

## WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 18 July 2017 at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Present Councillors:** Nick Anema (Vice-Chairman), William Downes, Mark Hansell, John Stevens.  
**Julian Gibson (Clerk)**

*In the absence of the Council Chairman the Vice-Chairman took the Chair.*

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillors Terry and Whiteley.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** None.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 20 June 2017 were **confirmed** and **signed**.
- 6 **Matters arising.** [4.2, Minutes of 18 April 2017] **Ammonia levels in ditch by Westwood Stud.** Breckland Council's Environment Officer visited and confirms that the levels in this ditch are high (<10mg/l). However, he found no ammonia or evidence of pollution in the ditch leading from the Stud under the road to Lolly Moor, so has discounted a sewage discharge as the potential source. He also checked the immediately adjacent properties and discounted them. However, he noticed that an area of Lolly Moor beside where the ditch runs under the road appears to be being regularly used as an improvised toilet, and there was visual evidence of this. He would be grateful for any local information that might shed light on this problem. Members said they would look out for any recurrence. The Clerk will let the Officer know.
- 7 **Correspondence.** The following correspondence was **received**.
  - 7.1 Copy letter to Mr Harby.
  - 7.2 Came & Company: *Insurance policy renewal confirmation.*
  - 7.3 Hiscox: *Policy Schedule.*
  - 7.4 Hiscox: *Certificate of Employers' Liability Insurance.*
  - 7.5 Vattenfall: *Hearing your views II* - A summary report of the Norfolk Vanguard and Norfolk Boreas offshore wind farm projects.
  - 7.6 Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils.*
  - 7.7 *Clerks & Councils Direct* - July 2017.
  - 7.8 Barclays Bank Plc: *Your Community Account Statement* - 1-30 June 2017.
  - 7.9 Barclays Bank Plc: *Your Active Saver Account Statement* - 1-30 June 2017.
  - 7.10 Breckland Council: *Revised Street Naming and Numbering Policy.*
  - 7.11 Breckland Council: *SNN Policy.*
  - 7.12 Breckland Council: *Street Naming & Numbering Guidance for Town/Parish Councils and Developers.*
  - 7.13 Breckland Council: *Street Naming & Numbering - Postal Towns.*
  - 7.14 Norfolk Constabulary: *Thetford & Attleborough Newsletter* - June 2017.
  - 7.15 Breckland Council: *Stages of Local Plan Production: Where are we?*
  - 7.16 Mrs D Morgan, Internal Auditor: *Letter confirming that the Council does not hold any petty cash, as requested by Mazars, External Auditor.*
  - 7.17 Barclays Bank Plc: *Advice of unpaid cheque.*

- 8 **Dogs on the playing field.** A letter of apology from Mr Harby was **received**. The Council noted that there were some youths playing football on the field while the meeting was taking place, and which proved it would be wrong to consider making any change to the policy.
- 9 **Planning.**
- 9.1 **3PL/2017/0707/EU: Annexe, Glen Cottage, Dereham Road, Westfield.** Annexe used as holiday let (Application for Certificate of Lawfulness). **To note** that the Clerk has responded using his delegated powers, saying, “No objections, on the condition that it will not be possible for the Annex to be sold separately from Glen Cottage.”
- 9.2 **3PL/2017/0769/VAR: Westwood Stud, Dereham Road, Westfield.** Application Variation of Conditions for Erection of 4no. dwellings. 3PL/2015/1264/F Conditions(s) 2. **To note** that the Clerk has responded, “No objection” using his delegated powers.
- 9.3 **3PL/2017/0781/HOU: Gables Farm, Whinburgh Road, Westfield.** Application for Single storey extensions to rear. **To note** that the Clerk has responded, “No objection” using his delegated powers.
- 9.4 **3PL/2017/0653/HOU: Westwood Stud, Dereham Road, Westfield.** Erect 2 bay garage (revised application - change hipped roof to gable). Planning Permission dated 27 June 2017 was **received**.
- 9.5 **3PL/2017/0385/F: The Mustard Pot Public House, Dereham Road, Whinburgh.** Extension to Public House including new access and additional parking area. Planning Permission dated 28 June 2017 was **received**.
- 9.6 **3PL/2017/0386/O: Chapel Farm, Dereham Road, Whinburgh.** Application for Residential Development. It was **resolved** that the Council objected on the grounds that this is outside any settlement boundary in an unsustainable village, it would therefore increase car traffic generally and specifically using the access which is shared with the public house, and putting in a mini estate is contrary to the character and form of the village.
- 10 **Whinburgh Village Sign.** Councillor Stevens reported that the possible supplier (now known as *The Sign People* is not registered for VAT, so the total expected cost is £3,950, plus anything needed for the plinth. The Clerk reported that he had, as requested, asked Councillor Whiteley to see if he was able to find a source of at least part of the finance, but had not heard from him. As he was not present to report, it was **agreed** that this should be held over until the next meeting.
- 11 **Old Green Store.** In the continued absence of Councillor Whiteley it was **agreed** to once again hold this matter over until the next meeting.
- 12 **Play Equipment.** The Play Area Safety Inspection Report undertaken by PlaySafety Limited was **received** and it was **agreed** that no action was required.
- 13 **Finance.**
- 13.1 **Subscriptions.** It was **resolved** that cheque number 100728 for £33.60 (£28.00 + £5.60 VAT) to Getmapping Plc be signed, in settlement of invoice no. POI-2017-33ub110, being the renewal of the ParishOnline subscription until 1 August 2018. (*Local Government Act 1972 s. 111*)
- 13.2 **Playing Field.** It was **resolved** that cheque number 100729 for £79.80 (£66.50 + £13.30 VAT) to Playsafety Limited be signed, in settlement of their invoice

no. 29645, for the annual inspection of the play area. (*Public Health Act 1875 s.164 & Local Government Act 1972 Sch.14 para.27*)

13.3 **Pavilion.** It was **resolved** that cheque number 100730 for £3.70 (£3.08 + £0.62 VAT) to Councillor Terry be signed, in reimbursement for his having paid for a duplicate key to the Pavilion. (*Local Government Act 1972 s. 111*)

13.4 **Pavilion.** It was **noted** that on 2 July 2017 ExtraEnergy collected £12.87 (£12.26 + £0.61 VAT) from the Council's account in settlement of invoice no. 24096492, for electricity supplied. This is the final payment to be made to this company. (*Local Government Act 1972 s. 111*)

13.5 **Telephones & postage.** It was **noted** that on 30 June 2017 BT will collect £43.08 (£35.90 + £7.18 VAT) from the Council's account in settlement of invoice no. M005 DT, and on 30 July will collect £43.08 (£35.90 + £7.18 VAT) in settlement of invoice no. M006 HF, for telephone & broadband services. (*Local Government Act 1972 s. 111*)

13.6 **Monthly Financial Report.** The report for the month ending 30 June 2017 was **received**.

**14 Matters for consideration at next meeting.**

14.1 Whinburgh Village Sign.

14.2 Green Store.

**15 Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 15 August 2017**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Confirmed:**

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**Roland Terry, Chairman**

19 September 2017

**Possible Future Meeting dates:**

Tuesday, 15 August 2017

Tuesday, 21 November 2017

Tuesday, 20 February 2018

Tuesday, 19 September 2017

Tuesday, 19 December 2017

Tuesday, 20 March 2018

Tuesday, 17 October 2017

Tuesday, 23 January 2018

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