

WHINBURGH & WESTFIELD PARISH COUNCIL

12 February 2019

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, 19 February 2019 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, 15 January 2019.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [6.2] **Land off Church Road, Whinburgh.** NCC Highways say they have now been in contact with the owner about the hedge encroachment on the highway, who has said that he will seek legal advice, but has agreed to remove the hedge by the end of February.
 - 6.2. [14] **Whinburgh Village Sign.** The £4,000 grant from Norfolk County Council has now been received, and the Clerk has confirmed the order with The Village Sign People.
7. **To receive** Correspondence (available at the meeting).
 - 7.1. Sue Baxter, Chairman of National Association of Local Councils: *Open letter to Councillors.*
 - 7.2. Letter from Clapham & Collinge (Breckland Council's solicitors) to Leathes Prior Solicitors dated 19 July 2018: *Land at Whinburgh & Westfield, Enforcement Reference ENF/88/18/PAR.*

- 7.3. Alan Irvine, Chartered Surveyor: *Copy letters to Norfolk County Council and Breckland Council regarding Land at Church Road, Whinburgh.*
- 7.4. Breckland Planning Enforcement Manager: *Email re accesses to roads classifications.*
- 7.5. Breckland Council: *District and Parish Elections 2019 - Election Timetable.*
- 7.6. County Councillor Ed Connolly, et al: *Emails re complaint about litter in the parish.*
- 7.7. Breckland Council Planning Enforcement: *Westwood Stud - Alleged breach of condition ENF/31/19/PAR.*
- 7.8. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 31 January 2019.*
- 7.9. Barclays Bank Plc: *Your Community Account - 1-31 January 2019.*
- 7.10. Barclays Bank Plc: *Your Active Saver Account - 1-31 January 2019.*
- 7.11. Norfolk County Council: *Remittance Advice.*
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 8.1. **3PL/2019/0015/O: Chapel Farm, Dereham Road, Whinburgh.** Application for Residential Development (Five dwellings and garages). To **note** that, after consultation with six Councillors, the Clerk has responded objecting to the application on the grounds that it was outside the settlement boundary, unsustainable, out of character, access difficulty, reduction in pub car park size, sewage and emergency vehicle access.
 - 8.2. **3PL/2018/1490/F: Oak Meadow Barn, Dereham Road, Shipdham.** Proposed Erection of Livestock (sheep barn). Planning Permission dated 21 January 2019.
9. **To receive** an email from the Forestry Commission's Woodland Officer concerning the recent felling of a number of trees on land north of Lolly Moor, and **to consider** whether the Council would prefer restocking to take place in situ or elsewhere.
10. **To receive** a report from Councillor Terry concerning the sign advertising the pub which is positioned on the Mid Norfolk Railway bridge, and **to consider** any action necessary.
11. **To receive** a report from Councillor Brace concerning the existing play equipment on Whinburgh Playing Field and the potential future of the old bowling green.
12. **To note** that Mrs Debbie Morgan has indicated that she does not wish to continue to act as the Council's Internal Auditor after completion of her work on the 2018/19 financial year, and **to consider** any other potential candidates for the role.
13. **To review** the Council's Financial Regulations.
14. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
15. **To review** the Risk Assessment.
16. **To carry out** the Annual Review of the system of internal control.
17. **Finance.**
 - 17.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £969.29 (salary for 31 December 2018 to 31 March 2019: £886.89; payment for use of home as office: £13.00; Mileage Allowance Payment for 4 December 2018 to 12 February 2019: £49.40; Telephone Allowance Payment: £20.00).
 - 17.2. **To approve** payment of £53.61 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 6 September 2018 to 12 February 2019.
 - 17.3. **To note** that on 30 January 2019 BT collected payment of £40.78 (£33.99 + £6.79 VAT), from the Council's account in settlement of their final invoice no. M024, for telephone & broadband services.
 - 17.4. **To note** receipt of the following Credit: £4,000.00 - Grant from Norfolk County Council.

17.5. **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, 19 March 2019 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 19 March 2019

Tuesday, 13 August 2019

Tuesday, 17 December 2019

Tuesday, 16 April 2019

Tuesday, 17 September 2019

Tuesday, 14 January 2020

Tuesday, 14 May 2019*

Tuesday, 15 October 2019

Tuesday, 18 February 2020

Tuesday, 18 June 2019

Tuesday, 19 November 2019

Tuesday, 17 March 2020

Tuesday, 16 July 2019

*Annual Parish Meeting & Annual Meeting of the Parish Council

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