

WHINBURGH & WESTFIELD PARISH COUNCIL

6 September 2018

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, 18 September 2018 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, 19 June 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [7.2.13, Minutes of 15 May 2018]. **30mph Speed limit in Whinburgh.** This has now come into effect. The *Unsuitable for motor vehicles* signs were erected in error and should now have been removed. The correct *Unsuitable for HGVs* signs have been ordered and will be installed as soon as possible.
7. **To receive** Correspondence (available at the meeting).
 - 7.1. Norfolk County Council: *Notice of a Temporary Traffic Order, affecting Westfield Road, Dereham from 16 July to 3 August 2018.*
 - 7.2. *Clerks & Councils Direct - July 2018.*
 - 7.3. Barclays Bank Plc: *Your Business Accounts – at a glance.*
 - 7.4. Barclays Bank Plc: *Your Community Account Statement – 1-29 June 2018.*
 - 7.5. Barclays Bank Plc: *Your Active Saver Account Statement – 1-29 June 2018.*
 - 7.6. Norfolk Constabulary: *Parish Newsletter – August 2018.*

- 7.7. Society of Local Council Clerks: *Email quoting from the “technical consultation” on the draft local government finance settlement, which confirms that the government intends to continue the deferral of setting referendum principles for town and parish councils regarding precepts.*
 - 7.8. Norfolk County Council: *Hazardous Household Waste Days 2018.*
 - 7.9. Barclays Bank Plc: *Your Business accounts – at a glance – on 31 July 2018.*
 - 7.10. Barclays Bank Plc: *Your Community Account – 30 June – 31 July 2018.*
 - 7.11. Barclays Bank Plc: *Your Active Saver Account – 30 June – 31 July 2018.*
 - 7.12. Vattenfall: *The Norfolk Vanguard Offshore Wind Farm Order – Section 56 Planning Act 2008 – Notice of accepted application.*
 - 7.13. Campaign to Protect Rural England: *CPRE Norfolk Alliance – update.* (re. Breckland Local Plan).
 - 7.14. Citizens Advice Mid-Norfolk: *Support for the coming year.*
 - 7.15. BT: *Changes in data protection law.*
8. **To receive** a report from the Chairman on his meeting with our newly elected Norfolk County Councillor, Edward Connolly.
 9. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 9.1. **3PL/2017/1162/O: Westwood Stud, Dereham Road, Westfield.** Proposed development of 3 dwellings. Planning Permission dated 27 June 2018.
 - 9.2. **3PL/2018/0659/F: Brambles, Steggs Lane, Westfield.** Application for Proposed development of two dwellinghouses,1 with garage, following demolition of two outbuildings. **To note** that after consultation with Councillors the Clerk has responded “No objections” under his delegated powers.
 - 9.3. **3PL/2018/0622/F: Westwood Stud, Dereham Road, Westfield, Whinburgh.** Retention of existing garage to become ancillary to the barn conversion, and change of use of land to become residential curtilage to the barn conversion. **To note** that the Clerk has responded “No objections”, under his delegated powers, having consulted with six Councillors. **Note** also item below.
 - 9.4. **3PL/2018/0622/F: Westwood Stud, Dereham Road, Westfield, Whinburgh.** New description of development & amended documentation: Retrospective conversion and change of use of a barn to a dwelling to include an enlarged residential curtilage, packaged treatment plant, boundary walls, fence, gates and paving, and part retrospective construction of garage for use in association with the barn. (Extension in Breckland’s response deadline until 20 September agreed.)
 - 9.5. **3PL/2018/0597/VAR: Westwood Stud, Dereham Road, Westfield.** Vary Condition 10 in Permission for Erection of 4 no. dwellings (3PL/2015/1264/F). Planning Permission dated 4 July 2018.
 - 9.6. **3PL/2017/1150/O: Chapel Farm, Dereham Road, Whinburgh.** Residential Development (three dwellings and garages) (re-submission). Refusal of Outline Planning Permission dated 24 August 2018.
 10. **To receive** two emails from *Better Broadband for Norfolk* advising that new communications cabinets are to be installed, firstly on the grass verge opposite The Old Ship Inn, Shipdham Road, Westfield, and secondly, on the grass verge on Shop Street, near the junction with Dereham Road, Whinburgh. No date for installation is currently available; however the BBfN Programme is due to complete by the end of March 2020.
 11. **To receive** copies of correspondence on the issue of a possible breach of Planning regulations on land on Church Road between Old School House and the Old Rectory, and **to consider** and action the Council should take.

