

WHINBURGH & WESTFIELD PARISH COUNCIL

12 May 2020

Members of the public are invited to attend a Meeting of Whinburgh & Westfield Parish Council to be held **via video link**, on Tuesday, 19 May 2020 at 7.30 p.m. for the purpose of transacting the following business. It is possible to attend this virtual meeting by computer, notepad, smart phone or similar device, and even (in audio only) using a landline. Please contact the Clerk, preferably by email at clerk.whinburghandwestfieldpc@gmail.com (or failing that on 01953 499980). 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. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. In view of the additional complexity of holding this meeting "virtually", the Chairman will be particularly strict in keeping this section of business as short as possible.
5. **To confirm** the minutes of the meeting held on Wednesday, 15 April 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.**
7. **To receive** Correspondence.
 - 7.1. Playsafety: *Notification of play area inspection in June.*
 - 7.2. Information Commissioner's Office: *Certificate of registration under the Freedom of Information Act 2000 - End date 26 April 2021.*
 - 7.3. The Pensions Regulator: *Have you worked out your legal duties?*
 - 7.4. Came & Company: *Whinburgh & Westfield Parish Council - Pen - Insurance Renewal.*
 - 7.5. AXA: *Your policy schedule.*
 - 7.6. Came & Company: *Terms of Business.*
 - 7.7. Came & Company: *Certificate of Employers' Liability Insurance.*

- 7.8. Came & Company: *Statement of Demand and Needs*.
- 7.9. AXA: *Council Commercial Combined Policy Schedule*.
- 7.10. AXA *Your statement of fact*.
- 7.11. AXA: *Changes to your Council Combined Policy*.
- 7.12. The Pensions Regulator: *Automatic enrolment duties: Acknowledgement of re-declaration of compliance*.
- 7.13. The Local Government Boundary Commission for England: *Important update on Norfolk electoral review - Now expect "implementation date for Norfolk's new electoral arrangements will be 2025, not 2021."*
- 7.14. nPower: *Your Business Flexible contract for your electricity*.
- 7.15. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 30 April 2020*.
- 7.16. Barclays Bank Plc: *Your Community Account statement - 31 March - 30 April 2020*.
- 7.17. Barclays Bank Plc: *Your Active Saver Account statement - 1-30 April 2020*.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where.
- 8.1. **3PL/2020/0376/D: Development Site at Chapel Farm, Dereham Road, Whinburgh.** Reserved matters application for Residential Development (Five dwellings and garages) following outline application 3PL/2019/0015/O. (Extension of response deadline to 23 May 2020 agreed by Breckland.)
- 8.2. **3PL/2020/0253/HOU: Fundin, Church Road, Whinburgh.** First floor rear extension supported with steel posts with open undercroft. **To note** that this application was withdrawn on 23 April 2020.
9. **To consider** filling the casual vacancy caused by the resignation of Mr Brace by co-option of Kate Latham.
10. **To consider** the situation with regard to Covid-19 in the parish, and **to determine** any further action which the Council should take.
11. **To note** that on 23 April 2020 the Clerk completed the re-declared of compliance for the Council with the Pensions Regulator under the Pensions Act 2008.
12. **To approve** and **to authorise** the chairman to sign the Receipts and Payments Account for the year 2019-2020.
13. **To note** that the Government has passed *The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020*, which amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published, from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before 1 September 2020. However, the External Auditors have set a submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (in the case of this Council) of Friday 31 July 2020. The Clerk has prepared the pack of documents for the Internal Auditor and sent it to him, and is confident that he will have completed his work and returned it in time for the June meeting.
14. **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
15. **To consider** further the plans for the Former Highway Surveyor's Land, Garvestone.

16. **Finance.**

16.1. **To approve** payment of £48.86 to the Society of Local Council Clerks, being this Council's share of the Clerk's membership subscription for the year ending 31 May 2021.

16.2. **To approve** payment of £742.36 to Came & Company in settlement of their invoice dated 25 April 2020, being the renewal of the Council's insurance for the year ending 31 May 2021, the final year of a three-year long-term agreement.

16.3. **To receive** the monthly Financial Report.

17. **To decide** on any matters for consideration at next meeting.

18. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 16 June 2020 at 7.30 p.m., via video link.

Possible Future Meeting dates:

Tuesday, 16 June 2020

Wednesday, 14 October 2020

Tuesday, 19 January, 2021

Wednesday, 15 July 2020

Tuesday, 17 November, 2020

Tuesday, 16 February, 2021

Tuesday, 18 August 2020

Tuesday, 15 December, 2020

Tuesday, 16 March, 2021

Tuesday, 15 September 2020

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