

WHINBURGH & WESTFIELD PARISH COUNCIL

12 September 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, 21 September 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 reminded that they should declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests, and 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. **Standing item:** Play equipment inspection.
6. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 17 August 2021.
7. **To report** matters arising from the minutes not on the agenda: **for information only.**
8. **To receive** the following correspondence available at the meeting, or * distributed by email:
 - 8.1. *Breckland Cllr. Ian Martin: *Waste collections update.*
 - 8.2. *County Cllr. Ed Connolly: *Latest Information, Advice, Useful Links and Service Updates.*
 - 8.3. *Clerks & Councils Direct - September 2021.*
 - 8.4. *George Freeman, MP: *A Vision for the "Norfolk Research Triangle.*
9. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where applicable.
 - 9.1. **3PL/2021/1128/F: Barn 2, Manor Farm, Church Road, Whinburgh.** **To note** that, having been asked about this application by the Clerk, Ward Member Ian Martin made enquiries with the case officer, who believes that the Class Q prior approval already given by Breckland is a material planning condition to be balanced against the failure to comply with Local Plan policies. Accordingly, he has applied to have the application called in for determination by Planning Committee.

- 9.2. **3PL/2021/0477/LB: Whinburgh Old Hall, Dereham Road, Whinburgh.** Maintenance and improvement work, (see schedule of works). **To receive** Listed Building Consent dated 10 September 2021.
10. **To receive** an update from a District Council Ward Member on the situation with regard to the Local Plan housing and other policies being rendered out of date under INF03 if a partial review is not submitted to the Planning Inspectorate for Examination by November 2022, and also the implications of the revised National Planning Policy Framework.
11. **To note** that Norfolk County Council has announced the creation of the Norfolk Community Infrastructure Fund, and **to consider** any possible project this could help to fund.
12. **To receive** an update from Cllr. Whiteley on the needed work on the Play area surrounds, and **to note** that the Clerk has been asked to complete a progress report for the Norfolk Community Foundation in relation to the Breckland Council Match Funding Grant.
13. **To receive** the Completion of the limited assurance review documentation from PKF Littlejohn LLP, the External Auditor, including the External Auditor Report and Certificate, and **to consider** any matters arising from the review, deciding on any action required.
14. **To note** that the Clerk has referred another business with which he has a connection to Octopus Energy. If they do go ahead and transfer their business a £100 credit will be applied to the Council's account with the company.
15. **To note** that the Clerk has bound the Council Minutes for 1 April 2019 to 31 March 2021 and will deposit these with other Council papers at the Norfolk Record Office in due course.
16. **Finance.**
- 16.1. **To approve** payment to the Clerk and HM Revenue & Customs totalling £1,132.56 (Salary for 28 June 2021 to 26 September 2021: £946.66; payment for use of home as office: £13.00; Mileage Allowance Payment for 7 June 2021 to 11 September 2021: £172.90).
- 16.2. **To approve** payment of £68.70 (Postage & telephones £22.17; Other - Sign unveiling/Litter sign £43.52; VAT £3.01) to the Clerk as reimbursement for items paid on behalf of the Council for 7 June 2021 to 11 September 2021.
- 16.3. **To approve** payment of £240.00 (£200.00 + £40.00 VAT) to PKF Littlejohn LLP in settlement of their Invoice no, SB20210812 for the Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2021.
- 16.4. **To approve** payment of £300.00 to Whinburgh & Westfield Parochial Church Council (under *Local Government Act 1972, s, 137*) as a grant towards the costs of maintaining the burial grounds in the parish. (**Note:** The Clerk has on a previous occasion advised the Council that this could be *ultra vires* under *Local Government Act 1894 s,8.*)
- 16.5. **To note** that on 10 September 2021 Octopus Energy deducted £13.51 (£12.87 + £0.64 VAT) from the Council's account by direct debit, in settlement of invoice no. 0013, for electricity supplied.
- 16.6. **To receive** the monthly Financial Report.
17. **To decide** on any matters for consideration at next meeting.
18. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 19 October 2021 at 7.30 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 19 October 2021	Tuesday, 14 December 2021	Tuesday, 15 February 2022
Tuesday, 16 November 2021	Tuesday, 18 January 2022	Tuesday, 15 March 2022

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