

# WHINBURGH & WESTFIELD PARISH COUNCIL

10 May 2022

**Members of the public are invited** to attend the Annual Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh on Tuesday, 17 May 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.
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.
4. **To consider accepting** the reasons for any apologies for absence.
5. **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.
6. **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.
7. **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.
8. **Standing item:** Play equipment inspection.
9. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 19 April 2022.
10. **To report** matters arising from the minutes not on the agenda: **for information only.**
  - 10.1. [17, Minutes of 17 August 2021] **Land adjoining Greenacres Dereham Road, Westfield.** Breckland Planning Enforcement has advised that, following our complaint of Unauthorised Change of Use/Development, "as a result of the planning enforcement teams (*sic*) intervention the site has been restored to its original state and the unauthorised use has ceased therefore compliance achieved." They have closed their case.
11. **To receive** the following correspondence available at the meeting, or \* distributed by email:

- 11.1. County Cllr. Ed Connolly: *Norfolk County Council highlights for 2021/22.*
- 11.2. Information Commissioner's Office: *Confirmation of payment & Certificate.*
- 11.3. County Cllr. Ed Connolly: *Norfolk County Council Latest Information, Advice, Useful Links and Service Updates* - updated 28 April 2022.
- 11.4. \*Gallagher Insurance Brokers: *Invitation to renew.*
- 11.5. \*Hiscox: *Policy summary.*
- 11.6. \*Gallagher: *Terms of Business Agreement.*
- 11.7. \*Hiscox: *Important information: changes to your policy.*
- 11.8. \*Hiscox: *Policy Wording.*
- 11.9. \*Hiscox: *Summary of change.*
- 11.10. \*Hiscox: *Quote Schedule.*
- 11.11. \*Hiscox: *Statement of fact.*
- 11.12. Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 29 April 2022.
- 11.13. Barclays Bank Plc: *Your Community Account* - 31 March - 29 April 2022.
- 11.14. Barclays Bank Plc: *Your Active Saver Account* - 1-29 April 2022.
12. **To note** receipt of an email from Breckland Cllr. Ian Martin advising of his resignation from the position as Ward Member for the Parish because of ill-health.
13. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where applicable.
  - 13.1. **3PL/2022/0280/HOU: Gate House, Shop Street, Whinburgh.** Single storey rear extension with minor alterations - Certificate of lawfulness proposed. **To receive** Planning Permission dated 22 April 2022.
  - 13.2. **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 this application has been withdrawn.
14. **To approve** and **to authorise** the Chairman to sign the Receipts and Payments Account for the year 2021-2022.
15. **Finance.**
  - 15.1. **To approve** payment of £47.52 to the Society of Local Council Clerks, being this Council's share of invoice no. MEM239438-1 for the Clerk's membership subscription for the year ending 31 May 2023.
  - 15.2. **To note** that, because it was able to get sponsorship for its Summer Conference, Norfolk Association of Local Councils has reduced the cost of attendance. Cheque no. 100907 for £11.25 has therefore been returned and destroyed.
  - 15.3. **To approve** payment of £6.25 to Norfolk Association of Local Councils, being this parish's share of invoice 425, being the cost of the Clerk attending the Summer Conference on 6 July 2022.
  - 15.4. **To approve** payment of £61.32 (£51.10 + £10.22 VAT) to Ace Fire, in settlement of their invoice no. 85757, for the annual service of fire extinguisher and associated equipment.
  - 15.5. **To approve** payment of £62.40 (£52.00 + £10.40 VAT) to the Clerk in reimbursement for his having paid Invoice 1019 from The Workshop Aberfeldy for a Queen's Green Canopy Plaque.
  - 15.6. **To approve** payment of £148.51 (£123.76 + £24.75 VAT) to Viking in settlement of invoice no. 8846857 for stationery supplied.
  - 15.7. **To approve** payment of £951.37 to Arthur J Gallagher Insurance Brokers Limited, in acceptance of their quote no. 499042522, being the renewal of the Council's insurance for the year ending 31 May 2023, the second year of a three-year fixed-term agreement.
  - 15.8. **To note** that on or about 10 May 2022 Octopus Energy will deduct £25.43 (£24.22+ £1.21 VAT) from the Council's account by direct debit, in settlement of invoice no. 0024, for electricity supplied.
  - 15.9. **To receive** the monthly Financial Report.
16. **To decide** on any matters for consideration at next meeting.

17. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 14 June 2022 at 7.30 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 17 May 2022	Tuesday, 13 September 2022	Tuesday, 17 January 2022
Tuesday, 14 June 2022	Tuesday, 18 October 2022	Tuesday, 14 February 2023
Tuesday, 19 July 2022	Tuesday, 15 November 2022	Tuesday, 14 March 2023
Tuesday, 16 August 2022	Tuesday, 13 December 2022	

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