12. **To receive** the RoSPA Play Area Safety Inspection Report dated 17 June 2018, and **to agree** what action is necessary as a result.
13. **To consider** a proposal from Councillor Terry to clarify the conditions applying when the Pavilion is 'hired' for charitable purposes.
14. **To consider** a request from a resident of the parish for a Dog Waste bin to be installed on Dereham Road, Westfield, in the area of Sunnydale Cottage.
15. **To note** than a resident has once again kindly arranged for his contractor to cut the hedges round the Playing Field.
16. **To approve** and where appropriate **adopt** the following documents required as a result of the General Data Protection Regulations:
 - 16.1. Inventory of Data Captured, Stored and Processed by the Council;
 - 16.2. Privacy Notice;
 - 16.3. Privacy notice for Councillors and employees.
 - 16.4. Information & Data Protection Policy;
 - 16.5. Publication Scheme (revised);
 - 16.6. Retention and Disposal Policy;
 - 16.7. Appendix A: List of Documents for Retention or Disposal;
 - 16.8. Subject Access Request Form;
 - 16.9. Social Media and Electronic Communication Policy;
 - 16.10. Removable Media Policy;and **to agree** that appropriate items be posted on the Wretham Village Website, together with the Council's Standing Orders and Financial Regulations.
17. **To note** that the Clerk has deposited the Minutes of Council Meetings and Parish Meetings from 1 April 2013 to 31 March 2017 at the Norfolk Records Office under Accession number ACC 2018/48. These will be catalogued and stored with previous sets of Minutes
18. **Finance.**
 - 18.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £828.04 (salary for 2 July 2018 to 30 September 2018: £806.26; Mileage Allowance Payment for 12 June 2018 to 5 September 2018: £21.78).
 - 18.2. **To approve** payment of £13.14 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 12 June 2018 to 5 September 2018.
 - 18.3. **To approve** payment of £144.62 (£120.52 + £24.10 VAT) to the Clerk in reimbursement for his having paid Viking in settlement of their invoice no. 512520 for stationery.
 - 18.4. **To approve** payment of £79.80 (£66.50 + £13.30 VAT) to the Clerk in reimbursement for his having paid Playsafety Limited in settlement of their invoice no. 35957 for inspection of the play equipment on Whinburgh Playing Field.
 - 18.5. **To approve** payment of £25.00 to the Clerk, being this parish's share of the cost of transferring data from a damaged laptop to a new one.
 - 18.6. **To approve** payment of £36.00 (£30.00+£6.00 VAT) to the Clerk in reimbursement for his having paid GeoXphere Limited in settlement of invoice no. 33UB110-0001, being the annual fee for the Parish Online mapping system.

- 18.7. **To approve** payment of £72.00 (£60.00 + £12.00 VAT) to Norfolk Association of Local Councils, being the cost of Councillor Brace attending the *Being an Effective Councillor* training course on 12 September 2018.
- 18.8. **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.
- 18.9. **To note** that on 30 July 2018 and on 30 August BT collected payments of £44.76 (£37.30 + £7.46 VAT) in settlement of invoice nos. M018 and M019, for telephone & broadband services.
- 18.10. **To note** that on 27 June 2018 nPower collected £151.17 (£143.97 + £7.20 VAT) in settlement of their invoice dated 14 June 2018, for electricity supplied.
- 18.11. **To note** receipt of the following Credits:
- 18.11.1. £5.00 for the hire of some chairs from the Pavilion.
- 18.11.2. £161.50 from Whinburgh Bowls Club
- 18.12. **To receive** the monthly Financial Report.
19. **To decide** on any matters for consideration at next meeting.
20. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 16 October 2018 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.
21. **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
22. **To consider** a review of the Clerk's paid working hours, and other matters.

Possible Future Meeting dates:

Tuesday, 16 October 2018	Tuesday, 15 January 2019
Tuesday, 13 November 2018	Tuesday, 19 February 2019
Tuesday, 11 December 2018	Tuesday, 19 March 2019

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