

WHINBURGH & WESTFIELD PARISH COUNCIL

13 July 2021

Members of the public are invited to attend a Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh on Tuesday, 20 July 2021 at 7.30 p.m. for the purpose of transacting the following business.



Julian Gibson

Clerk to the Council

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

Agenda

1. **To consider accepting** the reasons for any apologies for absence.
2. **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.
3. **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.
4. **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.
5. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 4 May 2021.
6. **To report** matters arising from the minutes not on the agenda: **for information only.**
 - 6.1. [6.3, Meeting of 19 May 2020] **Land north of Lolly Moor.** In response to a request made by the Clerk, Becky Brown, Forestry Commission Regulations Development Manager, has said that unfortunately there is no set timescales for appeals, which are dealt with by the Commissioner's office, and there has been no update/result for this case since the appeal was made in August 2019. She said that if the decision to serve a Restocking Notice is upheld, it will place a duty on Mr & Mrs Hall to maintain the trees for 10 years from planting.
 - 6.2. [12] **Whinburgh Village Sign.** Although the lifting of all Covid regulations was delayed, the new sign was unveiled by County Cllr. Ed Connolly on 22 June 2021 with suitable safety measures.
7. **To receive** the following correspondence (* distributed by email):
 - 7.1. Information Commissioner's Office: *ICO Registration Certificate* - End date 26 April 2022.

- 7.2. Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 30 April 2021.
 - 7.3. Barclays Bank Plc: *Your Community Account* - 1-30 April 2021.
 - 7.4. Barclays Bank Plc: *Your Active Saver Account* - 1-30 April 2021.
 - 7.5. *Clerks & Councils Direct* - May 2021.
 - 7.6. Norfolk Constabulary: *Community Update* - May 2021.
 - 7.7. Came & Company: *Hiscox - Insurance Renewal*.
 - 7.8. Hiscox: *Schedule*.
 - 7.9. Came & Company: *Statement of demands and needs*.
 - 7.10. Hiscox: *Policy Summary*.
 - 7.11. Hiscox: *Statement of Fact*.
 - 7.12. Hiscox: *Certificate of Employers' Liability Insurance*.
 - 7.13. Hiscox: *Summary of Changes*.
 - 7.14. Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 28 May 2021.
 - 7.15. Barclays Bank Plc: *Your Community Account* - 1-28 May 2021.
 - 7.16. Barclays Bank Plc: *Your Active Saver Account* - 1-28 May 2021.
 - 7.17. David Bracey Play Safety Inspections: *Post Installation Safety Inspection Report*.
 - 7.18. Street Naming and Numbering Officer, Breckland Council: *Confirmation of change of address from "Playing Field" to "Whinburgh and Westfield Parish Pavilion"*.
 - 7.19. Barclays Bank Plc: *Changes to our terms and conditions for business accounts*.
 - 7.20. Breckland Council: *Recycling Payment* - Glass £107.89 (2020: £138.68).
 - 7.21. Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils* - (Parish Partnership scheme).
 - 7.22. *County Cllr. Ed Connolly: *NCC Briefing note*.
 - 7.23. Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 30 June 21.
 - 7.24. Barclays Bank Plc: *Your Community Account* - 29 May-30 June 2021.
 - 7.25. Barclays Bank Plc: *Your Active Saver Account* - 29 May-30 June 2021.
8. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where applicable.
 9. **To receive** an email from the Pageant Master regarding events being planned to celebrate the Platinum Anniversary of the reign of Her Majesty The Queen, and **to consider** any actions the Council may think necessary.
 10. **To receive** notices of appeals lodged against four Breckland Council Enforcement actions concerning the site at Greenacres, Westfield and adjoining land and **to note** that after consulting with Councillors the Clerk has advised the Planning Inspectorate that the Council fully supports the enforcement action implemented by Breckland Council.
 11. **To agree** which members should be holders of keys to the Pavilion.
 12. **To agree** who will take responsibility for, carry out, and record the regular checks of the equipment in the Play Area.
 13. **To agree** the measures necessary to bring the Play Area fencing, hedges, gates, and the store up to suitable standard.
 14. **To consider** purchasing a second hand self-mulching ride-on mower to be used to mow grass in the Play Area.
 15. **To authorise** the Clerk to order two benches from Realise Futures at a cost of £742 (plus £80 deliver, ground fixings and VAT) to go in the Play Area.
 16. To authorise the Clerk to buy a Time Capsule to be placed at the foot of the Whinburgh sign, and to agree items to be included. (Cost c. £40 for 3.9" dia x 13.4" h, c. £50 for 3.9" x 19.6").
 17. **To note** the following decisions authorised by the Clerk using delegated powers:
 - 17.1. 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.
 - 17.2. Renewed three-year insurance Agreement with Hiscox.

- 17.3. Payment of £908.45 to Came & Company, being the insurance premium for the period 1 June 2021 - 31 May 2022, the first year of the above agreement.
- 17.4. Payment of £12,625.50 (£10,521.25 + £2,104.25 VAT) to NGF Play Limited in settlement of invoice no. 4052, being the outstanding balance for the Play & Fitness equipment installed.
- 17.5. 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.
- 17.6. 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).
- 17.7. 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.
- 17.8. Payment of £120.00 to David Stoker for repair of Westfield Sign plinth.

18. **Finance.**

- 18.1. **To note** receipt of £100.00 from J D Anema, being the combined rent due in accordance with the Farm Business Tenancy agreement dated 16 June 2020 for the period 1 January - 31 December 2021 in respect of the Former Highway Surveyor's Land at Dereham Road, Whinburgh, and the adjacent Whinburgh Parochial Charities Land.
- 18.2. As the Council has decided to divide this rent in proportion to the area of the two plots in the ration 1:5, **to approve** payment of £83.33 to Whinburgh Parochial Charities.
- 18.3. **To approve** payment of £17.00 (£14.17 + £2.83 VAT) to Cllr Hansell, in reimbursement for his having paid invoice no 8103 from Timpson Limited for additional keys for the Pavilion.
- 18.4. **To note** that on 16 June 2021 Octopus Energy deducted £11.63 (£11.08 + £0.55 VAT) from the Council's account by direct debit, in settlement of invoice no. 0013, for electricity supplied.
- 18.5. **To note** that on 15 July 2021 Octopus Energy deducted £12.90 (£12.29 + £0.61 VAT) from the Council's account by direct debit, in settlement of invoice no. 0014, for electricity supplied.
- 18.6. **To note** that on 30 June 2021 Everflow Water deducted £12.73 from the Council's account by Direct Debit, in settlement of their Invoice no. 1031566 for water services.
- 18.7. **To note** receipt of the following credit: Breckland Council - Recycling Payment - £107.89 - 22 June 2021
- 18.8. **To receive** the monthly Financial Report.

19. **To decide** on any matters for consideration at next meeting.

20. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 17 August 2021 at 7.30 p.m., 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.