

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 15 December 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, Simon Whiteley.
Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillor Stevens.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** The Clerk was asked if he had heard anything from Breckland Council Planning Enforcement about the apparent development at Chapel Farm, Dereham Road. He had not, but would chase. District Councillor Paul Claussen told the Council that the various contributions made by developers (e.g. Section 106 payments) were not guaranteed to continue, and advised that any projects which might need grant funding should be investigated now rather than later. Councillor Claussen was asked about the situation where this Council was invited to comment on a planning application for a minor development at a site in a neighbouring parish when it had not been advised of a previous much more major development of the site. The Council said that it welcomed being consulted on developments in neighbouring parishes which might have an impact, but would prefer more consistency. Councillor Claussen agreed to take this away.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 17 November 2015 were **confirmed** and **signed**.
- 6 **Matters arising.**
 - 6.1 [9] **Transparency Fund.** The Clerk has been told by Norfolk Association of Local Councils that the Board has now set a limit on how much can be claimed for the annual internet cost, and so the amount of the application has been reduced to £1,324.98.
 - 6.2 [7.13] **Breckland Council's retention of Government grant funding for the benefit of parish councils.** Whereas in the past the Government has been openly critical of district councils which did not pass on the funding to parishes, it seems that now it is doing a U-turn, as the Clerk has received a reply saying that this is purely a local matter, and not one where it should intervene or even state a view.
 - 6.3 [9, Minutes of meeting on 21 July 2015] **Bank authorised signatures** The Clerk reported that, although the change to the Council's signatories had been agreed at the July Meeting, Barclays had only just advised him that they had not acted upon it, and now claimed that they did not recognise Councillor Anema. In response the Clerk had sent them copies of various documents where they had accepted Councillor Anema's instructions to make other changes to the mandate, and also the letter from Barclays confirming that they had accepted his original appointment as a signatory. He will pursue the complaint.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 Norfolk County Council: *Re-imagining Norfolk - Strategic and Financial Planning 2016-17.*
 - 7.2 Norfolk Association of Local Councils: *Norfolk ALC and Norfolk County Council - Re-imagining Norfolk - Strategic and Financial Planning 2016-17.*

- 7.3 Breckland Council: *Breckland (Emerging) Local Plan: Preferred Directions Development Plan Document and Emerging Site Options Consultation*. The Clerk advised that these documents would be published soon, and the consultation period was from 11 January to 22 February 2016. District Councillor Paul Claussen urged the Council to make its views known.
- 7.4 Age UK Norfolk: *Appeal letter*.
- 7.5 Barclays Bank Plc: *Your Community Account Statement* - 31 October - 30 November 2015.
- 7.6 Barclays Bank Plc: *Your Active Saver Account Statement* - 31 October - 30 November 2015.

8 Planning.

- 8.1 **3PL/2015/0540/F: The White House Farm, Whinburgh Road, Westfield.** Erection of detached garage/store building. Planning Permission dated 9 September 2015 was **received**.
- 8.2 **3PL/2015/0948/F: New Place Barns, Dereham Road, Garvestone.** Menage for personal use. Planning Permission dated 21 October 2015 was **received**.
- 8.3 **3PL/2015/0966/F: Land affronting Dereham Road, Shipdham.** Application for Proposed new agricultural barn. Planning Permission dated 9 September 2015 was **received**.
- 8.4 **3PL/2015/1072/O: The Fieldings, Station Road, Yaxham.** Application for Residential development (4 dwellings). Notice that this application has been withdrawn dated 10 November 2015 was **received**.
- 8.5 The Clerk advised the Council that after the agenda for this meeting had been published he had received two new applications (3PL/2015/1241/F: Plot 7, Priors Field, Yaxham Waters, Dereham Road, Yaxham, Stationing of Holiday Lodge (caravan), and 3PL/2015/1411/O: Land Adjacent Wesley House, Dereham Road, Westfield, Erection of 3 no. dwellings), and therefore the Council was unable to legally discuss the matter and come to any decision at this meeting. He would, though, try to obtain an extension of the response deadline until after the January meeting. As it happened, it seemed likely that both applications would need to be determined by the Breckland Planning Committee, the first because the applicant was a Breckland Councillor, and the second because it was for a development outside of any settlement boundary.

