

# WHINBURGH & WESTFIELD PARISH COUNCIL

7 March 2022

**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, 15 March 2022 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 elect** a Chairman of the Council, following the resignation of Cllr Needham.
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 if necessary.
4. **To note** the resignation of Cllr. Tony Needham from the Council, and **receive** an update on the process with regard to the filling of the Casual Vacancy.
5. **To consider accepting** the reasons for any apologies for absence.
6. **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.
7. **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.
8. **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.
9. **Standing item:** Play equipment inspection. **To decide** how regular inspections of the equipment will be undertaken in future.
10. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 14 December 2021.
11. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 11.1. [7.2, Minutes of 21 September 2021] **Whinburgh Notice Board.** Cllr Whiteley has found that the posts had rotted in the ground and the board had fallen. He has taken it indoors to allow it time to dry out, and if practicable, will carry out repairs and get new posts.

- 11.2. [14, Minutes of 21 September 2021] **Electricity supply.** The business that the Clerk had referred to Octopus Energy has now transferred its account to Octopus Energy, and so the company has applied a £100 credit to the Council's account with them.
- 11.3. [4.1] **Pavilion gutters.** Cllr Hansell has checked the gutters, which are clear, and as they run along the sides of the Pavilion they cannot contribute to the mould on the back. Cllr. Whiteley has said he would try to get the hedge behind cut with the other hedges next time. He will also try to find somebody who would clean the building inside and out in the spring.
12. **To receive** the following correspondence available at the meeting, or \* distributed by email:
- 12.1. Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances as at 31 December 2021.
- 12.2. Barclays Bank Plc: *Your Community Account* - 1-31 December 2021.
- 12.3. Barclays Bank Plc: *Your Active Saver Account* - 1-31 December 2021.
- 12.4. \*Norfolk Constabulary: *Community Update* - January 2022.
- 12.5. \*Cllr. Ed Connolly: *Latest Information, Advice, Useful Links and Service Updates* - 3 February 2022.
- 12.6. Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances as at 31 January 2022.
- 12.7. Barclays Bank Plc: *Your Community Account* - 1-31 January 2022.
- 12.8. Barclays Bank Plc: *Your Active Saver Account* - 1-31 January 2022.
- 12.9. Norfolk Constabulary: *Community Update* - February 2022.
- 12.10. Norfolk Association of Local Councils: *National Salary Award 2021/22- New pay scales*
- 12.11. *Clerks & Councils Direct* - March 2022.
13. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where applicable.
- 13.1. **3PL/2021/1546/HOU: The Old School, Church Road, Whinburgh.** Single storey rear extension. **To receive** Notice of Planning Permission dated 20 December 2021.
- 13.2. **3PL/2021/1515/HOU: The Oaks, Church Road, Whinburgh.** Single Storey rear extension, new windows to side elevation, Juliet doors & balcony to rear in place of a window. **To receive** Notice of Planning Permission dated 4 January 2022.
- 13.3. **3PL/2021/1582/HOU: Barleyfield, 1 Church Road, Whinburgh.** First floor extension to side and single storey extension to rear with porch/canopy extension to front (Amended scheme to Permission 3PL/2020/1101/HOU). **To receive** Notice of Planning Permission dated 18 January 2022.
- 13.4. **3PL/2022/0023/HOU: Swallows Barn, 4 Northfields Lane, Westfield.** Proposed single storey side extension, and ...
- 13.5. **3PL/2022/0029/F: Swallows Barn, 4 Northfields Lane, Westfield.** Change of use of land to garden with erection of car port. **To note** that, after consulting with members, the Clerk had responded to these applications jointly, expressing concerns about the differences in red line sited definition, the absence of blue line showing the extent of the larger site owned and developed by the applicant, the increased run-off in the absence of any attenuation measures, and the size of the "car port".
- 13.6. **3PL/2021/1557/VAR: Lowdells House, Shop Street, Whinburgh.** Variation of condition 2 of 3PL/2019/1194/VAR - Revised entrance to the site. **To receive** notice of Planning Permission dated 18 February 2022.
- 13.7. **3PL/2021/1128/F: Barn 2, Manor Farm, Church Road, Whinburgh.** Demolish redundant agricultural barn and Erection of 1No. two storey 4-bedroom and 1No. 2-bedroom single storey property. **To receive** notice of Planning Permission dated 28 February 2022.
- 13.8. **To receive** a report from the Clerk regarding a possible future application at The Brambles, Steggs Lane, Westfield.
14. **To note** that the Clerk has reported the removal of the post box at the Mustard Pot to Royal Mail and has been told that they would intend to replace it, but will have to get agreement from

the Highways Authority, so it might take some time. In the meanwhile, the nearest alternative box is and the turning to Manor Farm.

