

# WHINBURGH & WESTFIELD PARISH COUNCIL

**Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 16 March 2021 at 7.30 p.m. This was a Zoom on-line meeting.**

**Present** Councillors: Tony Needham (Chairman), Nick Anema, Siân Carrell, Mike Goodrick, Mark Hansell, Simon Whiteley.  
Julian Gibson (Clerk).

**Absent:** Councillors: Karen Latham.

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Cllr. Latham.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** None.
- 5 **Minutes.** The minutes of the Meeting held on Tuesday, 16 February 2021 were **confirmed**, and **signed** by the Chairman.
- 6 **Matters arising.** [10.3] **Goal post.** The goal post has been delivered and is now in four boxes in the Pavilion.
- 7 **Correspondence.** The following correspondence was **received**.
  - 7.1 Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 26 February 2021.
  - 7.2 Barclays Bank Plc: *Your Community Account* - 30 January - 26 February 2021.
  - 7.3 Barclays Bank Plc: *Your Active Saver Account* - 30 January - 26 February 2021.
- 8 **Planning.**
  - 8.1 **3PL/2021/0160/HOU: Sycamore Cottage, Dereham Road, Whinburgh.** Two storey extension to the rear of the property and single-story extension to the side. AMENDMENT: replace flat roof with lean-to, swap bedroom 4 and bathroom first floor, fenestration changes to bedroom 1 east elevation first floor. It was **noted** that, after consultation with Members, the Clerk has responded "No objections" using delegated powers, and Planning Permission dated 12 March 2021 was **received**.
- 9 **New play equipment.** The Chairman reported that he had met with the Clerk and the owner of NGF Play on the old bowling green, which had been very informative. It had been agreed that, with careful placing of the various pieces of equipment, it would be possible to fit both the adult exercise and children's play equipment within the planned area. NGF have a bit of a waiting list, so do not expect to be able to start installation until May/June, but that will allow time to carry out the necessary work to make the green ready. The Clerk had also taken the opportunity to look at the Pavilion, field, and play area, and made a detailed list of work that probably should be done, and it was **agreed** that, when the weather and Covid situations are better, a working party would be arranged to go through the list. Specifically, Cllr. Whiteley agreed to deal with filling in the hedge on the north side, and when appropriate, remove the old gate, and Cllr. Hansell said he would locate and expose the cricket strip. All members were asked to look at the fence to see whether it would be possible to adapt what is there rather than pay for new.
- 10 **Asset Register.** The Asset Register was **reviewed** and the valuations for insurance purposes **agreed**.
- 11 **Risk Assessment.** The Council's Risk Assessment was **reviewed** and amendments **agreed**.
- 12 **System of Internal Control.** The Council **reviewed** and **approved** its system of internal control.

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

**13 Finance.**

13.1 **Field & Pavilion.** It was **noted** that on 8 March 2021 Octopus Energy deducted £59.12 (£56.30 + £2.82 VAT) from the Council's account by direct debit, in settlement of invoice no. 0010, for electricity supplied (*Local Government Act 1972 s. 111*)

13.2 **Credits.** Receipt of the following credit was **noted**: Breckland Council - £2,096.00 - Government Local Restrictions Support Grant (Closed) for the 44 days to 31 March 2021 (placed in Pavilion Earmarked Reserve) - 24 February 2021.

13.3 **Monthly Report.** The report for the month ending 28 February 2021 was **received**.

14 **Matters for consideration at next meeting.** Play area hedge.

15 **Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 20 April 2021**, at 7.30 p.m. via **Zoom video link**.

**Confirmed:**

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**Tony Needham, Chairman**

20 April 2021

**Possible Future Meeting dates:**

Tuesday, 20 April 2021	Tuesday, 17 August 2021	Tuesday, 14 December 2021
Tuesday, 18 May 2021	Tuesday, 21 September 2021	Tuesday, 18 January 2022
Tuesday, 15 June 2021	Tuesday, 19 October 2021	Tuesday, 15 February 2022
Tuesday, 20 July 2021	Tuesday, 16 November 2021	Tuesday, 15 March 2022

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