

WHINBURGH & WESTFIELD PARISH COUNCIL

9th May 2023

Members of the public

You are hereby invited to attend the Annual Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh on Tuesday, 16th May 2023 at 7.30 p.m. for the purpose of transacting the following business.

Rebecca Wade
Clerk to the Council

MEMBERS OF THE PARISH COUNCIL ARE REQUESTED TO SIGN THEIR DECLARATIONS OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE CLERK PRIOR TO THE COMMENCEMENT OF THE MEETING

Agenda

1. **To elect** a Chairman of the Council and the signing of acceptance of office.
2. **To appoint** a Vice-Chairman of the Council and the signing of acceptance of office.
3. **To consider accepting** the reasons for any apologies for absence.
4. **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.
5. **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.
6. **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.
7. **Standing item:** Play equipment inspection
 - 7.1. To receive an update from Cllr Gundry following play equipment training
 - 7.2. To appoint councillors for play equipment inspections
 - 7.3. To consider quotes for annual play and adult exercise equipment inspection
8. **To confirm** and **sign** the minutes of the Meetings held on Tuesday, 18th April 2023.
9. **To report** matters arising from the minutes not on the agenda: **for information only**
 - 9.1. Stream of water near railway bridge
 - 9.2. Meadow Farm curbing
 - 9.3. Five ways junction finger point sign replaced by Highways
10. **Correspondence received since April meeting**
11. **Planning**
 - 11.1. To receive and consider any new planning applications
 - 11.2. To note any planning decisions

3PL/2023/0260/HOU - New garage and conversion of existing integral garage and carport to living accommodation 10 Northfields Lane – **APPROVED**

11.3. Other planning issues

- 12. **Spring clean** to agree a date
- 13. **To discuss arrangements** for the presentation of the Freedom of the Parish scroll to Julian Gibson in acknowledgement of his hard work as Parish Clerk
- 14. **Pavilion bookings** to consider adding page to the website
- 15. **Asbestos water pipe** to receive an update
- 16. **River Tud Pollution** to receive an update
- 17. **Finance**

17.1. To agree the following items for payment (May) * already paid

| To pay | Detail (invoices available for viewing) | Total | VAT | Ex VAT |
|-------------------------------|---|--------|-------|--------|
| Whinburgh Parochial Charities | Rent from Farm Business Tenancy | 250.00 | - | 250.00 |
| Community Action Norfolk | Play Area inspection training | 60.00 | - | 60.00 |
| NALC | Website subscription | 70.01 | - | 70.01 |
| Clerks and Councils Direct | Freedom scroll | 108.66 | 18.11 | 90.55 |
| Octopus Energy | Electricity supplied – May * | 34.96 | 1.66 | 33.30 |
| Clerk | Wages and expenses | 348.96 | - | 348.96 |

17.2. To note receipt of the any credits

| Detail | Total |
|------------------|-------|
| Pavilion booking | 24.00 |

17.3. Monthly financial report as circulated

17.4. To consider insurance quotes for the year

17.5. To consider Councillor and Clerk training

17.6. To discuss whether to fix energy contract

17.7. To confirm change of address and banking mandate

- 18. **Co-option** - To note the current vacancies for councillors
- 19. **Urgent business** to consider any issues raised by Cllrs that the Chairman considers urgent
- 20. **To decide** on any matters for consideration at next meeting.
- 21. **To confirm** the date the next Meeting of the Parish Council as Tuesday, 13th June 2023 at 7.30 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.
- 22. **Possible Future Meeting dates:** Tuesday 13th June 2023, Tuesday 18th July 2023 and Tuesday 15th August

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