

# WHINBURGH & WESTFIELD PARISH COUNCIL

3 December 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, 11 December 2018 at **7.00** 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 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 Meetings held on Tuesday, 16 October 2018 and Tuesday, 6 November 2018.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [4.1, Minutes of 18 September 2018] **Obstruction on verge, 2 Council Houses, Church Road, Whinburgh.** The Clerk reported this to NCC Highways on 19 September, but now found that they wrote to the landowner and closed the file off. He has chased this and many other outstanding issues.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Barclays Bank Plc: *Your Business accounts - at a glance* - as at 31 October 2018.
  - 7.2. Barclays Bank Plc: *Your Community Account statement* - 29 September - 31 October 2018.
  - 7.3. Barclays Bank Plc: *Your Active Saver Account statement* - 29 September - 31 October 2018.
  - 7.4. *Clerks & Councils Direct* - November 2018.

- 7.5. Breckland Council: *Parish Council Elections – May 2<sup>nd</sup> 2019*.
- 7.6. Vattenfall: *Norfolk Boreas Offshore Wind Farm – Consultation from 7 November – 9 December 2018*.
- 7.7. Norfolk Association of Local Councils: *70<sup>th</sup> Annual General Meeting – Thursday, 22 November 2018*.
- 7.8. Society of Local Council Clerks: *Lighter touch Internal Audit – What to look for and why – (from The Clerk Magazine November 2018)*.
- 7.9. Society of Local Council Clerks: *Finance matters – External Audit process & Preparation of the Annual Budget – (from The Clerk Magazine November 2018)*.
- 7.10. Breckland Council: *Prospective Councillor Event – 12 February 2019*.
- 7.11. Councillor Edward Connolly: *Norfolk Children’s Poster Project*.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2018/1281/HOU: Daintree, Whinburgh Road, Westfield**. Application for Proposed Single Storey front extension and replacement of windows and doors. **To note** that the Clerk has responded “No objection” under his delegated powers after consultation with six Councillors.
- 8.2. **3PL/2018/1052/F: New Barn Place, Dereham Road, Garvestone**. Application for Construction of a ménage (retrospective - altered location and footprint from that approved under 3PL/2015/0948/F). (Extension in response date to 15 February agreed by Breckland Council, after some discussion.)
- 8.3. **3PL/2018/1197/HOU: Springfield House Whinburgh Road, Westfield**. Single storey extension to the side of the existing house. Minor change to existing house; removal of utility to front and ground floor rear fenestration revised. Planning Permission dated 12 November 2018.
- 8.4. **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). **To note** that this application has been referred to Breckland Council’s Planning Committee meeting on 26 November 2018, with a recommendation for approval, and according to the press has been agreed.
- 8.5. **3PL/2017/1472/F: Lowdells House, Shop Street, Whinburgh**. Application for 2 new detached 4-bedroom dwellings with detached double garages. **To note** that this application has been referred to Breckland Council’s Planning Committee meeting on 26 November 2018, with a recommendation for approval and **to receive** Planning Permission dated 30 November 2018.
- 8.6. **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. Planning Permission dated 22 November.
- 8.7. **3PL/2018/1181/HOU: Sunset, Shop Street, Whinburgh**. Demolition of existing garage and erection of single storey annexe to provide ancillary accommodation for elderly parent. Planning Permission dated 28 November 2018.
9. **To note** an article published in the November issue of the Society of Local Council Clerks’ Magazine entitled *Operation London Bridge – national planning for the passing of Her Majesty the Queen*, and **to agree** any desirable action.

10. **To consider** what future use might be made of the old Bowling Green, and setting up a project to consider this and possible replacement/repair of the play equipment.
11. **To receive** an update from Councillor Terry regarding funding for the Whinburgh Village Sign, and to consider placing an order for the new sign.
12. **To consider** cancelling the contact with BT regarding provision of telephone and broadband services in the Pavilion. (Note: This was installed using funding from the Government's Transparency Fund, in the hope that the Pavilion would benefit from having unlimited internet access for hirers to access. However, the use does not seem to justify the cost. Because of the initial delay in getting the line installed and compensation payments obtained by the Clerk from BT, the Council has paid only a few pounds less than the grants it received.)
13. **To receive** the Chairman's report on the Clerk's Annual Appraisal.
14. **To agree** the Budget for 2019/20.
15. **To agree** the Precept for 2019/20.
16. **To agree** a schedule of meeting dates for 2019/20.
17. **Finance.**
  - 17.1. **To approve** payment of £367.20 (£306.00 + £61.20 VAT) to C B Arnold Limited in settlement of invoice no. 645 for pond restoration on the Former Highway Surveyor's Land, Garvestone.
  - 17.2. **To approve** payment of £300.00 (£250.00 + £50.00 VAT) to Johnston Hire & Sales Limited in settlement of invoice no. 492 for work carried out at the entrance to the Former Highway Surveyor's Land, Garvestone
  - 17.3. **To approve** payment to the Clerk and HM Revenue & Customs totalling £1,059.14 (salary for 1 October 2018 to 30 December 2018: £886.89; payment for use of home as office: £13.00; Mileage Allowance Payment for 6 September 2018 to 3 December 2018: £159.25).
  - 17.4. **To approve** payment of £520.00 to Neville Lake in settlement of his invoice dated 7 November, for maintenance of Whinburgh Playing Field.
  - 17.5. **To approve** payment of £401.16 (£334.30 + £66.86 VAT) to Councillor Anema (J D & N J Anema) in reimbursement for items purchased for restoration of the entrance to the Former Highway Surveyor's Land, Garvestone (culvert pipe, membrane & limestone).
  - 17.6. **To approve** payment of £42.00 (£35.00 + £7.00 VAT) to Ace Fire in payment for servicing the fire appliances in the Pavilion.
  - 17.7. **To note** that on 30 October 2018 BT collected payment of £52.23 (£43.53 +£8.70 VAT), and 30 November 2018 collected payment of £53.28 (£44.40 + £8.88 VAT), from the Council's account in settlement of invoices no. M021 and M022, for telephone & broadband services.
- 17.8. **To note** receipt of the following Credits:
  - 17.8.1. £140.50 from Whinburgh Bowls Club for use of the Bowls Green (£62.30) and hire of the Pavilion (£78.00) in 2018B.
  - 17.8.2. £33.27 from Eastern Power Networks, for Wayleave for pole & equipment and oversail on Former Highway Surveyor's Land, Garvestone and pole on Playing Field.
- 17.9. **To vire** £300 from the Contingency budget line to Other to cover part of the work carried out on the Former Highway Surveyor's Land, Garvestone.
- 17.10. **To receive** the monthly Financial Report.

18. **To decide** on any matters for consideration at next meeting.
19. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 15 January 2019 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

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.