

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of the Annual Meeting of Whinburgh & Westfield Parish Council on Tuesday, 19 May 2015 at 8.00 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Present Councillors Roland Terry (Chairman), William Downes, Simon Whiteley.
Julian Gibson (Clerk)**

There being no urgent business to discuss, the meeting scheduled for 21 April 2015 did not take place.

As the previous Annual Parish Meeting overran, the start of this meeting was delayed.

Before the start of meeting, the newly elected Councillors present signed their Declaration of Acceptance of Office forms, and the Clerk reminded them of the need for them to update their Disclosable Pecuniary Interests & Other Registrable Interests forms if necessary.

- 1 **Election of Chairman.** Councillor Terry **was elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Councillor Terry signed the declaration, which was **received**.
- 3 **Election of Vice-Chairman.** Councillor Anema **was elected** Vice Chairman.
- 4 **Apologies for absence.** It was **resolved** to accept the reason for absence provided by Councillors Hansell.
- 5 **Declarations of interest.** None.
- 6 **Dispensations.** None.
- 7 **Public Participation Session.** None.
- 8 **Minutes.** The minutes of the meeting held on Tuesday, 17 March 201⁵~~4~~ were **confirmed** and **signed**.
- 9 **Matters arising.**
 - 9.1 **Speeding on Shipdham Road and Yaxham Road.** NCC Highways has responded saying that it is unlikely that either road would meet the criteria for a speed limit. Now that the Traffic Management Programme team has significantly reduced funding, this is not something they would look to review at present.
 - 9.2 [Minutes of 9 June 2009] **Whinburgh Community Association.** The Clerk has learned that Whinburgh & Westfield Parish Association has changed its name back to Whinburgh Community Association. This was **noted**.
 - 9.3 [7.25, Minutes of 21 October 2014] **Bottle Bank.** The total received in recycling credits for 2014/15 was £105.32, as against only £71.82 in 2013/14. This is despite the change in policy now allowing glass to be recycled in the black bins, so is a good result.
- 10 **Correspondence.** The following correspondence was **received**.
 - 10.1 Department for Communities and Local Government: *Parish Polls - Consultation on the Government's intentions to modernise parish poll regulations.*
 - 10.2 Campaign to Protect Rural England: *CPRE Norfolk Light Pollution Survey, Guidance Note and Conference.*
 - 10.3 Norfolk Association of Local Councils: *Subscription Form 2015/16.*
 - 10.4 Norfolk Association of Local Councils: *Election of members of the Norfolk Association of Local Councils Executive Committee.*
 - 10.5 Department for Communities and Local Government: *Changes to the smaller authorities' local audit and accountability framework: a guide.*

- 10.6 Norfolk Constabulary: *Parish/Ward Crime Statistics* - 1-28 February 2015.
- 10.7 Breckland Council: *National Non Domestic Rate Demand* - for £0.00.
- 10.8 Information Commissioner's Office: *Certificate of Registration*.
- 10.9 Came & Company: *Council Matters* - Spring 2015.
- 10.10 Breckland Council: *Payment Remittance advice*.
- 10.11 Barclays Bank Plc: *Community Account Statement* - 31 January - 30 March 2015.
- 10.12 Barclays Bank Plc: *Active Saver Account Statement* - 31 January - 30 March 2015.
- 10.13 HM Revenue & Customs: *BACS Remittance advice*.
- 10.14 Norfolk Association of Local Councils: *Annual Joint Summer Conference*.
- 10.15 Norfolk Constabulary: *Parish/Ward Crime Statistics* - 1-31 March 2015.
- 10.16 Fields in Trust: *Impact Report 2014*.
- 10.17 E-On: *Your electricity plan will end on 28 May 2015*.
- 10.18 Norfolk County Council: *Better Broadband for Norfolk Information Sheet 20*.
- 10.19 Breckland Council: *Recycling Payment 2014-15*.
- 10.20 Barclays Bank Plc: *Community Account statement* - 1-30 April 2015.
- 10.21 Barclays Bank Plc: *Active Saver Account statement* - 1-30 April 2015.
- 10.22 Breckland Council: *Open Space and Play Space Provision and Improvement*. The Clerk was asked to ask Breckland Council for more information, as the Council has a long term intention to improve the play equipment.
- 10.23 *Clerks & Councils Direct*.
- 10.24 Hiscox: *Insurance renewal documentation*.
- 10.25 Breckland Council: *Recycling remittance advice*.
- 11 **Planning. 3PL/2015/0194/F: 1 Church Road, Whinburgh.** Proposed extension to side of property. Planning Permission dated 24 March 2015 was **received**.
- 12 **Carriageway resurfacing on B1135.** An email advising that carriageway resurfacing of part of Dereham - Yaxham Road is planned for 13 July 2015, lasting 10 days was **received**. This will involve a southbound closure, with northbound traffic travelling under a convoy system at a maximum of 10 mph. The junction of Westfield Lane and Yaxham Road will also be closed for one day towards the end of the period. The Clerk will ensure that a notice is displayed on the notice boards.
- 13 **Vacancy.** The Chairman confirmed that there is a vacancy on the Council resulting from there being insufficient nominations at the recent election, and the Council has the power to fill that by co-option. Members were asked to think about possible candidates.
- 14 **Bowls Club.** The Chairman said that Mrs Carrel had sent him a draft Licence covering the Club's use of the Green and Pavilion. He will circulate this to all members for comment, and then send the final version to the Club, saying that this is the limit of what the Council will accept.
- 15 **Receipts & payments account.** The Receipts & Payments Account 2014/2015 was **approved** by the Council and **signed** by the Chairman.
- 16 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2015 was **received**.
- 17 **Annual Return.** The Accounting statements and Annual governance statement in the Annual Return for the year ended 31 March 2015, was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council. The Bank Reconciliation and Explanation of variances was **agreed**. The Clerk confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted.
- 18 **Internal Auditor.** It was **resolved** that Mrs Deborah Morgan be reappointed as Internal Auditor for the year 2014-2015.

