

# WHINBURGH & WESTFIELD PARISH COUNCIL

## Notes of a meeting of the Members of Whinburgh & Westfield Parish Council on Tuesday, 15 June 2021 at 7.30 p.m. This was a Zoom on-line meeting.

**Present** Councillors: Tony Needham (Chairman), Siân Carrell, Mark Hansell, Karen Latham  
Julian Gibson (Clerk).

*The Clerk reminded those present that this was a meeting of the Members of the Council, and not a meeting of the Council itself. The Councillors were being invited to discuss the items of business and advise the Clerk of their views, prior to his deciding what action to take using the powers previously delegated to him.*

- 1 **Apologies for absence.** Simon Whiteley. Apologies had also been received from County Councillor Ed Connolly and District Councillor Ian Martin.
- 2 **Declarations of interest.** None.
- 3 **Public Participation Session.** Cllr. Hansell reported that concerns that the bottle bank had been removed were misplaced, as it had simply been moved to the car park behind the old pub, where it can no longer be seen from the road.
- 4 **Matters arising from previous meetings of the Council.**
  - 4.1 Providing new Covid restrictions are not imposed, meetings from 20 July will return to the Whinburgh & Westfield Parish Pavilion. However, this may need to cater for social distancing, and therefore involve very limited space for members of the public to attend.
- 5 **Planning.**
  - 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. **Post meeting note:** After consulting with Members, the Clerk has responded "No objections" using his delegated powers, but asked that a time limit of, say, 5 years (which could be extended) be imposed to reduce the possibility that continued occupation of the larger site gives rise to further development in the future.
- 6 **Whinburgh Village Sign.** The Clerk said that, under the current Covid restrictions it would be necessary to hold the refreshments outside the pavilion. As a result, it will no longer be necessary for members to help clean the building first (although he had already more or less rendered this unnecessary). The plan is that people will park on the field nose-in to the Play Area, and congregate on the Patio (where they will be asked to scan the Covid QR code). Then, observing social distancing, all walk to the Sign where Cllr. Connolly will do the unveiling. In the absence of anybody else, the Clerk will try to get some pictures to send to the EDP. Then back to the Pavilion patio, where his wife will serve light refreshments.
- 7 **Other items regarding the Playing Field, including the play and exercise equipment.** See notes:
  - 7.1 **Gates** (2) to play area. Members felt that two gates were needed, and that it would be best to get a professional in, which the Clerk will arrange, and also try to get them to do all matters relating to the fences and gates. Cllr. Latham said she would also ask her husband to look at the fences.
  - 7.2 Need to create **entrance** for level access to gate in north-west corner. Ditto.
  - 7.3 **Removing safety hazards.** The metal stanchions we cut away by a resident. The Clerk will write expressing thanks. Regarding the other minor things (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) again the Clerk will try to get a professional to do this.
  - 7.4 **Annual Maintenance inspections.** The Clerk reported that David doesn't do annuals, so we will stick with PlaySafety. The cost will be higher, as we have more equipment now. First one will be Summer 2022.

- 7.5 **Regular inspections.** Cllr. Needham said that Dereham Town Council had recently reviews their inspection programme, and promised to send the clerk a copy. As the Council needs to decide on the frequency of inspections, the Clerk will bring this to a future Council meeting.
- 7.6 **Play area shed.** (Re-felting roof; reproofing walls). Once again this should be referred to a professional. The Clerk will get a new lock.
- 7.7 **Mowing Play area (1).** Cllr. Hansell has done paths through the long grass. Is this preferable to having the whole area mowed? No other members had been able to see the mowing, so this would have to wait until next meeting.
- 7.8 **Mowing Play area (2).** The Clerk said that if the shed were to be made suitable to hold it, he might be able to get a second hand 18" cylinder mower at a reasonable price, which could be kept there. Cllr Hansell would find out from the mowing contractor what mower he would use so this could be considered later.
- 7.9 **Pavilion keys.** Cllr. Hansell will get four additional keys to the Pavilion cut for allocation to members.
- 7.10 **Pavilion Bookings.** Nobody was able to take on responsibility for managing the few bookings of the Pavilion that occur. The Clerk agreed that he would have to keep a diary of bookings, and ask for a volunteer with a key to deal with unlocking and unlocking.
- 7.11 Members felt it would be good to have a pair of **benches** (like those outside the Pavilion) in the Play Area. The Clerk said he would investigate the costs, and bring this to the next meeting of the Council for approval.
- 8 Other things to be done on Playing Field:** See notes. Those matters marked \* were left for members to look at later.
- 8.1 Remove **old swings, climbing frame & goal posts.** Cllr Hansell said a resident had offered to remove the old equipment, and fill in the resultant holes. Members were happy that this offer should be taken up.
- 8.2 Do we want to keep **matting** from below climbing frame? It was thought that this should be left as it might not ever find another use.
- 8.3 Can we fill in the **pit** from climbing frame? Cllr. Hansell said the resident would not be able to provide soil to fill the pit, but this could be left for grass to grow over.
- 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. Members decided to leave this buried.
- 8.11 Clean **patio.** \*
- 8.12 Secure main Whinburgh **Notice Board.** Cllr. Carrell offered to ask her husband to try to fix this before the board fell over.
- 9 To consider** changing the mowing schedule on the Field. Cllr. Hansell said that the contractor had been having problems with his mower, and so had been unable to mow the field. As a result, it had grown quite long, which prompted the Clerk to ask the members to consider not mowing everywhere all season. For a variant of reasons members preferred to keep things as they are. Cllr. Hansell said the mower issue was now resolved, and that he would ask the

contractor to be sure that h in the grass was in good condition for the Dog Show on 4 September.

**10 Finance.** The Members noted the following financial transactions, which the Clerk intended to approve under delegated powers.

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 Payment of £120.00 to David Stoker for repair of Westfield Sign plinth.

10.8 Monthly Financial Report. Members reviewed the Report for the month ended 31 May 2021.

**11 Matters for consideration at next meeting.** Restocking land north of Lolly Moor update.

**12 Next meeting.** The date of the next meeting of the Council will Tuesday, 20 July 2021 at 7.30 p.m. in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh. This meeting may still be subject to some Covid restrictions.

**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.