

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 20 October 2015 at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Roland Terry (Chairman), Nick Anema, William Downes, Mark Hansell, Pat Makinson, John Stevens, Simon Whiteley. Julian Gibson (Clerk)

- 1 **Apologies for absence.** None.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** None.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 15 September 2015 were **confirmed** and **signed**.
- 6 **Matters arising.** None.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 Norfolk Constabulary: *Parish/Ward Crime Statistics* - 1-31 August 2015.
 - 7.2 Norfolk Association of Local Councils: *Autumn Conference* - 12 November 2015.
 - 7.3 Breckland Council: *Precept & Grant remittance advice*.
 - 7.4 Barclays Bank Plc: *Your Community Account Statement* - 29 August - 30 September 2015.
 - 7.5 Barclays Bank Plc: *Your Active Saver Account Statement* - 29 August - 30 September 2015.
 - 7.6 East Anglian Air Ambulance: *Grant Application*.
 - 7.7 Norfolk Association of Local Councils: *Notice of AGM and Constitution changes*.
- 8 **Planning.**
 - 8.1 **3PL/2015/0966/F: Land affronting Dereham Road, Shipdham.** Application for Proposed new agricultural barn. It was **noted** that the Clerk has responded, "No objection" under delegated powers.
 - 8.2 **3PL/2015/0528/O: Fieldings Drive, Yaxham, NR19 1RD.** Residential Development. Notice that the application has been withdrawn dated 20 August 2015 was **received**.
 - 8.3 **3PL/2015/1072/O: The Fieldings, Station Road, Yaxham.** Application for Residential development (4 dwellings). It was **resolved** that the Council had no objection, but that it was concerned that this development should not have an adverse impact on Station Road where there is already a flooding issue.
- 9 **Park benches.** The Chairman explained that following the last meeting he had visited the manufacturer, and determined that the benches were well made. He had also been unsuccessful in finding any grant making body which would support this kind of purchase, so the order had been placed for two 1800mm benches in brown, with associated fixings. Subsequently a parishioner had approached him about buying something for the village in memory of her late husband, and she had agreed to make a donation to the Council equivalent to one bench. The Chairman had therefore ordered a commemoration plaque, making the total cost £801 plus VAT. Delivery was due the next day. The Council **confirmed** these actions.
- 10 **Neighbourhood Plans.** The Chairman said he had looked in some detail at the Plan being developed in Mattishall, and thought it seemed to be approaching completion. However, in a

recent planning application this had been ignored because the view was that it was not sufficiently advanced. In Yaxham a similar Plan had started, but it should be remembered that Neighbourhood Plans were tools to enable development, and not to prevent it. He had concluded that this was probably not something which would benefit this parish, and the Council **agreed** with this.

- 11 **Transparency Fund.** The information about how to apply for a grant to alleviate the burden of complying with the Transparency Code was **received**, and the Council **approved** an application prepared by the Clerk for a grant of £1,396.98, this to include installation of a telephone line and WiFi internet access in the Pavilion. The Clerk will submit this by the tranche date of 13 November 2015, which would mean the funds should be released on 8 January 2016. The Council must then buy the equipment and carry out the work to be fully compliant with the code within three months.
- 12 **Pavilion hiring fees.** It was **agreed** to make no changes to the schedule of fees for the hire of the Pavilion.
- 13 **Water meter.** It was **agreed** that Councillor Anema should investigate the cost of installing a meter to measure the water used in the Pavilion so that, when the water supply to the Playing Field is taken over by the Council, it is possible to identify the split between consumption by the Bowls Club and the Pavilion. The Chairman mentioned that the Bowls Club had still not signed the Licence, despite his chasing them. Councillor Whiteley offered to go to see them personally to sort it out.
- 14 **Community Speedwatch.** The Chairman reported that Mr Gotts had successfully recruited enough volunteers, and was liaising with the Police to get the Speedwatch set up. This was welcomed.
- 15 **Potholes.** A letter from Norfolk County Council concerning *Delivering local highway improvements in partnership with Town and Parish Councils 2016/17 - Addition of Pothole Repairs* was **received**. It was **agreed** not to consider funding work which was the responsibility of NCC.
- 16 **Finance.**
 - 16.1 **Maintenance of the burial grounds.** It was resolved that cheque no. 100669 for £300.00 to Whinburgh & Westfield Parochial Church Council be signed, as a grant towards the costs of maintaining the burial grounds in the parish. (*Local Government Act 1972 s 214(6)*)
 - 16.2 **Training** It was resolved that cheque no. 100670 for £50.00 to Norfolk Association of Local Councils be signed, being the cost of the Chairman and this parish's share of the cost of the Clerk attending the Autumn Conference on 12 November. (*Local Government Act 1972 s 111*)
 - 16.3 **Monthly Financial Report.** The report for the month ended and 30 September 2015 was **received**.
 - 16.4 **Budget.** It was **agreed** to vire the unneeded £355 from the Audit and Election costs budget line, and allocate £20 to the Insurance line, £200 to the Field and Pavilion line, and place the balance in Contingency.
- 17 **Matters for consideration at next meeting.**
 - 17.1 Neighbourhood Watch.
 - 17.2 Speed limit in Whinburgh.

18 **Next meeting.** It was **confirmed** that the next meeting will be on **Tuesday, 17 November 2015**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

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Roland Terry, Chairman

17 November 2015

Tuesday, 17 November 2015

Tuesday, 16 February 2016

Tuesday, 15 December 2015

Tuesday, 15 March 2016

Tuesday, 19 January 2016

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