

# WHINBURGH & WESTFIELD PARISH COUNCIL

9 September 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, 17 September 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, 16 July 2019.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [4.3, Minutes of 18 September 2018] **Culvert under Toftwood Road.** AT long last, the Norfolk County Council Bridges engineer has said he is arranging for repair works to be carried out to the damaged parapet fences and brick headwall, and will also remove a localised section of concrete bagwork river wall, which projects into the arch flow area. This is programmed to be done on 7/8 November 2019, with working hours between 09.00 and 16.00, which he says will not obstruct the route of the school bus. He asks for any information regarding anything the Council believes could be adversely affected.
  - 6.2. [6.1, Minutes of 18 September 2018] **Unsuitable for vehicles/HGV signs.**
  - 6.3. [13, Minutes of 18 June 2019] **Bank Signatories.** Barclays Bank has not yet completed the change of signatories. Initially they said that they had not received the Personal Details Form for Councillor Needham relating to Whinburgh Parochial Charities (although he had handed these in a Dereham Branch) and that their records were not up

to date for Councillor Carrel, asking her to complete a Personal Details Form even though this had been sent with the pack. They also seem to have invented a new reference number for the WPC mandate change. The Clerk responded pointing this out. Now they have written, apparently in ignorance of their previous letter and the Clerk's response, asking what was to happen to the Clerk's details on the account, indicating that they had not read the Council's letter dated 18 June which clearly stated that his powers on the account were to remain unchanged. The Clerk has prepared a response for Members to sign at this meeting. So far nothing has been said about the changes to the Council's own accounts.

- 6.4. [19, Minutes of 18 June 2019] **Planning Enforcement ENF/300/18/PAR The Horseshoes.** Breckland Planning Enforcement has now completed its enquiries regarding the change of use at this location. The officer says that the owner has submitted a Planning Contravention Notice saying that the caravan is being used ancillary to the main dwelling and the dog caring business. In his view this does not at this time have a significant impact on the surrounding amenities, and so he will now close the case.

7. **To receive** Correspondence (available at the meeting).

- 7.1. Norfolk Constabulary: *Shipdham with Scarning newsletter* - July 2019.  
7.2. Breckland Council: *Review of Polling Districts, Polling Places & Polling Stations.*  
7.3. Highways England: *Notification of start of works - A47 Tuddenham resurfacing.*  
7.4. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 31 July 2019.*  
7.5. Barclays Bank Plc: *Your Community account* - 29 June - 31 July 2019.  
7.6. Barclays Bank Plc: *Your Active Saver account* - 29 June - 31 July 2019.  
7.7. Norfolk Constabulary: *Shipdham with Scarning newsletter* - August 2019.  
7.8. Breckland District Councillor Ian Martin: *New Breckland Councillor's first 90 days.*  
7.9. Norfolk Association of Local Councils: *Community, Well-being, Environment and Parish & Town Councils.*  
7.10. *Clerks & Council Direct* - September 2019.  
7.11. Rev'd. Dr. Tim Weatherstone: *Email regarding global initiative involving Churchyards in the promoting and sustaining of biodiversity.*  
7.12. Norfolk Constabulary: *Shipdham with Scarning newsletter* - September 2019.

8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.

- 8.1. **3PL/2019/0776/VAR: Barn 3, Manor Farm, Church Road, Whinburgh.** Variation of condition 2 to 3PN/2016/0076/UC - (revised design proposals). **To note** that the Clerk has responded 'no objections' using his delegated power after consultation with five members, and **to receive** planning Permission dated 22 August 2019..
- 8.2. **3PL/2019/0674/F: Greenacres, Dereham Road, Westfield.** Erection of 2 dwelling houses. Refusal to grant permission dated 24 July 2019.
- 8.3. **3PL/2019/0753/F: Land on Dereham Road, Westfield.** Erection of two detached bungalows. Refusal of Planning Permission dated 21 August 2019.
- 8.4. **3PL/2019/0970/VAR: Wesley House, Dereham Road, Westfield.** Variation of Condition No 2 on 3PL/2017/1495/F - resiting of dwellings. **To note** that the Clerk has responded "no objection" under his delegated powers having consulted with councillors.

9. **To confirm** that, following support given by residents, the proposed applications for funding for new play equipment should also include items of adult exercise equipment, and aim to have this located on the former bowls green, also including necessary alterations to the hedge, fencing, and two access gates, and **to receive** an update on the progress of is proposal from Councillor Brace.
10. **To note** that, following the Breckland Council *Review of Polling Districts, Polling Places & Polling Stations* (item 7.2 above), the Chairman has written to Breckland proposing that the Pavilion be used for future elections.
11. **To vire** £30.00 from the Contingency budget to Other, and **to authorise** spending of up to this amount on the Pavilion garden.
12. **To note** that once again a resident has said he will arrange for the hedge round the Whinburgh Playing Field to be cut.
13. **Finance.**
  - 13.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £1,004.19 (salary for 1 July 2019 to 29 September 2019: £921.64; payment for use of home as office: £13.00; Mileage Allowance Payment for 12 June 2019 to 9 September 2019: £69.55).
  - 13.2. **To approve** payment of £22.56 (Postage & telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 12 June 2019 to 9 September 2019.
  - 13.3. **To approve** payment of £75.00 to Breckland Council in settlement of invoice 934464, being the charge for the uncontested election held in May 2019.
  - 13.4. **To approve** payment of £36.00 (£30.00 + £6.00 VAT) to GeoXphere Limited in settlement of invoice number 33UB110-0002, being the fee for Parish Online.
  - 13.5. **To approve** payment of £11.99 (£9.99 + £2.00 VAT) to Councillor Brace, in reimbursement for his having paid invoice no. 17454 from Timeslink Limited for a replacement clock for the Pavilion.
  - 13.6. **To approve** payment of £300.00 to Whinburgh & Westfield Parochial Church Council as a grant towards the costs of maintaining the burial grounds in the parish.
  - 13.7. **To note** that on 18 September 2019 nPower will deducted £57.20 (£54.48 + £2.72 VAT) from the Council's account by Direct Debit, in settlement of their invoice for electricity supplied from 20 June to 27 August 2019.
  - 13.8. **To note** receipt of the following credits:
    - 13.8.1. Yoga Club: £23.00 Pavilion Hire - 19 July 2019.
    - 13.8.2. Yoga Club: £24.00 Pavilion Hire - 27 August 2019.
    - 13.8.3. Yoga Club: £9.00 Pavilion Hire - 3 September 2019.
  - 13.9. **To receive** the monthly Financial Report.
14. **To decide** on any matters for consideration at next meeting.
15. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 15 October 2019 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 15 October 2019	Tuesday, 14 January 2020
Tuesday, 19 November 2019	Tuesday, 18 February 2020
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.