- 9 **New audit regime.** It was **agreed** that the Council should allow the arrangements for the New Audit Regime which the Sector-Led Body (SLB) being set up by the National Association of Local Councils, the Society of Local Council Clerks and the Association of Drainage Authorities to proceed, rather than to opt out of these arrangements and appoint an auditor locally. The Council has been advised to budget for a one-off SLB fee of up to £100 in 2016/17, which the Clerk had done.
- 10 **Council website.** It was **noted** that the Clerk has been working on the Council's website (whinburghandwestfield-pc.norfolkparishes.gov.uk), adding the things which now legally had to be displayed and some others of interest. Various other things which could be added to the site were suggested, and the Clerk will work on these.
- 11 **Council Meetings.** A schedule of future Council Meetings was **agreed**.
- 12 **Budget 2016/17.** The Clerk presented a draft budget for 2016/17 which was **approved**.

- 13 **Precept 2016/17.** It was **agreed** to fix the Precept for 2016/17 at £6,000, the same as last year. The Clerk pointed out that, because of the rise in the number of Band D Equivalents in the Parish, this would mean a slight fall in the Parish Council share of the Council Tax parishioners would be called upon to pay.

*It was **agreed** to move items 14 and 15 down the agenda to after item 17.*

16 **Finance.**

- 16.1 **Clerk's salary.** It was **resolved** that cheques numbered 100673 & 100674 totalling £717.25 (salary for 28 September 2015 to 27 December 2015: £633.91; Mileage Allowance Payment for 8 September 2015 to 5 December 2015: £83.34 of which £3.22 is the VAT element) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 16.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100675 for £29.61 (Postage & telephones: £29.40, VAT: £0.21) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 8 September 2015 to 5 December 2015. (*Local Government Act 1972 s 111*)
- 16.3 **Training.** It was **resolved** that cheque number 100676 for £37.70 to the Chairman be signed, in reimbursement of the mileage cost of him attending the Norfolk Association of Local Councils Autumn Conference in Hillingdon.
- 16.4 **Monthly Financial Report.** The report for the month ended and 30 November 2015 was **received**.
- 17 **Matters for consideration at next meeting.** Suggestions for Section 106 grant applications.
- 14 **Exclusion of the Press and the public.** It was **agreed** 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 **Clerk's Annual Performance Review.** The Chairman reported that he had carried out the Clerk's Annual Performance Review, and judged him to be fully satisfactory. It was **agreed** that he be awarded an incremental salary increase of a single Spinal Column Point, to SCP 24. This equates to £11.190/hour, making an annual salary of £2,618.46, an increase of £82.84 p.a., to take effect from 4 December 2015, the anniversary of his appointment.
- 18 **Next meeting.** It was **confirmed** that the next meeting will be on **Tuesday, 19 January 2016**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

The Chairman closed the meeting by thanking members for their work during the year, and wishing Councillors and Parishioners a Merry Christmas.

Confirmed:

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Roland Terry, Chairman

19 January 2016

Tuesday, 19 January 2016	Tuesday, 21 June 2016	Tuesday, 15 November 2016
Tuesday, 16 February 2016	Tuesday, 19 July 2016	Tuesday, 13 December 2016
Tuesday, 15 March 2016	Tuesday, 16 August 2016	Tuesday, 17 January 2017
Tuesday, 19 April 2016	Tuesday, 20 September 2016	Tuesday, 20 February 2017
Tuesday, 17 May 2016 *	Tuesday, 18 October 2016	Tuesday, 20 March 2017

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

* Annual Parish Meeting and Annual Meeting of the Parish Council.