

WHINBURGH & WESTFIELD PARISH COUNCIL

5 May 2019

Members of the public are invited to attend the Annual Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh, on Tuesday, 14 May 2019 at 7.45 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 elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To appoint** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **To consider** the following motion: That Mrs Siân Carrel be co-opted to the Council to fill the vacancy caused by there being an insufficient number of persons validly nominated at the 2 May election to fill the vacancies in respect of which the election was held. Proposer: Councillor Whiteley; Seconded: Councillor Hansell. (*Representation of the People Act 1985, s. 21(1)(a)*)
8. **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.
9. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 16 April 2019.
10. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 10.1. [6.4] **Verge on west side of road, just south of The White House Farm, Westfield.**
Following the Clerk's getting in touch, the owner was able to provide a plan provided by

Norfolk County Council which shows the limit of the highway along the west side of the road to be only approximately one metre from the metalled carriageway edge. It would seem that Highways are no longer aware that it had provided this information.

11. **To receive** Correspondence (available at the meeting).
 - 11.1. Norfolk Association of Local Councils: *List of services provided.*
 - 11.2. Norfolk Association of Local Councils: *Nominations for our new Norfolk ALC Executive (following May elections).*
 - 11.3. Norfolk Constabulary: *Shipdham with Scarning Newsletter - April 2019.*
 - 11.4. Norfolk Constabulary: *Breckland District Community Speedwatch Monthly Returns – March 2019.*
 - 11.5. RoSPA Play Safety: *Notification of play area inspection in June.*
 - 11.6. Clerks & Councils Direct: *List of Services offered.*
 - 11.7. Information Commissioner's Office: *ICO renewal Confirmation and Certificate.*
 - 11.8. nPower: *Your new electricity contract.*
 - 11.9. Breckland Council: *Members Briefing note – Local Plan Main Modifications consultation – rural housing policies Hou4 ad HOU5.*
 - 11.10. Environment Agency: *River maintenance and flood prevention – April 2019 to March 2020.*
 - 11.11. *Clerks & Councils Direct – May 2019.*
12. **To receive** an update regarding retrospective planning application **3PL/2018/1052/F: New Barn Place, Dereham Road, Garvestone**, where it would appear that in addition to constructing a ménage in a different location to that which had planning permission, a log cabin has been constructed on a concrete base without prior permission. The Clerk has been told that, when informed of both these events, Breckland's Enforcement team attended, and as a result Breckland Planning confirmed that the owner had been given the option of removing both breaches or making two planning applications for Planning Permission. An application regarding the ménage was submitted, but this Council was not informed because Breckland thought the site was in Garvestone. Eventually an objector made this Council aware, and it registered its objections. Regarding the cabin, no application has been submitted, and so the neighbour chased the matter with Planning, where the Officer simply said it was an Enforcement issue, and that she would pass the message on. After a further five weeks he contacted Enforcement, which seemed to know nothing at all about it and registered it as a brand new complaint. They again registered this as being in Garvestone, so once again this Council had not been advised. The Clerk has contacted the Enforcement Officer and the Head of Development Management, asking for the parish error to be corrected. **To consider** any further action required.
13. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
14. **To confirm** that the 30 working day period during which elector's rights to inspect the accounts may be exercised will commence on Monday 17 June 2019 and end on Friday 26 July 2019.
15. **To confirm** the list of Direct Debit payments set up on the Council's account.
16. **To approve** and **sign** the Receipts and Payments Account for the year 2018-2019.
17. **To receive** the report of the Internal Auditor.
18. **To approve** and **sign** the Certificate of Exemption on Page 3 of the Annual Governance and Accountability Return (AGAR) 2018/19 Part 2, to confirm that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from sending the completed AGAR to the external auditor for a limited assurance review. The Clerk will then send this certificate to the external auditor.

19. **To approve and sign** the AGAR 2018/19 Part 2 Section 1 - Annual Governance Statement 2018/19.
20. **To approve and sign** the AGAR 2018/19 Part 2 Section 2- Accounting Statements 2018/19.
21. **To approve** the Explanation of variances and Bank reconciliation.
22. **To receive** an update from Councillor Brace as to the improvement of play equipment on the Playing Field.
23. **To confirm** that, as the Former Highway Surveyor's Land on Dereham Road, Garvestone, is so closely connected with the Whinburgh Parochial Charities land, and provides the only method of access to that plot, that the two should be regarded as a single item when it comes to all future rental agreements, with any payments received divided on the basis of land area (a ratio of 5:1, Charity: Council).
24. **To authorise** three Councillors to be future signatories on the Council's bank accounts with Barclays Bank, with any two of the three to sign. The Clerk will obtain the necessary forms from Barclays and then collect signatures.
25. **Finance.**
 - 25.1. **To approve** payment of £151.94 to Norfolk Association of Local Councils, in settlement of their invoice no 2875, being the Annual Subscription for 2019-20.
 - 25.2. **To approve** payment of £43.00 to the Society of Local Council Clerks, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2020.
 - 25.3. **To note** receipt of the following credits:
 - 25.3.1. Yoga Club: £24.00 Pavilion Hire;
 - 25.3.2. HM Revenue & Customs: £376.31 VAT refund;
 - 25.3.3. Breckland Council: £113.40 glass recycling credits.
 - 25.4. **To receive** the monthly Financial Report.
26. **To decide** on any matters for consideration at next meeting.
27. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 18 June 2019 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

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

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