

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 19 July 2022 at 7.30 p.m. in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Nick Anema (Chairman), Siân Carrell, Simon Whiteley.
Julian Gibson (Clerk).

Absent: Councillors: Mark Hansell, Mike Goodrick, Tony Pinch.

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Cllr. Hansell, and Cllr. Pinch.
- 2 **Declarations of interest.** The Chairman announced that he had a Disclosable Pecuniary Interest in items 10.2 and 10.3, therefore would not be participating in the discussion or voting on the matters. As he had not submitted a written request for a Dispensation to allow him to participate, this meant that there would not be a quorum for these two items, so they will be held over until the next meeting. The Clerk will ask Breckland for an extension in the response date.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.**
 - 4.1 A non-resident member of the public had attended to hear the Council's views on the applications under items 10.2 and 10.3. The Chairman allowed her to voice her concerns about the number of applications for new dwellings to the south of Dereham, and the impact on the area.
- 5 **Standing item: Play equipment inspection.** The Clerk confirmed that he and Cllr. Whiteley had inspected before the meeting, and all was satisfactory. (See also item 17.)
- 6 **Casual Vacancy.** It was **noted** that the Chairman had received the resignation of Cllr. Latham, and that the Clerk has advised Breckland Council so as to start the casual vacancy process. The Clerk was asked to write thanking her on behalf of the Council for her service.
- 7 **Minutes.** The minutes of the Meeting held on Tuesday, 14 June 2022 were **confirmed**, and **signed** by the Chairman.
- 8 **Matters arising.**
 - 8.1 [10.1, Minutes of 17 May 2022] **Land adjoining Greenacres.** Cllr. Whiteley reported that, as far as he could see, the required measures to restore this site to its original state had been undertaken.
 - 8.2 [10] **Jubilee Tree.** The Clerk has left the Queen's Green Canopy plaque in the Pavilion, and Cllr. Whiteley will secure it in position when the ground is more suitable.
- 9 **Correspondence.** The following correspondence was **received**.
 - 9.1 Norfolk County Council: *Delivering local highway improvements in partnership with Town and Parish Councils*. The Clerk said that he had enquired about progress with regard to the Council's project under the previous year's scheme, and reported that the design had been completed, and they were awaiting a site meeting with the contractor, to which the Clerk had asked to be invited. Then, hopefully, a date of works will be available. **Post Meeting Note:** The Clerk has asked NCC Highways whether the proposer surface
 - 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*.

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

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 Planning.

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. It was **resolved** that the Council had no objections.

As noted above, this item could not be discussed at this meeting for want of a quorum.

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.23 July agreed

As noted above, this item could not be discussed at this meeting for want of a quorum.

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). 23 July agreed

10.4 **3PL/2022/0695/VAR: 6 Northfields Lane (aka Westwood Stud), 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. It was **noted** 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. It was **resolved** that the Council had no objections.

11 **Former Highway Surveyor's Land, Garvestone.** 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 was noted. It was **agreed** that Cllrs Anema and Whiteley would look at the trees and arrange for them to be felled.

12 **Tree in front of the White House, Whinburgh.** An enquiry from Norfolk County Council concerning a tree suffering from ash die back on unregistered land was **received**, but the Council could only suggest asking the house owners, which the Clerk had already suggested.

13 **Whinburgh Notice Board.** Cllr Whiteley said he was sure he could find a way of renovating the old board, which would be a considerable saving on the cost of a new one, so it was **agreed** he would bring a proposal to the next meeting.

14 **Goal posts.** In the absence of Cllr Hansell, it was **agreed** to hold this item over.

15 **Dogs on the Playing Field.** It was **agreed** that, now that the play equipment was in a separate enclosed area, for a trial period until 31 October, the "No dogs" policy should be lifted, but if that caused a problem it would be reintroduced. Cllr. Carrel would put a suitable notice on the gate.

16 **Play Area.** The Play Area Annual Safety Inspection Report was **received**. This showed that all was in order, except for a few minor gardening issues.

17 **Problem with child's swing.** It was **noted** that a member of the public had reported that one of the posts for the child's cradle swing was wobbling. The Clerk had asked NGF Play Limited to visit and take remedial action as soon as possible, and this has now been rectified.

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

18 Finance.

- 18.1 **Other.** It was **resolved** that cheque number 100923 for £30.00 (£25.00 + £5.00 VAT) to Seeds of Success International Limited in settlement of invoice no. 2022013 for the Jubilee tree. (*Public Health Act 1875 s. 164 & Local Government Act 1972, Sch. 14 para. 27*)
- 18.2 **Field & Pavilion.** It was **resolved** that cheque number 100924 for £175.00 to Cllr. Whiteley be signed, in reimbursement for his having settled invoice no. 92 from J D Services on behalf of the Council, for cleaning the Parish Pavilion inside and out. (*Local Government Act 1972, s. 111*)
- 18.3 **Other.** It was **resolved** that cheque number 100925 for £174.39 (£ 168.98+ £5.41 VAT) to Mrs Kate Latham be signed, in reimbursement for her having paid various invoices on behalf of the Council in relation to the Jubilee Party on the Playing Field. (*Local Government Act 1972, s. 145*)
- 18.4 **Field & Pavilion.** It was **resolved** that cheque number 100926 for £120.00 (£100.00 + £20.00 VAT) to David Bracey be signed, in settlement of invoice no. 1561 for the Play/Exercise equipment inspection. (*Public Health Act 1875 s. 164 & Local Government Act 1972, Sch. 14 para. 27*)
- 18.5 **Field & Pavilion.** It was **noted** 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. (*Local Government Act 1972, s. 111*)
- 18.6 **Field & Pavilion.** It was **noted** that on 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. (*Local Government Act 1972, s. 111*)
- 18.7 **Credits.** Receipt of the following credits was **noted**:
- 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 **Monthly Report.** The report for the month ending 30 June 2022 was **received**.

19 Matters for consideration at next meeting.

- 19.1 Whinburgh Notice Board.
- 19.2 Goal post.

20 Next meeting. The next Meeting of the Parish Council was **confirmed** as Tuesday, 16 August 2022, at 7.30 p.m. in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

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Nick Anema, Chairman
16 August 2022

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 2023	

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