

WHINBURGH & WESTFIELD PARISH COUNCIL

11 October 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, 18 October 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** that Breckland Council has advised that the due date for receipt of requests to hold an election to fill the Casual Vacancy caused by the resignation of Cllr. Latham is 8 August 2022, and that this date passed with no such requests being received. Therefore, the Council has the power to fill the vacancy by co-option.
7. **To consider** filling the Casual Vacancy by co-opting Richard Gundry (proposed by Cllr. Carrell).
8. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 19 July 2022.
9. **To report** matters arising from the minutes not on the agenda: **for information only**.
 - 9.1. [13, Minutes of 14 June 2022] **Bank authorised signatories.** It appears that the revised mandate relating to the Council's accounts sent to Barclays may not have arrived, so a duplicate will be signed and sent.
 - 9.2. [11] **Trees on Former Highway Surveyor's Land, Garvestone.** Update from Cllrs. Anema and Whiteley.
 - 9.3. [14] **Goal Posts.** Cllr. Hansell has arranged for the erection of the new goal.
10. **To receive** the following correspondence available at the meeting, or * distributed by email:

- 10.1. PKF Littlejohn LLP (External Auditor): *Receipt of documents - notification of exempt status, 2022.*
 - 10.2. Cllr. Ed Connolly: *Latest Information, Advice, Useful Links and Service Updates - 25 August 2022.*
 - 10.3. *Breckland Council: *Local Plan (Partial Review) Regulation 19 Consultation.*
 - 10.4. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 29 July 2022.*
 - 10.5. Barclays Bank Plc: *Your Community Account - 1-29 July 2022.*
 - 10.6. Barclays Bank Plc: *Your Active Saver Account - 1-29 July 2022.*
 - 10.7. Barclays Bank Plc: *We're changing our business savings accounts.*
 - 10.8. Breckland Council: *Notice of new Tree Preservation Order - Two trees on boundary between Wesley House and Westfield Fuel Allotment.*
 - 10.9. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 31 August 2022.*
 - 10.10. Barclays Bank Plc: *Your Community Account - 30 July - 31 August 2022.*
 - 10.11. Barclays Bank Plc: *Your Active Saver Account - 30 July - 31 August 2022.*
 - 10.12. *Breckland Council: *Breckland Council: Local Plan Partial Update (Regulation 19 Consultation).*
 - 10.13. *Norfolk County Council: *Norfolk Minerals and Waste Local Plan: Pre-Submission. Invitation to make representations.*
 - 10.14. *Breckland Council: *Breckland Local Plan Update.*
 - 10.15. *Norfolk Association of Local Councils: *Norfolk ALC Share Certificate.*
 - 10.16. Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 30 September 2022.*
 - 10.17. Barclays Bank Plc: *Your Community Account - 1-30 September 2022.*
 - 10.18. Barclays Bank Plc: *Your Active Saver Account - 1-30 September 2022.*
 - 10.19. Breckland Council: *Confirmation of Tree Preservation Order 2022 No. 07 - Two trees on boundary between Wesley House and Westfield Fuel Allotment.*
11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where applicable.
- 11.1. **3PL/2022/0804/F: 6 Northfields Lane (aka Westwood Stud), Westfield.** Erection of Car Port. **To note** that, after consulting with members, the Clerk decided to make no comment, using delegated powers, and **to receive** notice that this application has been approved.
 - 11.2. **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. **To note** that the Clerk has responded using delegated powers, saying, "My Council continues to have concerns about access and the bridge, and echoes the comments made by Yaxham PC and Dereham TC".
 - 11.3. **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). **To note** that the Clerk has responded using delegated powers, saying, "My Council shares the concerns expressed by Garvestone and Dereham Council over the bridge and the road which seems to be confused about its function either as an estate road or a southern bypass, and as a result will fail to satisfy either."
 - 11.4. **3PL/2022/1065/VAR: Land off Shipdham Road, Westfield Road and Westfield Lane.** Variation of Conditions 3, 15, 16 & 17 on 3PL/2015/1490/O - Amendments to the wording of Condition 3 (Approved Drawings and Documents); Condition 15 (flood and ecological works to the River Tud); and Condition 16 (Construction Environmental Management Plan (CEMP)); Condition 17 (Ecological Management Plan (EMP)).

