

# WHINBURGH & WESTFIELD PARISH COUNCIL

7 June 2021

## To all members of the Public

You are cordially invited to attend a meeting of the Members of Whinburgh & Westfield Parish Council to be held **via video link** on Tuesday, 15 June 2021 at 7.30 p.m.

Please note that this is a meeting of the Councillors, and not a meeting of the Council, which would no longer be legal. The Councillors are being invited to discuss the items of business on the agenda below, and advise the Clerk of their views, prior to his deciding what action to take using the powers previously delegated to him.

Join the meeting using computer, iPad, mobile phone or the like, via this link: <https://us02web.zoom.us/j/84070110714>, or using a land-line telephone, dial 0203 695 0088 and follow the instructions, entering meeting number 840 7011 0714.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

## Agenda UPDATE ALL

1. **To note** any apologies for absence.
2. **Declarations of interest** in items on the agenda. Whilst this is not a meeting of the Council, Members are advised that they should continue to act as if it were with regard to any interests they may have. The reminder used at council meetings is as follows: "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."
3. **Public participation session.** Members of the public are invited 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.
4. **Matters arising from previous Council meetings.**
  - 4.1. Subject to Step 4 of the Government Roadmap out of Lockdown being implemented on 21 June, meetings from 20 July will return to the Whinburgh & Westfield Parish Pavilion.
5. **To consider** Planning Applications, planning decisions and correspondence.
  - 5.1. **3PL/2021/0799/HOU: The Stables, Station Road.** Relocation of existing mobile home within site and extend by adding additional mobile home and linked by porch
6. **To confirm** details for the unveiling of the Whinburgh Sign (and preparing the Pavilion for refreshments).

7. **To consider** a number of items regarding the Playing Field, including the play and exercise equipment.
  - 7.1. **Gates** (2) to play area. (NGF including installation £3,100, Playdale from £455 ea. + installation if necessary; Online playgrounds from £594 ea. + installation if necessary; or any other suggestions?)
  - 7.2. Need to create **entrance** for level access to gate in north-west corner.
  - 7.3. **Removing safety hazards**. (Mark has done metal stanchions. Need to move/remove rail sleepers; Cut hedges all round; cut back brambles behind fence by shed; remove any further obstacles in ditches; finish filling ditches with spoil; check safety of all fence panels, levelling them up as necessary)
  - 7.4. **Annual Maintenance inspections**. (PlaySafety - £70 for old equipment. David Bracey TBC)
  - 7.5. We must set in place a system of **regular inspections** of the equipment, not by a qualified person, but just giving a regular look over. It is for the Council to decide how frequently (suggest weekly). A record must be maintained in order to satisfy our insurance company's conditions. We need somebody to undertake this, with a "deputy" in case. The Council should also (I think) check the record periodically.
  - 7.6. **Play area shed**. (Re-felting roof; reproofing walls; replace lock as we have no idea who has a key)
  - 7.7. **Mowing Play area** (1). Mark has done paths through the long grass. Is this preferable to having the whole area mowed?
  - 7.8. **Mowing Play area** (2). If the shed was usable, we could consider storing a mower in it.
  - 7.9. **Pavilion keys**. We need to have some other members holding sets of the keys.
  - 7.10. **Pavilion Bookings**. We need to appoint a Councillor to be in charge of bookings of the Pavilion and Field. (Note: Requested 10-4 on 4 September for Dog Show).
  - 7.11. Consider purchasing **bench** (2?) for inside play area.
8. Other things to be done on Playing Field.
  - 8.1. Remove **old swings and climbing frame**. (Two suggestions who to do it, and also two suggestions how to dispose of it)
  - 8.2. Do we want to keep **matting** from below climbing frame?
  - 8.3. Can we fill in the **pit** from climbing frame? (One suggestion received) And grass seed it.
  - 8.4. Cut back **hedge** round notice boards and signs, behind gate, and in corner by new gate to play area.
  - 8.5. Clear **fallen tree** from south boundary.
  - 8.6. Cut back **brambles** on south boundary.
  - 8.7. Cut back **brambles, hedge** etc., behind pavilion, and ditto with hedge behind old play equipment when removed.
  - 8.8. Fill gap in **hedge** in south-west corner.
  - 8.9. Repair **gate** in west boundary.
  - 8.10. Excavate **cricket strip** and mow it.
  - 8.11. Clean **patio**.
  - 8.12. Secure main Whinburgh **Notice Board**.
9. Consider schedule for mowing Playing Field grass.
10. **Finance**: To consider or note the following payments which the Clerk intends to approve.
  - 10.1. Payment of £908.45 made to Came & Company in settlement of their invoice dated 24 May 2021, being the renewal of the Council's insurance with Hiscox for the year ending 31 May 2022, being the first year of a new three-year long-term agreement.

- 10.2. Payment of £12,625.50 (£10,521.25 + £2,104.25 VAT) to NGF Play Limited in settlement of their invoice no. 4052, being the outstanding balance for the play & Fitness equipment installed.
- 10.3. Note that on 17 May 2021 Octopus Energy deducted £21.14 (£20.13 + £1.01 VAT) from the Council's account by direct debit, in settlement of invoice no. 0012, for electricity supplied.
- 10.4. Payment of £300.00 (£250.00 + £50.00 VAT) to David Bracey, in settlement of invoice dated 27 May 2021 for post-installation play area inspection.
- 10.5. Payment to the Clerk and HM Revenue & Customs totalling £1,009.06 (Salary for 29 March 2021 to 27 June 2021: £946.66; payment for use of home as office: £13.00; Mileage Allowance Payment for 10 February 2021 to 6 June 2021: £49.40).
- 10.6. Payment of £52.74 (Postage & telephones £50.43; VAT £2.31) to the Clerk as reimbursement for items paid on behalf of the Council for 8 December 2020 to 9 February 2021.
- 10.7. Monthly Financial Report.
11. **Matters for consideration** at next meeting.
12. **Date of next meeting.** Subject to restrictions being lifted, the date of the next meeting of the Council will be Tuesday, 20 July 2021 at 7.30 p.m. in in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

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