15. **To note** that the Clerk has been asking the Forestry Commission about the Appeal against Restocking Notice (RN41/18-19) on the site north of Lolly Moor, and been told that this has not yet had a Reference Committee appointed by the minister. Unfortunately, a significant backlog of appeal cases developed over the course of the past two years, with pandemic restrictions meaning that they were unable to progress. This case is apparently relatively ahead in the queue, and so it is possible that the case may be heard around June (at the soonest). However, difficulties involved in arranging these cases may mean that the case is only heard some time later than that.
16. **To receive** a progress on the placing of the Covid Memorial Plaques.
17. **To consider** appointing somebody to be responsible for managing the bookings of the Parish Pavilion.
18. **To consider** waiving Financial Regulation 11.8 requiring striving to obtain three estimates for the execution of works.
19. **To consider** excluding the press and the public from the next item as publicity would prejudice the public interest by reason of the confidential nature of the business.
20. **To consider** awarding the contract to mow the Playing Field
21. **To review** any plans for an event to celebrate the Queen's Platinum Jubilee.
22. **To review** the Council's Financial Regulations.
23. **To review** the contents of the Asset Register, and **to agree** the valuations for insurance purposes.
24. **To review** the Risk Assessment.
25. **To carry out** the Annual Review of the system of internal control.
26. **To note** future meeting dates.
27. **To note** the following decisions authorised by the Clerk using delegated powers
  - 27.1. Payment of £425.00 (cheque no. 100898) to Neville Lake in settlement of his invoice dated 22 December 2021 for grass cutting on Whinburgh Playing Field.
  - 27.2. Payment of £48.00 (£40.00 + £8.00 VAT) (cheque no. 100899) to Begley Electrical Installations Limited in settlement of invoice no. 0280 for repair to the exterior lighting on Whinburgh Playing Field,
  - 27.3. Payment to the Clerk and HM Revenue & Customs totalling £955.24 (cheques nos. 100903 & 100901, Salary for 3 January 2022 to 27 March 2022: £873.84; Homeworking Allowance: £12.00; Mileage Allowance for 2 December 2021 to 6 February 2022: £49.40; Telephone Allowance: £20.00).
  - 27.4. Payment of £20.30 (Postage, cheque no. 100902) to the Clerk as reimbursement for items paid on behalf of the Council for 3 December 2021 to 9 February 2022.
28. **Finance.**
  - 28.1. **To approve** payment of £9.75 to SLCC Norfolk Branch, being this parish's share of the cost of the Clerk attending the Conference on 25 March 2022.
  - 28.2. **To approve** payment of £11.25 to Norfolk Association of Local Councils, being this parish's share of the cost of the Clerk attending the Summer Conference and AGM on 6 July 2022.
  - 28.3. **To approve** payment to the Clerk and HM Revenue & Customs totalling £98.54 (Back Pay for the whole year following agreement of the National Salary Award 2021/22: £68.64; Mileage Allowance for 7 February 2022 - 7 March 2022: £68.64).
  - 28.4. **To note** receipt on 7 February 2022 of £200.00 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 2022 in respect of the Former Highway Surveyor's

Land at Dereham Road, Whinburgh, and the adjacent Whinburgh Parochial Charities Land. As the rent is divided in proportion to the area of the two plots in the ratio 1:5, **to approve** payment of £166.67 to Whinburgh Parochial Charities.

- 28.5. **To note** that on 30 December 2021 Everflow Water deducted £9.71 from the Council's account by Direct Debit, in settlement of their Invoice no. 1296191 for water services.
- 28.6. **To note** that on 14 January 2022 Octopus Energy deducted £60.81 (£57.91+ £2.90 VAT) from the Council's account by direct debit, in settlement of invoice no. 0020, for electricity supplied.
- 28.7. **To receive** the following credit: Barclays Bank Plc - Interest - £2.85 - 31 December 2021
- 28.8. **To receive** the monthly Financial Report.
29. **To decide** on any matters for consideration at next meeting.
30. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 19 April 2022 at 7.30 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 15 March 2022	Tuesday, 16 August 2022	Tuesday, 20 December 2022
Tuesday, 19 April 2022	Tuesday, 20 September 2022	Tuesday, 17 January 2022
Tuesday, 17 May 2022	Tuesday, 18 October 2022	Tuesday, 21 February 2023
Tuesday, 21 June 2022	Tuesday, 15 November 2022	Tuesday, 21 March 2023
Tuesday, 19 July 2022		

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