

# WHINBURGH & WESTFIELD PARISH COUNCIL

11 June 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, 18 June 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 receive** the Chairman's declaration of acceptance of office.
2. **To consider accepting** the reasons for any apologies for absence.
3. **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.
4. **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.
5. **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.
6. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 14 May 2019.
7. **To report** matters arising from the minutes not on the agenda: **for information only.**
8. **To receive** Correspondence (available at the meeting).
  - 8.1. Scott's Little Soldiers: *Request for Parish Council Support.*
  - 8.2. Came & Company: *Whinburgh & Westfield Parish Council - Inspire - Insurance Renewal.*
  - 8.3. AXA: *Your policy schedule.*
  - 8.4. Came & Company: *Terms of Business.*
  - 8.5. Came & Company: *Certificate of Employers' Liability Insurance.*
  - 8.6. Came & Company: *Statement of Demand and Needs.*
  - 8.7. AXA: *Council Commercial Combined Policy Schedule.*
  - 8.8. AXA *Your statement of fact.*
  - 8.9. AXA: *Changes to your Council Combined Policy.*

- 8.10. Environment Agency: *Consultation - Draft National Flood and Coastal Erosion Risk Management Strategy for England.*
  - 8.11. Breckland Council: *Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012 - Notification of re-consultation on all Main Modifications to the Breckland Local Plan - 30 May 2019 - 5 p.m. 12 July 2019.* Information Commissioner's Office: *Paying the data protection fee.*
  - 8.13. Breckland Council: *Introductory letter from Sam Chapman-Allen, new Leader of Breckland Council.*
  - 8.14. Barclays Bank Plc: *Your Business accounts - at a glance - Balances as at 31 May 2019.*
  - 8.15. Barclays Bank Plc: *Your Community Account statement - 1-31 May 2019.*
  - 8.16. Barclays Bank Plc: *Your Active Saver Account statement - 1-31 May 2019.*
  - 8.17. nPower Business: *Your new electricity contract.*
9. **To receive** a note from PKF Littlejohn LLP, External Auditors, notifying that they have received and logged the notification of exempt status for the year ended 31 March 2019, and **to note** that as a result, unless they receive any correspondence from local electors during the period for the exercise for public rights, we will not hear from them again until the planning for the 2019/20 review gets underway.
  10. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
    - 10.1. **3PL/2018/1052/F: New Barn Place, Dereham Road, Garvestone.** Second further consultation on Application for Construction of a ménage (retrospective - altered location and footprint from that approved under 3PL/2015/0948/F). Amended Application Form, Post-Consultation Report & Drawing titled: As Built Sections Ménage Rev A dated 05/2019.
    - 10.2. **3PL/2010/1361/F. Land east of Yaxham Road, south of Dumpling Green, Dereham.** Application for Erection of 255 dwellings with associated open space. Further consultation on Amended plans received 27th February 2019.
    - 10.3. **3PL/2019/0015/O: Chapel Farm, Dereham Road, Whinburgh.** Residential Development (Five dwellings and garages). Planning Permission dated 3 June 2019.
    - 10.4. **3PL/2019/0261/F: Land on Dereham Road, Westfield.** The development of the specified site to form 3 detached bungalows. Refusal to grant Full Planning Permission dated 21 May 2019
  11. **To agree** the contents of the Draft Minutes of the Annual Parish Meeting held on Thursday, 14 May 2019, to be confirmed and signed at the next Parish Meeting, and **to consider** any actions arising as a result of this meeting.
  12. **To receive** an update from Councillor Brace as to the improvement of play equipment on the Playing Field.
  13. **To sign** the necessary forms to effect the agreed changes to the signatories at Barclays Bank, including a letter confirming that the Clerk is to retain the same capabilities that he currently has, i.e. on-line access and the ability to effect transfers between accounts.
  14. **To note** that the Clerk has deposited the Council's Minute Books for 1 April 2017 to 31 March 2019 with Norfolk Record Office under Accession number Acc 2019/29, for safe keeping along with previous volumes.
  15. **Finance.**
    - 15.1. **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).

- 15.2. **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.
- 15.3. **To approve** payment of £30.00 to Mrs Deborah Morgan as an honorarium for the completion of the Internal Audit for the year ended 31 March 2019.
- 15.4. **To approve** payment of £722.19 to Came & Company in settlement of their invoice dated 29 May 2019, being the renewal of the Council's insurance for the year ending 31 May 2020, the second year of a three-year long-term agreement.
- 15.5. **To approve** payment of £141.26 (£117.72 + £23.54 VAT) to Viking in settlement of invoice no. 835289 for stationery supplied.
- 15.6. **To note** receipt of the following credits:
- 15.7. **To receive** the monthly Financial Report.
16. **To decide** on any matters for consideration at next meeting.
17. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 16 July 2019 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.
18. **To resolve** under *Public Bodies (Admission to Meetings) Act 1960, s.1(2)* to exclude the public and press for the discussion of the next item as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
19. **To receive** a confidential update on the situation with three Planning Enforcement Issues.

**Possible Future Meeting dates:**

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

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