- 11.5. **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. **To receive** Planning Permission dated 25 July 2022.
- 11.6. **3PL/2022/0856/HOU: The Smithy, Dereham Road, Whinburgh.** Proposed First Floor Extension to Rear, Loft Conversion including Dormer to Front Elevation and Velux to Front and Rear, and rebuilding of porch to front elevation. **To note** that, after consulting with members, the Clerk responded “No objections” using delegated powers, and **to receive** notice dated 12 September 2022 advising that the application has been approved.
- 11.7. **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. **To receive** Planning Permission dated 9 August 2022.
- 11.8. **3PL/2022/1023/F: Chapel Farm, Dereham Road, Whinburgh.** Proposed residential development consisting of 2No. one and a half storey dwellings including garage building and amenity space. Plus, **Re-consultation:** Proposed plans amended, dormers removed to rear. **Note:** This Application has now been withdrawn.
- 11.9. **3PL/2022/1032/HOU: Hayjon, Mile Road, Garvestone.** Proposed detached two storey garage and games room building with balcony to the East and roof light to the North elevations. **To note** that, having consulted with Members, the Clerk responded on 4 October saying “No objections”.
- 11.10. **3PL/2022/1085/HOU: Meadowside, Dereham Road, Westfield.** Demolish existing porch and erection of two storey front extension.
12. **To consider** reports of the possible construction of a barn at Chapel Farm, Whinburgh, and **to agree** an action necessary.
13. **To consider** a proposal from Cllr. Whiteley regarding the Whinburgh Notice Board,
14. **To consider** how a number of minor issues in the Playing Field should be rectified.
15. **To confirm** that the Council wishes to continue to “opt in” to the external auditor central procurement regime managed by *Smaller Authorities’ Audit Appointments for the 5-year* appointing period running from 2022-23 until 2026-27.
16. **To note** the following decisions taken by the Clerk using delegated powers:
- 16.1. Payment via cheques nos. 100927 & 100928 to the Clerk and HM Revenue & Customs totalling £1,073.02 (salary for 27 June 2022 to 25 September 2022: £963.82; Homeworking Allowance: £19.50; Mileage Allowance for 6 June 2022 to 28 August 2022: £89.70). (*Local Government Act 1972 s. 112(2)*)
- 16.2. Payment via cheque no. 100930 of £49.07 (Postage £11.58, Field & Pavilion £35.54, VAT £1.95) to the Clerk as reimbursement for items paid on behalf of the Council for 6 June 2022 to 6 September 2022. (*Local Government Act 1972 s. 111*)
- 16.3. Payment via cheque no. 100931 of £33.99 to Cllr. Hansell, in reimbursement for his having purchased a replacement padlock for the Playing Field gate from Harris Hardware. (*Local Government Act 1972 s. 111*)
- 16.4. Payment via cheque no. 100932 of £36.00 (£30.00 + £6.00 VAT) to GeoXphere Limited, in settlement of invoice no. 33UB110-0005, being the subscription for Parish Online for the year ending 6 August 2022. (*Local Government Act 1972 s. 111*)
17. **Finance.**
- 17.1. **To approve** payment of £300.00 to Whinburgh & Westfield Parochial Church Council (under *Local Government Act 1972, s, 137*) as a grant towards the costs of maintaining the burial grounds in the parish. (**Note:** The Clerk has on previous occasions advised the Council that this may be considered *ultra vires* under *Local Government Act 1894 s,8.*)
- 17.2. **To note** that on 10 August 2022 Octopus Energy deducted £14.49 (£13.80 + £0.69 VAT) from the Council’s account by direct debit, in settlement of invoice no. 0027, for electricity supplied.

- 17.3. **To note** that on 12 September 2022 Octopus Energy deducted £15.36 (£14.63 + £0.73 VAT) from the Council's account by direct debit, in settlement of invoice no. 0028, for electricity supplied.
- 17.4. **To note** that on 10 October 2022 Octopus Energy deducted £14.30 (£13.62 + £0.68 VAT) from the Council's account by direct debit, in settlement of invoice no. 0029, for electricity supplied.
- 17.5. **To note** that on 30 September 2022 Everflow Water deducted £12.60 from the Council's account by Direct Debit, in settlement of their Invoice no. 1794761 for water services.
- 17.6. **To note** receipt of the following credits:
- 17.6.1. Pavilion Hire - £16.00 - 15 August 2022.
- 17.6.2. Breckland Council - Precept - £4,270.00 - 27 September 2022.
- 17.7. **To receive** the monthly Financial Report.
18. **To decide** on any matters for consideration at next meeting.
19. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 15 November 2022 at 7.30 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 15 November 2022 Tuesday, 14 February 2023
Tuesday, 13 December 2022 Tuesday, 14 March 2023
Tuesday, 17 January 2022

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