- 19 **Exclusion of the Press and Public.** Under the Public Bodies (Admission to Meetings) Act 1960 s. 1(2) it was **resolved** to exclude the press and the public from the next item on the agenda, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 20 **Former Highway Surveyor's Land, Westfield.** Councillor Whiteley reported that he and Councillor Anema had made a start clearing the access to the plot, and paths through to a glade which exists at the far end. A certain amount of scrap metal and other waste was removed, and a wood pile created. A pile of brush will be burned on the neighbouring farmer's field with his permission, after the harvest.
- 21 **Former Highway Surveyor's Land, Garvestone.** It was **agreed** that the Clerk should write yet again to Mr Isbill's solicitor to ask for an update in their efforts to produce the evidence he claims to have to show that he is entitled to an Agricultural Tenancy.

The Meeting was re-opened to the Press and Public.

22 Finance.

- 22.1 **Subscriptions.** It was **resolved** that cheque number 100654 for £104.66 to Norfolk Association of Local Councils be signed, being the Annual Subscription for 2015/16. (*Local Government Act 1972 s. 143*)
- 22.2 **Pavilion.** It was **noted** that E-On has collected payment of £210.02 (£200.02 + £10.00 VAT) by direct debit in payment of invoice no. H1145B88E7. (*Local Government Act 1972 s. 111*)
- 22.3 **Subscriptions.** It was **resolved** that cheque number 100655 for £32.75 to the Society of Local Council Clerks be signed, being this parish's share of the Clerk's Annual Subscription. (*Local Government Act 1972 s. 143*)
- 22.4 **Insurance.** It was **resolved** that cheque number 100656 for £596.39 to Broker Network Limited be signed, being the first year premium of a 3-year fixed agreement for the Council's insurance policy arranged with Hiscox through Came & Company. It was **noted** that for the past 3 years the insurance provider has been Aviva, but Came & Co recommend changing to Hiscox, which has provided a better quote for what is marginally better cover.. (*Local Government Act 1972 s. 111 & 140(1)*)
- 22.5 **Audit.** It was **resolved** that cheque number 100657 for £20.00 to Mrs Deborah Morgan be signed, as a honorarium for carrying out the Internal Audit for the financial year ended 31 March 2015. (*Local Government Act 1972 s. 111*)
- 22.6 **Monthly Financial Report.** The report for the month ended and 30 April 2015 was received.
- 23 **Matters for consideration at next meeting.** Banking mandate.
- 24 **Next meeting.** It was **confirmed** that the next meeting will be on **Tuesday, 16 June 2015, in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.**

Confirmed:

.....*N.T. Anema*.....
Nick Anema, Vice-Chairman
Roland Terry, Chairman

16 June 2015

Tuesday, 21 July 2015	Tuesday, 20 October 2015	Tuesday, 19 January 2016
Tuesday, 18 August 2015	Tuesday, 17 November 2015	Tuesday, 16 February 2016
Tuesday, 15 September 2015	Tuesday, 15 December 2015	Tuesday, 15 March 2016

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