

WHINBURGH & WESTFIELD PARISH COUNCIL

9 March 2020

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 March 2020 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, 18 February 2020.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [14, Minutes of 18 September 2018] **Dog Waste Bin for northern Westfield. To receive** an update on the lack of progress in this matter.
 - 6.2. [10, Minutes of 19 November 2019] **Proposal to maintain existing Recycling Credit rate for 2020/21.** Norfolk County Council has decided not to adopt the proposed freeze so the Recycling Credits payment for 2020/21 will increase by 3% as usual.
7. **To receive** Correspondence (available at the meeting).
 - 7.1. The Pensions Regulator: *Work out your legal duties now.*
 - 7.2. Barclays Bank Plc: *Your Business accounts - at a glance* - Balances on 28 February 2020.
 - 7.3. Barclays Bank Plc: *Your Community Account* - 1-28 February 2020.
 - 7.4. Barclays Bank Plc: *Your Active Saver Account* - 1-28 February 2020.

- 7.5. Breckland Council: *National Non Domestic Rate Demand 2020/21*.
- 7.6. *Clerks & Councils Direct* - March 2020.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 8.1. **3PL/2019/1181/D: Northfields Lane (aka Westwood Stud), Westfield.** Reserved matters for submission for proposed 3 dwellings with detached garages following outline permission 3PL/2017/1162/O. Consultation on Amended drawings 02D, 03E, 04D, 05A, 06A, 07A, 08, 09, 10A, 11A, 12A & 13A. **To receive** notice of Approval of Reserved Matters dated 4 March 2020.
- 8.2. **3PL/2020/0211/F: Brambles, Steggs Lane, Westfield.** Proposed New Dwelling with detached garage/cartlodge following demolition of outbuildings.
9. **To consider** filling the casual vacancy caused by the resignation of Mr Brace by co-option.
10. **To agree** the future use of the old notice boards in each village, and who holds the keys.
11. **To review** the situation on the land north of Lolly Moor, and if re-stocking has not been carried out, **to consider** reporting this to the Forestry Commission, as per their email dated 18 September 2019.
12. **To review** the Council's Financial Regulations.
13. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
14. **To review** the Risk Assessment.
15. **To carry out** the Annual Review of the system of internal control.
16. **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
17. **To consider** further the plans for the Former Highway Surveyor's Land, Garvestone.
18. **Finance.**
- 18.1. **To approve** payment of £20.00 to the Clerk (Telephone Allowance Payment).
- 18.2. **To approve** payment of £13.15 (Postage & Telephones) to the Clerk as reimbursement for items paid on behalf of the Council for 10 December 2019 - 9 March 2020.
- 18.3. **To note** that on 9 March 2020 nPower will deduct £180.18 (£171.80 + £8.58 VAT) from the Council's account by Direct Debit, in settlement of their invoice for electricity supplied from 29 November 2019 to 15 February 2020.
- 18.4. **To receive** the monthly Financial Report.
19. **To decide** on any matters for consideration at next meeting.
20. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 15 April 2020 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Wednesday, 15 April 2020	Tuesday, 18 August 2020	Tuesday, 15 December, 2020
Tuesday, 19 May 2020*	Tuesday, 15 September 2020	Tuesday, 19 January, 2021
Tuesday, 16 June 2020	Wednesday, 14 October 2020	Tuesday, 16 February, 2021
Wednesday, 15 July 2020	Tuesday, 17 November, 2020	Tuesday, 16 March, 2021

*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.