

# WHINBURGH & WESTFIELD PARISH COUNCIL

7 September 2015

**Members of the public are invited to attend** a Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh, on Tuesday, 15 September 2015 at 7.30 p.m. for the purpose of transacting the following business.



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, ask 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 Tuesday, 18 August 2015.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
7. **To receive** Correspondence (available at the meeting).
  - 7.1. Barclays Bank Plc: *Letter of apology.*
  - 7.2. Mid Norfolk Citizens' Advice Bureau: *Appeal letter.*
  - 7.3. Planning Services, Breckland Council: *Letter re: contributions from developers for open space/pay equipment.*
  - 7.4. *Clerks & Councils Direct - September 2015.*
  - 7.5. Barclays Bank Plc: *Your Community Account Statement - 1-28 August 2015.*
  - 7.6. Barclays Bank Plc: *Your Active Saver Account Statement - 1-28 August 2015.*
8. **To receive** Planning Applications, planning decisions and correspondence (including those detailed below), and **to decide** on comments to be made where necessary.
9. **To confirm** the Council's agreement to Mr Gott setting up a Community Speedwatch group.

10. **To consider** the remedial work necessary for the trees on the Former Highway Surveyor's Land in Steggs Lane.
11. **To receive** a report on the installation of matting beneath the play equipment on the Playing Field.
12. **To consider** purchasing two park benches to be located on the Pavilion patio, or possibly on the Former Highway Surveyor's Land in Steggs Lane.
13. **To receive** the External Auditor's report for the year ended 31 March 2015.
14. **To agree** that under the Public Bodies (Admission to Meetings) Act 1960, s. 1(2) the press and the public be excluded from the meeting for 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 receive** an update on the situation regarding the registration of the Former Highway Surveyor's Land near Garvestone, and **to agree** any further action required.
16. **Finance.**
  - 16.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £633.91 (salary for 29 June 2015 to 27 September 2015: £633.91; Mileage Allowance Payment for 13 July 2015 to 7 September 2015: £44.47 of which £2.10 is the VAT element).
  - 16.2. **To approve** payment of £25.78 (Postage & telephones: £25.76, VAT: £0.02) to the Clerk as reimbursement for items paid on behalf of the Council for 13 July 2015 to 7 September 2015.
  - 16.3. **To approve** payment of £33.60 (£28.00 + £5.60 VAT) to Getmapping Plc in settlement of invoice no. POI-2015-33ub110, being the ParishOnline annual fee.
  - 16.4. **To note** that Extra Energy has collected £71.10 (£67.71 + £3.39 VAT) by direct debit on 9 August in settlement of invoice no. 2580103 for electricity supplied.
  - 16.5. **To receive** the monthly Financial Report.
17. **To decide** on any matters for consideration at next meeting.
18. **To confirm** the date of the next meeting as Tuesday, 20 October 2015 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 20 October 2015	Tuesday, 15 December 2015	Tuesday, 16 February 2016
Tuesday, 17 November 2015	Tuesday, 19 January 2016	Tuesday, 15 March 2016

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