

# WHINBURGH & WESTFIELD PARISH COUNCIL

9 April 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, 16 April 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, 19 March 2019.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [4.2, Minutes of 15 January 2019] **Westwood Stud.** Breckland Council Planning Enforcement report (under ENF31/19/PAR) that the development is currently being built out under PP 3PL/2015/1264/F, varied under 3PL/2017/0769/VAR, and discharged under 3DC/2018/0064/DOC. The discharge of conditions includes surface and foul water schemes, and consent has been given by the Environment Agency to discharge to the water course. So based on the current facts they find there is no breach of planning control and will close the case. They say that concerns over river bank erosions should be addressed to the Environment Agency.
  - 6.2. [4.2, Minutes of 19 February 2019] **Footpaths.** Adam Hinchliffe of Norfolk Trails says they intend to look at the circular footpath in the parish with a view to installing signage, which hopefully will deter horse riders. However he said that this may require additional signage as some are misinformed regarding their right to a footpath. They are hoping to

receive some funding from a new Dereham development for this, but will look to install some signs in the meantime to make sure the issue does not continue.

- 6.3. [9] **Insurance of gates.** Came & Company has confirmed that a new category for Gates & Fences has been added in the Council's Inspire/Axa insurance policy for a sum insured of £1,000 to include three gates (field gates at Playing Field and Former Highway Surveyor's Land at Garvestone and pedestrian gate at the Playing Field). There is no annual additional premium as the level of cover remains within the core cover limit.
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Norfolk Constabulary Police Parish Newsletter: *Shipdham with Scarning* - March 2019
  - 7.2. Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns* - February 2019.
  - 7.3. HM Revenue & Customs: *Important information for all employers.*
  - 7.4. Merchant Navy Fund Supporting Partners: *Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September.*
  - 7.5. Norfolk County Council: *The Highway Rangers are coming to Whinburgh soon.*
  - 7.6. Barclays Bank Plc: *Your Business Accounts - at a glance* - Your balances on 29 March 2019.
  - 7.7. Barclays Bank Plc: *Your Community Account* - 1-29 March 2019.
  - 7.8. Barclays Bank Plc: *Your Active Saver Account* - 1-29 March 2019.
  - 7.9. Breckland Council: *Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012. Notification of extension to public consultation on Main Modifications MM18, MM119 and MM148 to the Breckland Local Plan. 3 April - 5 p.m. 15 May 2019.*
  - 7.10. Merchant Navy Fun Supporting Partners: *Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September.*
8. **To receive** a Pre-Renewal Message from Came & Company and to note the accompanying Renewal Risk Presentation, Terms of Agreement, and ELTO Guide for Employers. The Clerk has also arranged for the policy to revert to just the Council name, be deleting Whinburgh Parochial Charities. The Charity was added when the Council was in the process of registering the land which it was thought would be in the name of the Charity. However, such land is correctly held in the name of the Council acting as Trustee, and therefore only the one name is required on the policy to cover all the Council-owned assets.
9. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
  - 9.1. **3PL/2017/1150/O: Chapel Farm, Dereham Road, Whinburgh.** Residential Development (three dwellings and garages) (re-submission). To receive the Planning Inspector's Appeal Decision dated 27 February 2019, which grants Planning Permission. The Inspector notes that plans submitted with the application showed three dwellings, and the Council's Delegated Report and Decision notice referred to three dwellings but, as the description of development contained on the application form and the appeal form was "residential development", the Inspector has adopted that description and taken the drawings for illustrative purposes. The appeal is allowed and planning permission is granted, subject to conditions.
  - 9.2. **3PL/2019/0306/O: Land south of Deganwy, Dereham Road, Whinburgh.** Application for outline permission for Erection of two self-build, low impact, energy efficient detached dwellings with associated garages, parking and infrastructure along with the widening of the existing access.
  - 9.3. **3PL/2019/0307/O: Brambles Steggs Lane Westfield Dereham.** Application for outline permission for Proposed new dwelling & garage.
  - 9.4. **3PL/2019/0261/F: Land on Dereham Road, Westfield.** Application for The development of the specified site to form 3 detached bungalows.
10. **To receive** an update on the search to identify a possible new Internal Auditor, and if appropriate, **to agree** an appointment.

11. **To consider** renewing the contract with nPower for supply of electricity to the Pavilion.
12. **To consider** making change to the list of Authorised Signatories on the Council's bank accounts in anticipation of the forthcoming change of Councillors.
13. **Finance.**
  - 13.1. **To approve** payment of £26.73 to Anglian Water Business Limited in settlement of bill no. 9073931284 for water supply to the Playing Field and Pavilion.
  - 13.2. **To note** that on or around 18 April 2019 the Information Commissioner's Office will collect £35.00 from the Council's account by direct debit, being the new data protection fee due under the *Data Protection (Charges and Information) Regulations 2018*. Under the new Regulations organisations which are required to register must pay an annual fee, depending upon size or turnover, of £40.00, £60.00 or £2,900.00. Public authorities all fall within Tier 1, so must pay £40.00, but receive a £5.00 reduction if they pay by direct debit; hence only £35.00 is due. This fee replaces the annual registration fee of £35.00 which was required under the *Data Protection Act 1998*.
  - 13.3. **To authorise** the signing of a direct debit instruction to the Council's bank to pay Anglian Water bills by Direct Debit.
  - 13.4. **To note** receipt of the following credit: Breckland Council £3,550.00 Precept.
  - 13.5. **To receive** the monthly Financial Report.
14. **To decide** on any matters for consideration at next meeting.
15. **To confirm** the date the Annual Meeting of the Parish Council as Tuesday, 14 May 2019 at 7.45 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh. (The Annual Parish Meeting will be held at 7.30 p.m.)

**Possible Future Meeting dates:**

Tuesday, 14 May 2019*	Tuesday, 17 September 2019	Tuesday, 14 January 2020
Tuesday, 18 June 2019	Tuesday, 15 October 2019	Tuesday, 18 February 2020
Tuesday, 16 July 2019	Tuesday, 19 November 2019	Tuesday, 17 March 2020
Tuesday, 13 August 2019	Tuesday, 17 December 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.