

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of the Annual Meeting of Whinburgh & Westfield Parish Council on Tuesday, 16th May 2023 at 7.30 p.m. in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Nick Anema (Chairman), Siân Carrel (Vice-Chairman), Richard Gundry, Simon Whiteley, Jeremy Riches, Rebecca Wade (Clerk)

Also present 8 members of the public plus District Councillors Paul Clausen and Paul Plummer.

Councillors signed their Declaration of Acceptance of Office Forms

The Chair welcomed everyone and informed them that the meeting was being recorded.

1. Election of Chairman.

Cllr Anema was elected Chairman, **3 agreed and 1 opposed** and signed the acceptance of office.

2. To appoint a Vice-Chairman.

Cllr Carrel was appointed Vice-Chairman, **all agreed** and signed the acceptance of office.

3. Apologies for absence. County Councillor Ed Connolly.

4. Declarations of interest. None.

5. Dispensations. None.

6. Public Participation Session.

A member of the public raised that he was a member of the Westfield Fuel Allotment Trust and stated there were funds available for distribution for people in need living in the parish of Westfield and if anyone felt they knew of anyone in need please contact them to see if they can help.

The Clerk to prepare a notice to be placed on the notice boards and possibly include a page on the website.

Cllr Carrel mentioned the poor state of the roads in the area.

7. Standing item: Play equipment inspection.

7.1. To receive an update from Cllr Gundry following play equipment training.

Cllr Gundry had circulated a report prior to the meeting following his training. Due to the play equipment being new and the company who installed it recommending monthly inspections, it was agreed to continue with monthly inspections.

Cllr Whiteley had inspected the gates prior to the meeting and will undertake the required repairs shortly.

Cllr Gundry informed the Councillors that an accident report book was required. The Clerk to acquire one.

The Clerk to update the current sign with new contact details.

7.2. To appoint councillors for play equipment inspections.

Cllr Gundry to undertake monthly inspections. **All agreed.**

7.3. To consider quotes for the annual play and adult equipment inspection.

The Clerk informed the Council of the quotes she had received. Councillors chose to go with David Bracey. **All agreed.** The Clerk to contact David Bracey and arrange a date for the inspection.

8. **Minutes.** The minutes of the Meeting held on Tuesday, 18th April 2023 were approved without amendment and signed by the Chair as a correct record. **All agreed.**
9. To report on matters arising from the minutes not on the agenda: **for information only**
- 9.1. Stream of water near railway bridge
- The residents of a house on Whinburgh Road complained to Highways. Highways have been out and inspected the drain which was silted up and blocked. As the drain was a Highways drain and hence their responsibility Highways have resolved the problem.
- 9.2. Meadow Farm curbing
- The Clerk has sent a new picture to Highways who are sending the Boundary Enforcement team to have a look.
- 9.3. The five ways junction finger post sign
- This has been replaced by Highways.
10. **Correspondence received since April meeting.**
- Councillors noted that Mid Norfolk Railways, PCC time to talk, NCC briefing from County Councillor Ed Connolly, NALC and Jamie Kent (internal auditor) correspondence had been received.
11. **Planning**
- 11.1 New planning applications – **None**
- 11.2 Planning decisions
- 3PL/2023/0260/HOU** – 10 Northfields Lane New garage and conversion of existing integral garage and carport to living accommodation - **APPROVED.**
- 3DC/2023/0060/DOC** - Chapel Farm Discharge of Conditions 6, 8 & 9 on 3PL/2019/0015/O (Discharge Conditions) - **DOC COMPLETE**
- 11.3 Other planning issues – **None**
12. **Spring Clean**
- It was proposed this be moved to the June agenda. **All agreed.**
13. **Arrangements** for the presentation of the Freedom of the Parish scroll to Julian Gibson
- The Clerk showed the Councillors the Freedom of the Parish Scroll and it was decided that the Clerk would have it framed before being presented. The Councillors felt a black frame would be suitable. **All agreed.**
- The Clerk reported that Julian's wife and son would like him to come if possible. The Councillors were pleased to be able to present the scroll to Julian himself and would present the scroll at 7pm before the start of the council meeting at 7.30pm. The Clerk to invite previous Parish Councillors.
- The Clerk to communicate with Julian's family following the meeting to invite him to the June meeting or if they wish to move the presentation to the July meeting.
14. **Pavilion bookings**
- It was agreed for the Clerk to receive training from NALC and to add a page for Pavilion bookings. **All agreed.**
15. **Asbestos Water Pipe**
- The Clerk had contacted Anglian Water and they had informed her that they have no plans to replace the pipes in Westfield. It is only the outside of the pipes which have asbestos and

cement. The inside is lined so water does not come into contact with the asbestos. Anglian Water are not actively looking at replacing pipes. They will only replace them if they are broken or have a problem.

16. River Tud pollution

The Chairman explained the discharge coming from the Northfields development into the River Tud. He has reported the discharge to the Environment Agency and as yet, has not had any reply. The Rivers Trust has also reported it.

The Clerk to write to the Environment Agency about the cumulative effects of all the houses discharging into the River Tud and also email Simon Woods and Andrew Holdsworth at Breckland copying in both District Councillors.

The Chairman to supply video and photos to the Clerk to attach to the email.

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	108.88	18.11	90.05
Octopus Energy	Electricity supplied – May	34.96	1.66	33.30
Clerk	Wages and expenses	348.96	-	348.96

All agreed.

17.2. To note receipt of any credits
Pavilion booking for £24 noted.

17.3. Monthly Financial report.

The Monthly financial report for 30th April 2023 had been circulated prior to the meeting.

17.4. To consider insurance quotes for the year

Cllr Whiteley would like the Clerk to check that the Council is covered if a member of the public should have an accident on Parish Council land, would be covered by public liability insurance? He also felt the sum insured for surfaces should be £10,000 rather than the current £7,500. The Clerk to check on the above and report back to the Councillors with an updated price.

It was agreed to go with BHIB subject to the above.

17.5. To consider Councillor and Clerk training.

The Clerk reported that Yaxham Parish Council would be having planning training and the Chair Maggie Oeschle had invited Whinburgh and Westfield to join them and share the costs.

The Councillor's felt training for Planning and Councillor training for all would be beneficial. **All agreed.**

The Clerk to inform Yaxham Parish Council and contact NALC with regards to Councillor training and email Councillors with possible dates and times.

- 17.6. To discuss whether to fix energy contract.

It was agreed not to fix considering the current economic situation and the fact prices were expected to fall.

- 17.7. To confirm change of address and banking mandate

It was noted the address for statements had now been changed.

18. Co-option

Mark Hansell to be co-opted back onto the Council in June and the Councillors to see if they can find a resident of Whinburgh and Westfield who would like to join the Parish Council.

19. Urgent Business

Cllr Carrel reported one of the sensors outside the pavilion was broken and will ask a local electrician if they can fix it. If not, she will inform the Clerk and the Clerk will arrange for it to be repaired.

20. Matters for consideration at the next meeting.

- 20.1. River Tud pollution

- 20.2. Tollers Lane

- 20.3. Spring Clean

21. Next meeting.

The next Meeting of the Parish Council was **confirmed** as Tuesday 13th June 2023, at 7.30pm in Whinburgh and Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

The Chair closed the meeting at 8.46 p.m.

Confirmed:

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Nick Anema, Chairman

13th June 2023

Possible Future Meeting dates:

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

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