

WHINBURGH & WESTFIELD PARISH COUNCIL

8 September 2020

Members of the public are invited to attend a Meeting of Whinburgh & Westfield Parish Council to be held **via video link** on **Tuesday, 15 September 2020** at 7.30 p.m. for the purpose of transacting the following business. To join the meeting click on this link: <https://us02web.zoom.us/j/86566712275>, or phone 0203 695 0088 and follow the instructions, entering meeting number 8656 6712 275.



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 July 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. [7.2.12, Minutes of 16 October 2018] **Leylandii near Toftwood.** These trees, which the Council has been complaining about for many years as they obstructed visibility on the highway, have now been removed.
 - 6.2. [6.1] **Dog waste bin, Shop Street.** The Clerk obtained the new bin, and delivered it, and a post, etc., to Cllr. Carrell. However, then a vehicle hit the existing one, snapping off the post. Cllr. Carrel says that, since the end of lock-down, and after the unfortunate death of some dogs in the village, the problem of the bin being over-full appears to have gone away. She will continue to look after the new bin until a decision is made regarding a bin for north Westfield.
 - 6.3. [6.2] **Meeting with Breckland re Planning.** Rebecca Collins, Breckland Head of Development Planning, has send the revised wording which she has asked to be uploaded to her council's website which removes the statement that certain documentation is required prior to validation of an application.
 - 6.4. [9] **Old play equipment.** Cllr Anema has removed the cradle swing, and the Clerk has added pigeon spikes to the old swing unit. The old goal posts are still to be removed.

7. **To acknowledge receipt** of the following correspondence (* items distributed by email)..
 - 7.1. *Norfolk Constabulary: *Community Update* - July 2020
 - 7.2. Anglian Water (Wave): *We're sad to see you go*.
 - 7.3. *Ramblers' Association: Norfolk Area: *Steggs Lane, Westfield*.
 - 7.4. PKF Littlejohn: *Data logged – notification of exempt status*.
 - 7.5. Barclays Bank Plc: *Your Business accounts - at a glance* - Balances on 31 July 2020.
 - 7.6. Barclays Bank Plc: *Your Community Account* - 1-31 July 2020.
 - 7.7. Barclays Bank Plc: *Your Active Saver Account* - 1-31 July 2020.
 - 7.8. *Norfolk Constabulary: *Community Update* - August 2020.
 - 7.9. National Association of Local Councils: *Employment Briefing E01-20 / 2020-21 National Salary Award*.
 - 7.10. *Clerks & Councils Direct* – September 2020.
 - 7.11. Barclays Bank Plc: *Your Business accounts - at a glance* - Balances on 28 August 2020.
 - 7.12. Barclays Bank Plc: *Your Community Account* - 1-28 August 2020.
 - 7.13. Barclays Bank Plc: *Your Active Saver Account* - 1-28 August 2020.
 - 7.14. *Mr J Manoukian: *Re The Mustard Pot Whinburgh*.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where.
9. **To consider** making a response to the Government's consultation paper *Changes to the current planning system*.
10. **To receive** a report into the situation regarding the proposed new Children's Play / Adult fitness equipment, and **to agree** the way forward.
11. **To receive** a report into the situation regarding the new Whinburgh Village sign, and **to agree** the way forward.
12. **To consider** the possible relocation of the proposed dog waste bin in Dereham Rad, Westfield, from near Lolly Moor to a position further north, near the start of Whinburgh FP1.
13. **To consider** the possible need to arrange for the hedges round the Playing Field to be cut. (Note: Cllr Anema has now worked on the trees in the hedge behind the Pavilion, in the hope that it will now be possible for this to be cut with commercial equipment.)
14. **To note** that the Footpath Coordinator of the Ramblers Association, Norfolk Area, has been considering trying to claim Steggs Lane (from Fiveways Junction to the A1075) as a Public Right of Way, and **to consider** conducting enquiries into the views of local residents.
15. **To receive** a letter from the owner of The Brambles, Steggs Lane, concerning overhanging trees from the Former Highways Surveyor's Land, and **to consider** any action which might be necessary.
16. **To note** that, on 14 August the Clerk received an email from a Breckland Council Regeneration Officer advising that the Council could be eligible for the Small Business Grant under the Covid 19 Scheme. Accordingly, he filled in the application form, which was remarkably similar to the one he completed on 21 May. This had resulted in him being told that the Council did not qualify. However, it seems that this time it was successful, as Breckland has paid a grant of £10,000 directly into the Council's account. **To consider** what this grant funding should be used for.
17. **To consider** the possibility of seeking to register The Mustard Pot as an Asset of Community Value.
18. **To note** that, although the Mustard Pot public house has now closed, the Bottle Bank in the rear car park remains, and is available of use by residents for glass recycling in preference to their black waste bins. In a small but significant way use of the Bottle Bank brings income to the Parish Council and so helps to keep the Council's part of the Council Tax bill down.
19. **To note** that agreement has been reached between the National Employers and the HJC Trade Union Side on rates of pay applicable from 1 April 2020. The award is a 2.75% increase plus an additional day's paid leave (or equivalent for part time staff). This takes the Clerk's pay to £13.24/hour.

