

WHINBURGH & WESTFIELD PARISH COUNCIL

27 April 2021

Members of the public are invited to attend the Annual Meeting of Whinburgh & Westfield Parish Council to be held **via video link** on **Tuesday, 4 May 2021 at 5.30 p.m.** for the purpose of transacting the following business. Join the meeting using computer, iPad, mobile phone or the like, via this link: <https://us02web.zoom.us/j/89409620621>, or using a land-line telephone dial 0203 695 0088 and follow the instructions, entering meeting number 894 0962 0621.



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 appoint** 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 no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. 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, answer 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. It can, though, place the matter on the agenda for discussion at a future meeting.
8. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 20 April 2021.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 9.1. [9] **Condition of B1135.** The Garvestone Clerk is still waiting for responses from some other parish councils, and will get in touch to discuss the next steps when they have held their council meetings.
10. **To receive** the following correspondence:
 - 10.1. Information Commissioner's Office: *ICO Registration Certificate* - End date 26 April 2022.
 - 10.2. Breckland Council: *Voting safely in the May elections.*

11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where applicable.
12. **To agree** dates for the planned erection of the new Whinburgh Village Sign, and also a working party to prepare the Pavilion for possible opening, and carrying out some necessary work on the Playing Field.
13. **To approve** and **sign** the Receipts and Payments Account for the year 2020/21.
14. **To receive** and **note** the report to Council of the Internal Auditor and the Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2020/21.
15. **To approve** the AGAR 2020/21 Part 3 Section 1 - Annual Governance Statement 2020/21.
16. **To approve** the AGAR 2020/21 Part 3 Section 2 - Accounting Statements 2020/21.
17. **To authorise** the Chairman and Clerk of the meeting to sign the Annual Governance Statement, and the Chairman to sign the Accounting Statements.
18. **To note** that the Clerk, as Responsible Financial Officer (RFO), has set the commencement date for the exercise of public rights as 14 June 2021.
19. **To approve** the Explanation of variances and Bank reconciliation.
20. **To appoint** the Internal Auditor for 2021-2022.
21. **To note** that Clerk will then send all the required documents to the External Auditor, and then arrange for documents to be published on the website and notice boards as required.
22. **Finance.**
 - 22.1. **To approve** payment of £55.02 (£45.85 + £9.17 VAT) to Ace Fire, in settlement of their invoice no. 83443, for the annual service of fire extinguishers and associated equipment.
 - 22.2. **To note** that on 22 April 2021 Octopus Energy deducted £60.68 (£57.79 + £2.89 VAT) from the Council's account by direct debit, in settlement of invoice no. 0011, for electricity supplied.
 - 22.3. **To approve** payment of £47.27 (£39.39 + £7.88 VAT) to Glasdon UK Limited for tamtorque clap kit to secure new waste bin.
 - 22.4. **To approve** payment of £42.92 to the Society of Local Council Clerks, being this Council's share of invoice no. MEM23490 for the Clerk's membership subscription for the year ending 31 May 2022.
 - 22.5. **To receive** the monthly Financial Report.
23. **To decide** on any matters for consideration at next meeting.
24. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 15 June 2021 at 7.30 p.m., via Zoom video link.

Possible Future Meeting dates:

Tuesday, 4 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
Tuesday, 17 August 2021	Tuesday, 14 December 2021	

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