

# WHINBURGH & WESTFIELD PARISH COUNCIL

8 April 2020

**Members of the public are invited** to attend a Meeting of Whinburgh & Westfield Parish Council to be held via video link on **Wednesday, 15 April 2020** at 7.30 p.m. for the purpose of transacting the following business. If you want to attend this virtual meeting, please send an email to the Clerk at [clerk.whinburghandwestfieldpc@gmail.com](mailto:clerk.whinburghandwestfieldpc@gmail.com). You will then be sent instructions and password to join the meeting.



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. **County and District Councillors' updates.**
5. **To confirm** the minutes of the meeting held on Tuesday, 18 February 2020, for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
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.
  - 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.

- 7.7. Came & Company: *Whinburgh & Westfield Parish Council Insurance Renewal*. The Clerk has confirmed that all is in order
  - 7.8. Came & Company: *Renewal Risk Presentation for Whinburgh & Westfield Parish Council*.
  - 7.9. FPK Littlejohn: *2019/20 - instructions delayed pending clarity over coronavirus implications*.
  - 7.10. Breckland Council: *2019 Annual Review*.
  - 7.11. Vattenfall Wind Power Limited: *The Norfolk Vanguard Offshore Wind Farm Order*.
  - 7.12. Ace Fire: *Certificate of Inspection - Fire Fighting Equipment*.
  - 7.13. Breckland Council Planning: *Consultation [on planning applications] with Parish and Town Councils during Covid-19 period*.
  - 7.14. Norfolk Association of Local Council: *Information note*.
  - 7.15. Barclays Bank Plc: *Your Business accounts - at a glance - Balances on 30 March 2020*.
  - 7.16. Barclays Bank Plc: *Your Community Account - 28 February - 30 March 2020*.
  - 7.17. Barclays Bank Plc: *Your Active Saver Account statement - 29 February - 31 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. To receive notice that this application has been withdrawn.
  - 8.3. **3PL/2020/0253/HOU: Fundin, Church Road, Whinburgh**. First floor rear extension supported with steel posts with open undercroft. **To note** that, after consultation with six members, the Clerk has responded, “No objections” using delegated powers.
  - 8.4. **3PL/2020/0255/O: Westfield Acre, Dereham Road, Westfield**. Outline permission for one dwelling. **To note** that, after consultation with members, the Clerk has responded using delegated powers, saying that the Council objects on the grounds of, (a) design, in that the application contains no indicative design details whatsoever, and so fails to meet the required criteria of HOU05; and (b) drainage, in that it is not clear how foul drainage and surface water drainage will be dealt with. Breckland Council’s ‘A guide to the validation of planning applications’ states that they can request this information be submitted with Outline applications, and this should be done.
9. **To consider** asking Breckland Cllr. Ian Martin to pursue the issue of requesting the provision of drainage and other information with outline planning applications, as per ‘A guide to the validation of Planning Applications’, noting that by delaying matters the Officer has effectively taken this requirement outside the time limit, and so it is now too late for this part of Breckland Policy to be applied.
10. **To consider** filling the casual vacancy caused by the resignation of Mr Brace by co-option.
11. **To agree** the future use of the old notice boards in each village, and who holds the keys.
12. **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.
13. **To review** the Council’s Financial Regulations.
14. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.

15. **To review** the Risk Assessment.
16. **To carry out** the Annual Review of the system of internal control.
17. **To note** that the Council's contract for electricity supply with nPower is due to end on 28 May and **to confirm** the actions of the Clerk, in that, after consultation with members, he has entered the Council into a one year contract with Octopus Energy, a "green" energy supplier, which will reduce the charge per kWh by 13.8% and the standing charge by 59.4%.
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 consider** further the plans for the Former Highway Surveyor's Land, Garvestone.
20. **Finance.**
  - 20.1. **To approve** payment of £20.00 to the Clerk (Telephone Allowance Payment).
  - 20.2. **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.
  - 20.3. **To approve** payment of £14.40 (£12.00 + £2.40 VAT) to Spire Solicitors LLP in settlement of invoice no. S056186 for Land Registry search fees.
  - 20.4. **To approve** payment of £42.00 (£35.00 + £7.00 VAT) to Ace Fire in settlement of invoice no. 81441 for the annual inspection of fire fighting equipment in the Pavilion.
  - 20.5. **To approve** payment of £153.47 to Norfolk Association of Local Councils, in settlement of their invoice no. 3931, being the membership subscription for 2020-21.
  - 20.6. **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.
  - 20.7. **To note** that on 17 March 2020 Anglian Water will deduct £11.11 from the Council's account by Direct Debit, in settlement of their bill no. 6840257 for water supplied.
  - 20.8. **To note** that on or around 26 April 2020 the Information Commissioner's Office will collect £35.00 from the Council's account by direct debit, being the data protection fee due under the *Data Protection (Charges and Information) Regulations 2018*.
  - 20.9. **To note** receipt of the following credits:
    - 20.9.1. Yoga Club: £24.00 - 6 February 2020.
    - 20.9.2. Yoga Club: £24.00 - 4 March 2020.
    - 20.9.3. Breckland Council Precept: £3,650 - 7 April 2020.
  - 20.10. **To receive** the monthly Financial Report.
21. **To decide** on any matters for consideration at next meeting.
22. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 19 May 2020 at 7.30 p.m., via video link or in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh, depending on Government policy at the time.

**Possible Future Meeting dates:**

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
Tuesday, 18 August 2020	Tuesday, 15 December, 2020	

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