

WHINBURGH & WESTFIELD PARISH COUNCIL

7 May 2016

Members of the public are invited to attend the Annual Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh, on Tuesday, 17 May 2016 at 7.45 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 elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To elect** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **Declarations of interest** in items on the agenda. 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.
6. **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.
7. **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.
8. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 19 April 2016.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 9.1. [10] Dog bins. Breckland Council has now said that while it is OK (and even desirable) for litter bins to be used to deposit dog waste, they cannot have dog-bins also used for litter! So the Clerk has advised them that what we have and will have are both dog-bins, which will, therefore, have to remain as single use.
10. **To receive** Correspondence (available at the meeting).
 - 10.1. Norfolk Association of Local Councils: *Recruitment.*
 - 10.2. Came & Company: *Insurance policy renewal invitation.*
 - 10.3. Hiscox: *Local Council and Not-for Profit Insurance Scheme quotation.*
 - 10.4. Hiscox: *Local Council and Not-for Profit Insurance Policy Summary.*

- 10.5. Came & Company: *Important information - Please read.*
 - 10.6. Came & Company: *Terms of Business.*
 - 10.7. RoSPA Play Safety Team: *Notification of play area inspection for Whinburgh & Westfield Parish Council.*
 - 10.8. *Clerks & Councils Direct - May 2016.*
 - 10.9. Breckland Council: *Recycling Payment 2015-16.*
 - 10.10. Information Commissioner: *Certificate of Registration - Expiry date: 26 April 2017.*
 - 10.11. Barclays Bank Plc: *Your Community Account statement - 31 March - 29 April 2016.*
 - 10.12. Barclays Bank Plc: *Your Active Saver Account statement - 1-29 April 2016.*
 - 10.13. From The Clerk Magazine (SLCC): *Finance matters - important dates relating to the Annual Return, publicity and electors' rights.*
 - 10.14. National Association of Local Councils: *Transparency Fund 2016/17.*
 - 10.15. National Association of Local Councils: *Guidance notes for the Transparency Fund application form.*
11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
 - 11.1. **3PL/2016/0243/F: Sunset, Shop Lane (recte Shop Street), Whinburgh.** Demolish bungalow & erection of replacement dwelling. Refusal of Planning Permission dated 22 April 2016.
 - 11.2. **3PL/2016/0263/HOU: Meadow Farm, Whinburgh Road, Westfield.** Replacement of existing conservatory with new Orangery. Planning Permission dated 27 April 2016.
 12. **To receive** the report of the Internal Auditor.
 13. **To approve** and **sign** the Annual governance statement 2015/16 in the Annual Return for the year ended 31 March 2016.
 14. **To approve** and **sign** the Accounting statements in the Annual Return for the year ended 31 March 2016, and **to agree** the Bank Reconciliation and Explanation of variances.
 15. **To appoint** the Internal Auditor for 2016-2017.
 16. **Finance.**
 - 16.1. **To approve** payment of £6.84 (£5.84 + £1.00 VAT) to Councillor Terry in reimbursement for his having purchased descender and paint for the gate and fence on the Playing Field.
 - 16.2. **To approve** payment of £628.35 to Came & Company, being the renewal premium of the Council's insurance policy with Hiscox for the year ending 31 May 2017, under the long term agreement due to expire 31 May 2018.
 - 16.3. **To approve** payment of £32.75 to the Society of Local Council Clerks, being this parish's share of the Clerk's subscription for the year ending 31 March 2017.
 - 16.4. **To approve** payment of £20.00 to Mrs Deborah Morgan as an honorarium for the completion of the Internal Audit for the year ended 31 March 2016.
 - 16.5. **To approve** payment of £499.99 (£416.68 + £83.31 VAT) to the Clerk in reimbursement for his having settled invoice no. 1404827 from PC World for the purchase of a laptop and scanner for the Council. (Note: A grant for this expenditure was received last financial year from the Transparency Fund.)
 - 16.6. **To approve** payment of £103.82 (£86.52 + £17.30 VAT) to Gladstone UK Limited, in settlement of their invoice no. 707665 for supply of a dog waste bin.
 - 16.7. **To approve** payment of £12.00 (£10.00 + £2.00 VAT) to Westcotec in settlement of their invoice no. 6497 for two tamtorques to secure the dog waste bin to the post.

16.8. **To approve** payment of £11.49 (£10.41 + £1.08 VAT) to the Clerk in reimbursement for his having paid for the purchase of Postcrete from Wickes and provided a post to install the dog waste bin.

16.9. **To agree** to vire £107 from the Contingency budget line to the Other budget line to cover the cost of purchase and installation of the dog waste bin.

16.10. **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, 21 June 2016 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 21 June 2016

Tuesday, 18 October 2016

Tuesday, 17 January 2017

Tuesday, 19 July 2016

Tuesday, 15 November 2016

Tuesday, 20 February 2017

Tuesday, 16 August 2016

Tuesday, 13 December 2016

Tuesday, 20 March 2017

Tuesday, 20 September 2016

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