

# WHINBURGH & WESTFIELD PARISH COUNCIL

**Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 17th January 2023 at 7.30 p.m. in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.**

**Present** Councillors: Siân Carrel (Vice-Chairman), Mike Goodrick, Richard Gundry, Tony Pinch, Simon Whiteley, Rebecca Wade (Locum Clerk)

**Also Present** 2 members of the public

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

The Chair welcomed everyone and informed them that the meeting was being recorded. Introductions were made between the Cllrs and the Locum Clerk.

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Cllr Anema and Cllr Hansell
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.**
  - 4.1 A member of the public asked for an update on the Land to the East of Westfield Road, and to the South of Westfield Lane development. The Cllrs said they did not have any further information, but it would be added to the agenda for the next meeting.
  - 4.2 A member of the public said the road surface on Shop Street was in need of being resurfaced. Cllr Whitley suggested informing Highways via their Norfolk County Council website about the potholes.
  - 4.3 The Chair said the cattle shed planning application **3PL/2022/1267/F** is still undecided and the Council had put in an objection as had other residents and they await a decision from Breckland.
- 5 **Minutes.** The minutes of the Meeting held on Tuesday, 13th December 2022 were approved without amendment and signed by the Chair as a correct record. Unanimously **APPROVED.**
- 6 **Standing item: Play equipment inspection.** Cllr. Pinch reported that he had carried out an inspection and it was in good order with no issues.
- 7 **To agree the appointment of the new Locum Clerk.** The Chair proposed the appointment of the Locum Clerk and this was seconded by Cllr. Goodrick. All agreed. The Chair asked the Clerk to contact NALC to arrange a locum contract.

The Clerk said that to catch up it may take more than 5 and half hours per week and she would keep a timesheet of time taken over the next few months.
- 8 **Precept 2023/24.** The Clerk confirmed contact had been made with Breckland District Council to extend the deadline for the Precept. The Chair proposed the next meeting would be brought forward to the 7<sup>th</sup> February 2023 to deal with the Precept. Seconded by Cllr. Whiteley and all agreed.
- 9 **Urgent business.**
  - 9.1 The Chair had received an email from Barclays KYC team stating that Barclays would be closing the bank account if their queries were not answered. The Chair to respond to this email and the Clerk to check with NALC if they can do anything to help as other Parish Councils had been experiencing similar problems. Barclays to be added to the agenda for the next meeting.
  - 9.2 Cllr Whiteley said there were a number of outstanding invoices requiring payment as soon as possible.

DRAFT MINUTES SUBJECT TO CONFIRMATION AT NEXT COUNCIL MEETING

**10 Matters for consideration at the next meeting**

- 10.1 Planning application 3PL/2022/1071/O
- 10.2 2023/24 Precept
- 10.3 Banking

**11 Next meeting.** The next Meeting of the Parish Council was **confirmed** as Tuesday, 7th February 2023, at 7.30 p.m. in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

**The Chair closed the meeting at 8.09 p.m.**

**Confirmed:**

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**Nick Anema, Chairman**  
7th February 2023

**Possible Future Meeting date:**  
Tuesday, 14 March 2023

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