

# WHINBURGH & WESTFIELD PARISH COUNCIL

10 November 2020

**Members of the public are invited to attend** a Meeting of Whinburgh & Westfield Parish Council to be held **via video link** on Tuesday, 17 November 2020 at 7.30 p.m. for the purpose of transacting the following business. Join the meeting using computer, iPad, mobile phone or the like, via this link: <https://us02web.zoom.us/j/83110656913> , or using a land-line telephone dial 0203 695 0088 and follow the instructions, entering meeting number 831 1065 6913.



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. 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. It can, though, place the matter on the agenda for discussion at a future meeting.
5. **To confirm** and **sign** the minutes of the Meeting held on Wednesday, 14 October 2020.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 6.1. [19, Minutes of 15 September 2002] **Pay Agreement 2020/21.** The Clerk has now realised that the award of an additional day's paid leave only applies to those with less than five years' service, and so will have no impact on him.
  - 6.2. [16] **New Whinburgh Village Sign.** Mr David Stoker has said that he expected to be able to start the work on 5 January and to take 5 days. In view of the additional work requested he has revised his quote to £940. Having previously obtained confirmation from Members, the Clerk has agreed to this. Harry Stebbing from The Village Sign People has said that they will have to rework the frame and scrolls which, as previously reported, had been damaged by the company which does the power coating, and this will take a while to be made and then coated again.
7. **To receive** the following correspondence:
  - 7.1. *Clerks & Councils Direct* – November 2020.
  - 7.2. Barclays Bank Plc: *Your business accounts – at a glance* – Your balances on 30 October 2020.

- 7.3. Barclays Bank Plc: *Your Community Account* – 1-30 October 2020.
- 7.4. Barclays Bank Plc: *Your Active Saver Account* – 1-30 October 2020.
- 7.5. Office for National Statistics: Census 2021.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where.
- 8.1. **3PL/2020/1014/HOU: Brook Vale Barn, Church Road, Whinburgh.** Erection of 4 bay Cart Lodge. **To receive** Planning Permission dated 28 October 2020.
9. **To appoint** a Councillor to be the Council's representative at the Norfolk Association of Local Councils, virtual meetings to provide input to priorities, to receive updates on actions being taken, and to vote on behalf of the Council in elections to the Board.
10. **To note** that a notice has been placed in the hedge on the east side of the B1135 opposite Church Road giving Notice of Application for a Modification Order under Section 53(5) of, and Schedule 14 to, the *Wildlife and Countryside Act, 1981*, which seeks to join this to Tollers Lane, and thus join it with Garvestone Restricted Byway No. 1, and **to agree** any action necessary.
11. **To consider** accepting a quote from Neville Lake Garden and Maintenance for grass cutting on Whinburgh Playing Field (including the path maintenance and old bowls green area) for the 2021 and 2022 seasons of £675 p.a.
12. **Finance.**
- 12.1. **To approve** payment of £30.00 to LexisNexis, being this council's share of order no. AB000053 for purchase of *Arnold-Baker on Local Council Administration* – 12 Edition.
- 12.2. **To approve** payment of £650.00 to Neville Lake in settlement of his invoice dated 5 November 2020 for grass cutting on Whinburgh Playing Field.
- 12.3. **To note** that on 23 October 2020 Octopus Energy deducted £23.08 (£21.98 + £1.10 VAT) from the Council's account by direct debit, in settlement of invoices nos. 0003, 0004 & 0005 for electricity supplied.
- 12.4. **To note** that on 13 November 2020 Octopus Energy will deducted £18.01 (£7.17 + £10.84 VAT) from the Council's account by direct debit for electricity supplied. (Note: Because of the Referral reward received, a number of invoices received involved no payments. By splitting the amount to be debited this month between net and VAT ensures that the total amount debited in VAT in the accounts agrees with the amount shown on the invoices received, so that the Council will be able to claim this back at the year end. The Clerk has consulted with the SLCC National Finance & VAT advisor who has agreed this approach.)
- 12.5. **To note** receipt of the following credit:
- 12.5.1. UK Power Networks: £34.07 - Wayleave payments - 25 October 2020.
- 12.5.2. UK Power Networks: £117.06 – Wayleave payment – 6 November.
- 12.6. **To receive** the monthly Financial Report.
13. **To decide** on any matters for consideration at next meeting.
14. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 15 December 2020 at 7.30 p.m., via Zoom video link.

**Possible Future Meeting dates:**

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.