 April, following many questions from Parish Councils about how they should comply with the Regulation's requirement that a Data Protection Officer be appointed, proposed arranging member councils to participate in a county-wide DPO Scheme. this would cost £25.00 p.a. for councils with an annual spend not exceeding £25,000, and provide some telephone support through initial paperwork issues, and then (if needed) a referral to negotiate any further professional support (initially free but then at £50.00/hour) from a "support partner" for more significant GDPR issues, e.g. dealing with a data breach. The second email, dated 26 April, confirmed that the Government has tabled an amendment to its own Data Protection Bill to exempt parish and town councils from the requirement to appoint a DPO, although all other measures will apply. Appointing a DPO would become discretionary and just regarded as good practice.

14. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 14.1. **3PL/2018/0428/HOU: The Smithy, Dereham Road, Whinburgh.** Application to Remove Existing Conservatory and Construct Single Storey Extension to rear. (Extension in response deadline to 17 May agreed.)
 - 14.2. **3PL/2018/0410/HOU: The Gables, Dereham Road, Whinburgh.** Application for Residential Workshop (for hobby purposes). (Extension in response deadline to 17 May agreed.)
 - 14.3. **3PL/2017/1242/O: Willow Cottage, Dereham Road, Westfield.** Application for outline permission for Two new dwelling/plots and access road. To note that this has been referred to Breckland Planning Committee on 8 May with a recommendation of approval, despite being contrary to policy.

15. **To confirm** the list of Direct Debit payments set up on the Council's account.

16. **To receive** the report of the Internal Auditor.

17. **To approve** and **sign** the Certificate of Exemption on Page 3 of the Annual Governance and Accountability Return 2017/18 Part 2, to confirm that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review. The Clerk will then send this certificate to the external auditor.

18. **To approve** and **sign** the Annual Governance and Accountability Return 2017/18 Part 2 Section 1 - Annual Governance Statement 2017/18.
19. **To approve** and **sign** the Annual Governance and Accountability Return 2017/18 Part 2 Section 2- Accounting Statements 2017/18.
20. **To approve** the Explanation of variances and Bank reconciliation.
21. **To appoint** the Internal Auditor for 2018-2019.
22. **To note** that the Clerk has renewed the contract with nPower for electricity supply for another twelve months at a rate of 18p/kwh and a daily standing charge of 23.8p.
23. **To receive** notice of the 2018-2019 National Salary Award from the National Association of Local Councils. This gives the Clerk, on Spinal Column Point 26, a 2% increase and a pay scale of £12.404/hour (£3,225.04 p.a.) from 1 April 2018.
24. **To receive** and email from Came & Company regarding renewal of the Council's insurance. The brokers have obtained quotes from three potential suppliers - Inspire (via AXA): £700.14; Hiscox (or current suppliers): £795.60; Ecclesiastical £867.25. (All plus a £50.00 administration fee). Came & Company recommends accepting the quote from Inspire. **To approve** payment of the relevant fee to the chosen supplier.
25. **Finance.**
 - 25.1. **To approve** payment of £44.25 to the Society of Local Council Clerks, being this parish's share of the Clerk's subscription for the year ending 31 May 2019.
 - 25.2. **To approve** payment of £7.40 (£6.17 + £1.23 VAT) to Councillor Terry in reimbursement for his having purchased two keys for the Pavilion from Surelock Security.
 - 25.3. **To approve** payment of £18.75 to SLCC Enterprises, being this Council's share of the cost of the Clerk attending the East of England Regional Training Seminar on 11 July 2018.
 - 25.4. **To approve** payment of £12.37 to Norfolk SLCC, being this Council's share of the cost of the Clerk attending the Norfolk Local Council's Conference on 1 June 2018.
 - 25.5. **To approve** payment of £20.00 to Mrs Deborah Morgan as an honorarium for the completion of the Internal Audit for the year ended 31 March 2018.
 - 25.6. **To note** that on 30 April 2018 BT collected £44.76 (£35.90 + £7.18 VAT) in settlement of invoice no. M015, for telephone & broadband services.
 - 25.7. **To note** receipt of the following credits:
 - 25.7.1. £465.98 VAT reclaimed from HM Revenue & Customs.
 - 25.8. **To receive** the monthly Financial Report.
26. **To decide** on any matters for consideration at next meeting.
27. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 19 June 2018 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 19 June 2018	Tuesday, 16 October 2018	Tuesday, 15 January 2019
Tuesday, 17 July 2018	Tuesday, 13 November 2018	Tuesday, 19 February 2019
Tuesday, 14 August 2018	Tuesday, 11 December 2018	Tuesday, 19 March 2019
Tuesday, 18 September 2018		

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