

# WHINBURGH & WESTFIELD PARISH COUNCIL

12 July 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, 19 July 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 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 note** receipt by the Chairman of the resignation of Cllr. Latham, and that the Clerk has advised Breckland Council so as to start the casual vacancy process.
7. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 14 June 2022.
8. **To report** matters arising from the minutes not on the agenda: **for information only.**
9. **To receive** the following correspondence available at the meeting, or \* distributed by email:
  - 9.1. Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils.*
  - 9.2. \*Norfolk County Council: *Latest Information, Advice, Useful Links and Service Updates - 1 July 2022.*
  - 9.3. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 30 June 2022.*
  - 9.4. Barclays Bank Plc: *Your Community Account - 1-30 June 2022.*
  - 9.5. Barclays Bank Plc: *Your Active Saver Account - 1-30 June 2022.*
  - 9.6. \*Norfolk County Council: *Member briefing note: Update on the 'Big Norfolk Holiday Fun' scheme (Norfolk's Holiday Activities and Food Programme) Summer 2022.*

10. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where applicable.
  - 10.1. **3PL/2022/0642/HOU: Meadow Cottage, Shop Street, Whinburgh.** Proposed two storey side extension and internal alterations. External cladding to include the existing side addition to the main house.
  - 10.2. **3PL/2022/0669/VAR: Land off Shipdham Road, Westfield Road and Westfield Lane, Dereham.** Variation of Condition(s) 3 (plans list), 5 (Travel Plan), 6 (Transport Assessment Addendum) and 20 (Off-site highway improvement works) on application reference 3PL/2015/1490/O.
  - 10.3. **3PL/2022/0670/D: Land off Shipdham Road, Westfield Road and Westfield Lane, Dereham.** Application for Approval of the First Reserved Matters (Appearance, Landscaping, Layout and Scale) as they relate to phase 1 of the development being the internal link road - Following outline permission 3PL/2015/1490/O (Residential development for a maximum of 291 dwellings, link roads, open space and recreational space, together with demolition of existing railway bridge at Westfield Lane and construction of a replacement two-way railway bridge).
  - 10.4. **3PL/2022/0695/VAR: 6 Northfields Lane, Westfield.** Variation of Condition No 2 on 3PL/2015/1264/F - To amend the ground floor and south/east elevation plans through the submission of updated drawings. **To note** that, on the advice of the officers, this application has been withdrawn, and replaced by Non-Material Amendment application, 3NM/2022/0072/NMA, which can be determined by the officers without any consultations. This application has now been approved.
  - 10.5. **3PL/2022/0748/HOU: The Gables, Shop Street, Whinburgh.** Demolition of existing single storey side extension and erection of two storey side extension with dormers to front and rear, and Velux to rear, including recessed balcony to side elevation.
11. **To note** receipt of a Tree Condition Report from Norfolk County Council stating that five trees on the Council's Former Highway Surveyor's Land at Garvestone have succumbed to Ash dieback disease, having 75-100% dieback, recommending felling, and **to agree** any necessary action.
12. **To consider** an enquiry from Norfolk County Council concerning a tree suffering from ash die back near The White House, Whinburgh.
13. **To consider** purchasing a new Notice Board to replace the damaged Whinburgh one.
14. **To consider** arranging for the erection of the new goal post on Whinburgh Playing Field.
15. **To consider** changing the Council's "No dogs" policy on the Playing Field.
16. **To receive** the Play Area Annual Safety Inspection Report, and **to agree** any actions required as a result.
17. **To note** that a member of the public had reported that one of the posts for the child's cradle swing was wobbling, and that the Clerk has asked NGF Play Limited to visit and take remedial action as soon as possible.
18. **Finance.**
  - 18.1. **To approve** payment of £30.00 to Seeds of Success International Limited in settlement of invoice no. 2022013 for the Jubilee tree.
  - 18.2. **To approve** payment of £175.00 to Cllr. Whiteley in reimbursement for his having settled invoice dated 25 May 2022 from J D Services, for cleaning the Parish Pavilion inside and out.
  - 18.3. **To approve** payment of £174.39 to Kate Latham in reimbursement for her having paid for various items relating to the Platinum Jubilee celebrations.
  - 18.4. **To approve** payment of £120.00 (£100.00 + £20.00 VAT) to David Bracey, in settlement of invoice no. 1561 for the Play/Exercise equipment inspection.
  - 18.5. **To note** that on 30 June 2022 Everflow Water deducted £12.73 from the Council's account by Direct Debit, in settlement of their Invoice no. 1619191 for water services.

18.6. **To note** that on or about 12 July 2022 Octopus Energy deducted £16.15 (£15.38 + £0.77 VAT) from the Council's account by direct debit, in settlement of invoice no. 0026, for electricity supplied.

18.7. **To note** receipt of the following credits:

18.7.1. HM Revenue & Customs - VAT refund - £2,430.87 - 17 May 2022.

18.7.2. Breckland Council - Recycling credit - £67.27 - 5 July 2022.

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, 16 August 2022 at 7.30 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**Possible Future Meeting dates:**

Tuesday, 16 August 2022

Tuesday, 15 November 2022

Tuesday, 14 February 2023

Tuesday, 13 September 2022

Tuesday, 13 December 2022

Tuesday, 14 March 2023

Tuesday, 18 October 2022

Tuesday, 17 January 2022

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