20. **Finance.**

- 20.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £1,038.64 (Back-pay following 2020/21 Pay settlement: £25.03; salary for 29 June 2020 to 27 September 2020: £946.66; payment for use of home as office: £13.00; Mileage Allowance Payment for 8 June 2020 to 8 September 2020: £53.95).
- 20.2. **To approve** payment of £49.61 (Postage & telephones £7.79; Field & Pavilion £32.35; Other - Land Registry Title search £3.00; VAT £6.47) to the Clerk as reimbursement for items paid on behalf of the Council for 8 June 2020 to 8 September 2019.
- 20.3. **To receive** a note from the Clerk regarding *Spending Parish Council money on maintaining Churchyards*, and then if deemed appropriate **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.
- 20.4. **To approve** payment of £36.00 (£30.00 + £6.00 VAT) to GeoXphere Limited, in settlement of their invoice 33UB110-0003, being the subscription of Parish Online for the year ending 6 August 2021.
- 20.5. **To approve** payment of £6.25 to the Society of Local Council Clerks as part settlement of their invoice 132493, being this Council's share of the cost of the Clerk attending their Virtual National Conference on 12-16 October 2020.
- 20.6. **To note** that on 29 July 2020 nPower deducted £20.28 (£19.31 + £0.97 VAT) from the Council's account by Direct Debit, in settlement of their Invoice no. 010018693505 for electricity supplied. This is the final invoice from nPower.
- 20.7. **To note** that on 28 July 2020 Octopus Energy deducted £13.67 (£13.02 + £0.65 VAT) from the Council's account by direct debit, in settlement of invoice no. 0002 for electricity charges.
- 20.8. **To note** that the Clerk has received invoice no. 0003 from Octopus Energy showing their electricity charges totalling £24.81 (23.63 + £1.18 VAT). But this invoice also includes a credit of £100.00 (£833.33 + £16.67 VAT) in respect of a referral reward, so the Council's account with Octopus is currently £75.19 in credit, which will be carried forward against future bills. Also **to note** that despite (as reported in agenda item 20.9 of the meeting on 15 April 2020) Octopus having stated that when the Council switched, they would originate a direct debit in advance for the estimated cost of one month's supply (£43.86 (£36.55 + £7.31 VAT)), they have not done so, and so the Clerk has reversed this entry in the Council's cashbook.
- 20.9. **To note** that on 27 July 2020 Anglian Water deducted £12.77 from the Council's account by Direct Debit, in settlement of their bill no. 7535030 for water supplied. This is the final invoice from Anglian Water.
- 20.10. **To note** that on 30 July 2020 Everflow Water deducted £4.26 from the Council's account by Direct Debit, in settlement of their Invoice no. 604597 for water supplied.
- 20.11. **To note** that on 31 August 2020 Everflow Water deducted £5.45 from the Council's account by Direct Debit, in settlement of their Invoice no. 632375 for water supplied.
- 20.12. **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 **Wednesday**, 14 November 2020 at 7.30 p.m., via Zoom video link.

Possible Future Meeting dates:

Wednesday, 14 October 2020

Tuesday, 17 November, 2020

Tuesday, 15 December, 2020

Tuesday, 19 January, 2021

Tuesday, 16 February, 2021

Tuesday, 16 March, 2021

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