

WHINBURGH & WESTFIELD PARISH COUNCIL

9 October 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, 16 October 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, 18 September 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [7.2, Minutes of 15 May 2018] **Highways matters.** Ben Rayner, NCC Highways Engineer (who is moving on, and will be replaced by John Cotton at the end of October) has given the following update on outstanding issues:
 - 7.2.1 **Overhanging trees near corner of Shop Street.** This work has been ordered and should be completed by the end of November.
 - 7.2.2 **Flooding on Shop Street.** A scheme has been placed on the system to stop the flooding along Shop Street.
 - 7.2.3 **Gullies on B1135 just past Horseshoes.** Work has been ordered and will be finished the end of October).
 - 7.2.4 **Chevron sign on bend leading towards rail-bridge.** New chevron has been ordered and will be up by the end of November.

- 7.2.5 **Repeater 40 mph sign opposite The White House near junction with Church Road.** This has now been ordered.
 - 7.2.6 **Pot hole just before rail bridge.** Work has been ordered and will be done by the end of October.
 - 7.2.8 **Junction of Shop Street, Westfield Road, Whinburgh and track leading to Manor Farm.** Work has been ordered and will be finished by the end of October.
 - 7.2.12 **Leylandii near Toftwood.** At the moment Highways does not see a safety issue with these hedges and the work that has been done already has opened the road up to what was required.
 - 7.2.13 **Junction at Bird's Corner, Shipdham.** Replacement finger-post direction arms have been ordered and will in situ by the end of November.
- 6.2. [4.1] **Fence on verge of Church Road.** The Clerk has reported this, and NCC Highways say they are “investigating the problem.
 - 6.3. [4.3] **Culvert under Toftwood Road.** The Highway Engineer has said he is investigating why the original work regarding the sandbags under this culvert has not been completed. The Clerk has advised him of the further damage.
 - 6.4. [6.2] **Verge on west side of road, just south of The White House, Westfield.** The Highways Engineer said that he would promptly take action, by informing Breckland and arranging for one of his staff to visit to see if he can gather any information as to who was responsible.
 - 6.5. [9.4] **Planning at Westwood Stud.** Breckland Planning have now explained in detail what the small changes to the original application were, albeit this is too late. The Clerk has pointed out that in the main these are small errors concerning the original application (e.g. the description was amended to “accurately reflect what was being applied for”) which really should have been picked up and corrected as part of the validation process.
 - 6.6. [11] **Land off Church Road, Whinburgh.** Breckland Council Enforcement say they have closed off this case, based on their legal advice. They seem to have ignored the follow up letter sent subsequently.
 - 6.7. [16] **Policy documents.** In addition to the documents listed, the Clerk has uploaded the Council’s Equal Opportunities Policy on the website.
7. **To receive** Correspondence (available at the meeting).
- 7.1. Royal Mail: *Scam Mail*.
 - 7.2. Barclays Bank Plc: *Your Business accounts – at a glance – on 28 September 2018*.
 - 7.3. Barclays Bank Plc: *Your Community account – 1-28 September 2018*.
 - 7.4. Barclays Bank Plc: *Your Active Saver account – 1-28 September 2018*.
 - 7.5. HM Revenue & Customs: *New online service to claim a VAT refund as an organisation not registered for VAT (known as a VAT126 claim)*.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2018/0213/HOU: Springfield, Shop Street, Whinburgh.** Erection of two bay cart lodge to provide undercover parking. Planning Permission dated 27 March 2018.
 - 8.2. **3PL/2018/0186/HOU: Chapel Farm, Dereham Road, Whinburgh.** Two storey rear extension. Planning Permission dated 27 March 2018.
 - 8.3. **3PL/2015/1490/O: Land off Shipdham Road, Westfield Road and Westfield Lane.** Residential development for a minimum of 291 dwellings, link roads, open space and recreational space. AMENDED PROPOSAL to include demolition of existing railway

bridge at Westfield Lane and construction of a replacement two-way railway bridge (instead of traffic signalling works at the junction of South Green and Tavern Lane)..

9. **To receive** a letter from Whinburgh Bowls Club advising that the Club will no longer be playing bowls in Whinburgh. The members will remove their equipment and the brown shed as soon as possible and have said they will ensure that any outstanding water bills are settled.
10. **To receive** an update of the situation regarding the Former Highway Surveyor's Land, Garvestone, and to agree any further steps to be taken.
11. **To receive** an update regarding the work necessary on the Play equipment.
12. **To receive** an update on the situation regarding the hedge behind the Pavilion.
13. **To receive** an update on the situation regarding funding for the new Whinburgh Village Sign, and **to agree** any further steps to be taken.
14. **Finance.**
 - 14.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £445.73 (1 July 2017 to 30 September 2018 back-pay following increase in hours: £380.73; payment for use of home as office: £65.00).
 - 14.2. **To approve** payment of £35.00 to Councillor Terry in reimbursement for his having paid for the cleaning of the Parish Pavilion.
 - 14.3. **To note** that on 30 September 2018 BT collected payment of £44.76 (£37.30 + £7.46 VAT) from the Council's account in settlement of invoice no. M020, for telephone & broadband services.
 - 14.4. **To note** that nPower has now accepted the meter reading submitted by the Clerk was accurate, and as a result of their over-estimating on the last bill, the correction left our account with them £50.71 in credit. **To note** that on 9 October 2018 nPower collected £18.16 (£17.30 + £0.86 VAT) in settlement of their invoice dated 20 September 2018, for electricity supplied
 - 14.5. **To note** receipt of the following Credit: Precept £3,425.00 & Revenue Support Grant £31.00, from Breckland Council.
 - 14.6. **To receive** the monthly Financial Report.
15. **To decide** on any matters for consideration at next meeting.
16. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 13 November 2018 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 13 November 2018

Tuesday, 11 December 2018

Tuesday, 15 January 2019

Tuesday, 19 February 2019

Tuesday, 19 March 2019

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