

# WHINBURGH & WESTFIELD PARISH COUNCIL

**Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 14 June 2022 at 7.30 p.m. in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.**

**Present** Councillors: Nick Anema (Chairman), Siân Carrell (Vice-Chairman), Mike Goodrick, Tony Pinch.  
Julian Gibson (Clerk).

**Absent:** Councillors: Mark Hansell, Kate Latham, Simon Whiteley.

*In the absence of the Council Chairman, the Vice-Chairman took the Chair.*

- 1 Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Cllr. Hansell, Cllr. Latham and Cllr. Whiteley.
- 2 Declarations of interest.** None.
- 3 Dispensations.** None.
- 4 Public Participation Session.**

**4.1 Possible future application at The Brambles, Steggs Lane, Westfield.** Members of the public enquired about item 13.8 of the meeting held on 15 March 2022,. A resident of Steggs Land they said that in the past there had been many attempts to persuade NCC Highways to make safety improvements to the access from Tftwood Road, but they had always been told that this was not possible. The Chairman explained that an agent had shown members draft plans which he believed NCC would find acceptable, and therefore would not object to a proposed application for an additional dwelling on the site of The Brambles in Steggs Lane, if this was to be done at the applicant's own cost. The residents were sceptical that this would be agreeable to NCC and all the other residents, as it involved quite major changes, however they said that anything which made the access safer was to be welcome. The Chairman said that the Council did not comment, as, if they did decide to proceed, it would be subject to a Planning Application and that the Council (and residents) would then be able to make their views know,

**4.2** A resident raised the issue of building waste being left on a site in Steggs Lane, and also concerns about old asbestos roofing on the site which seemed to be in danger of collapse. The Clerk said he would advise Breckland Environmental Health and ask them to investigate.

*At this point Cllr. Anema joined the meeting, and took over the Chair.*

- 4.3** Paul Plummer, the newly elected Breckland Councillor for the Mattishall Ward introduced himself, and said it was his intention to try to attend all meetings.
- 5 Standing item: Play equipment inspection.** The Clerk confirmed that he had inspected before the meeting, and all was satisfactory.
- 6 Minutes.** The minutes of the Meeting held on Tuesday, 17 May 2022 were **confirmed**, and **signed** by the Chairman.
- 7 Matters arising.** None.
- 8 Correspondence.** The following correspondence was **received**.
  - 8.1** Gallagher Insurance Brokers Limited: *Confirmation of Renewal*.
  - 8.2** Hiscox: *Certificate of Employers Liability Insurance*.
  - 8.3** Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 31 May 2022*.
  - 8.4** Barclays Bank Plc: *Your Community Account - 30 April - 31 May 2022*.
  - 8.5** Barclays Bank Plc: *Your Active Saver Account - 30 April - 31 May 2022*.



- 9 **Planning.** None.
- 10 **Platinum Jubilee.** Cllrs. Carrel and Pinch reported that, despite the gloomy weather forecast, it was not as bad as had been expected, and 50-60 residents attended the bring and share picnic and joined in the games. The Jubilee Tree was also planted in one corner of what used to be the pit beneath the climbing frame. The Clerk will try to bring the commemorative plaque to the next meeting so it can be positioned and photographed with the tree for registration on the Queen's Green Canopy website.
- 11 **Annual Play and Adult Exercise Equipment inspection.** It was **noted** that, after consulting with members, the Clerk has arranged for the annual inspection to be carried out by David Bracey. Mr. Bracey has Register of Play Inspectors International accreditation.
- 12 **Whinburgh Notice Board.** The Clerk had circulated some information about a possible replacement board, but as Cllr. Goodrick had not yet managed to speak with his contact who might be able to assist, it was agreed to defer this item to the next meeting.
- 13 **Bank authorised signatories.** It was **agreed** that Cllr Whitely be appointed authorised signatory to replace Tony Needham, and to join Cllr. Anema and Cllr. Carrel.
- 14 **Internal Audit.** The report to Council of the Internal Auditor and the completed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2021/22 were **received and noted**.
- 15 **Annual Governance Statement.** The AGAR 2021/22 Form 2 Section 1 - Annual Governance Statement 2021/22 was **approved** by the Council.
- 16 **Accounting Statements.** The AGAR 2020/21 Form 2 Section 2 - Accounting Statements 2021/22, already signed off by the Clerk as Responsible Financial Officer (RFO), were **approved** by the Council.
- 17 **Certificate of Exemption.** The Certificate of Exemption on Page 3 of the AGAR 2021/22 Form 2, confirming that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from a limited assurance review, was **approved** by the Council.
- 18 **Signing of Annual Governance Statement and Accounting Statements.** The Chairman and the Clerk were **authorised** to sign the Annual Governance Statement, and the Chairman was **authorised** to sign the Accounting Statements.
- 19 **Electors' rights.** It was **noted** that the Clerk, as RFO has set the commencement date for the exercise of public rights as 20 June 2022.
- 20 **Signing of Certificate of Exemption.** The RFO and the Chairman were **authorised** to sign the Certificate of Exemption.
- 21 **Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2022 were **approved**.
- 22 **Internal Auditor.** It was **resolved** that Mr. Jamie Kent be reappointed as Internal Auditor for the year 2022-2023.
- 23 **External Audit.** It was **noted** that the Clerk will then send the Certificate of Exemption to the External Auditor, and publish all the required documents on the website and notice boards.
- 24 **Decisions taken by the Clerk using delegated powers.** The following decision, taken after consultation with members, was **noted**.
- 24.1 Payment of £3,334.00 (cheque no. 100919) to David Stoker, in settlement of invoice IV00002 for work on the Play Area and storage shed.
- 25 **Finance.**
- 25.1 **Clerk's Salary.** It was **resolved** that cheques nos. 100920 & 100921 totalling £1,099.02 (salary for 28 March 2022 to 26 June 2022: £963.82; Homeworking Allowance: £19.50; Mileage Allowance for 7 February 2022 to 5 June 2022: £115.70) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s.112(2)*)



25.2 **Clerk's Reimbursement.** It was **resolved** that cheque no. 100922 for ££52.65 (Postage £38.87, Field & Pavilion £10.00, VAT £2.00) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 10 February 2022 to 5 June 2022. (*Local Government Act 1972 s.111*)

25.3 **Field & Pavilion.** It was **noted** that on or about 13 June 2022 Octopus Energy will deduct £14.75 (£14.05 + £0.70 VAT) from the Council's account by direct debit, in settlement of invoice no. 0025, for electricity supplied. (*Local Government Act 1972 s.111*)

25.4 **Monthly Report.** The report for the month ending 31 May 2022 was **received**.

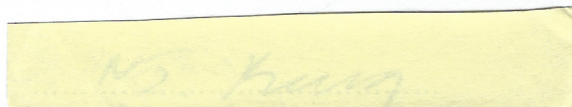
**26 Matters for consideration at next meeting.**

26.1 Whinburgh Notice Board.

26.2 Possible amendment of the policy regarding dogs on the Playing Field.

**27 Next meeting.** The next Meeting of the Parish Council was **confirmed** as Tuesday, 19 July 2022, at 7.30 p.m. in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Confirmed:**



**Nick Anema, Chairman**

19 July 2022

**Possible Future Meeting dates:**

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

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