

WHINBURGH & WESTFIELD PARISH COUNCIL

11th April 2023

To all members of the Council

You are hereby summoned 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, 18th April 2023 at 7.30 p.m. for the purpose of transacting the following business.

Rebecca Wade
Locum Clerk to the Council

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 confirm** and **sign** the minutes of the Meetings held on Tuesday, 14th March 2023.
7. **To report** matters arising from the minutes not on the agenda: **for information only**
 - 7.1. Stream of water near railway bridge
 - 7.2. Meadow Farm curbing
 - 7.3. River Tud pollution
8. **Correspondence received since February meeting**
9. **Planning**
 - 9.1. To receive and consider any new planning applications
 - 3PL/2023/0260/HOU** - New garage and conversion of existing integral garage and carport to living accommodation at 10 Northfields Lane

 - 3DC/2023/0060/DOC** – Discharge of conditions 6, 8 & 9 on PL/2019/0015/O at Chapel Farm, Dereham Road

9.2. To note any planning decisions

3PL/2022/1065/VAR - Variation of Conditions, 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)) - **APPROVED**

9.3. Other planning issues

10. Barnham Broom and Upper Yare Remembrance Project

11. To discuss King's Coronation

12. The Time capsule

13. Finance

13.1. To agree the following items for payment (April) * already paid

| To pay | Detail (invoices available for viewing) | Total | VAT | Ex VAT |
|--|--|--------|------|--------|
| Whinburgh and Westfield Parochial Church Council | Replacement of lost cheque –Grant towards maintaining the burial grounds in the Parish | 300.00 | - | 300.00 |
| Clerk salary | Final wages and expenses | 514.23 | - | 514.23 |
| HMRC | PAYE / NIC | 286.80 | - | 286.80 |
| ICO | Data Protection renewal | 35.00 | - | 35.00 |
| Octopus Energy | Electricity supplied – April * | 54.88 | 2.61 | 52.27 |
| Locum Clerk | Wages and expenses | 417.96 | - | 417.96 |

13.2. To note receipt of the any credits

| Detail | Total |
|------------------------------|----------|
| Precept for 2023/24 | 4,483.50 |
| Insurance key worker payment | 2,000.00 |

13.3. To receive the monthly financial report

13.4. To agree NALC or Norfolk PTS subscription for the following year

13.5. Banking

14. Review Parish Council Financial Regulations

15. Review Parish Council Risk Assessment

16. Annual review of the system of Internal Controls

17. Urgent business to consider any issues raised by Cllrs that the Chairman considers urgent

18. To decide on any matters for consideration at next meeting.

To confirm the date the next Meeting of the Parish Council as Tuesday, 16th May 2023 at 7.30 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

| | | |
|---------------------------------------|--|---|
| Tuesday, 16 th May 2023 | Tuesday, 19 th September 2023 | Tuesday, 16 th January 2024 |
| Tuesday, 13 th June 2023 | Tuesday, 17 th October 2023 | Tuesday, 13 th February 2024 |
| Tuesday, 18 th July 2023 | Tuesday, 14 th November 2023 | Tuesday, 19 th March 2024 |
| Tuesday, 15 th August 2023 | Tuesday, 12 th December 2023 | |

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

- 19. To consider the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972 that the public and press be excluded from the rest of this meeting on the grounds that it could involve the likely disclosure of private and confidential information**
- 20. Clerk / RFO resignation and recruitment**