

WHINBURGH & WESTFIELD PARISH COUNCIL

11th July 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 July 2023 at 7.30 p.m. for the purpose of transacting the following business.

Rebecca Wade
Clerk to the Council

Agenda

1. **Election of Chairman**
2. **To appoint a Vice-Chairman**
3. **To receive** apologies for absence
4. **To receive** declarations of interest in agenda items and consider any dispensation requests
5. **Open forum for public participation:** 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.
6. **Standing item:** Play equipment inspection.
 - 6.1. To consider the monthly Play equipment inspection
 - 6.2. To consider the points raised in the playground inspectors annual review and agree any actions arising.
7. **To approve** and **sign** the minutes of the meeting held on Tuesday, 13th June 2023.
8. **To report** matters arising from the minutes not on the agenda: **for information only**

The Clerk has spoken to Highways regarding the curbing at Meadow farm following the pictures that had been sent. They had no concerns from a safety point of view, they felt it was a nice job with a curve at the end and tidy. Having referred to the mapping browser some of it may not be on highways land.

In relation to footpath FP3 the Countryside Access Officer has spoken to the landowner and they have requested that the gate be rehung as the fence had not been completed. This will be acceptable as a temporary measure and when the field is secure the gate will be removed. To be reported again if this is not the case.
9. **Correspondence received since June meeting**
10. **Planning**
 - 10.1. To receive and consider any new planning applications

3PL/2023/0585/D - Application for approval of Reserved Matters (layout, scale, appearance and landscaping) for all remaining phases (ii - iv) of Outline Planning Permission 3PL/2022/1065/VAR relating to the residential development of 291 dwellings - Land Off Shipdham Road, Westfield Road and Westfield Lane

3PL/2023/0611/F - Proposed 3no. detached dwellings & garages - Land at Northfields Lane Dereham Road

10.2. To note any planning decisions

10.3. Other planning issues

11. To receive an update on River Tud pollution

12. To receive an update on Toller's Lane

13. Summer clean

14. Finance

14.1. To agree the following items for payment (July) * already paid

To pay	Detail (invoices available for viewing)	Total	VAT	Ex VAT
Everflow Water	Water charges	26.20	-	26.20
David Bracey	Playground inspection	120.00	20.00	100.00
Octopus Energy	July electricity *	23.18	1.11	22.07
Begley Electrical	Repairs to sensor	59.98	10.00	49.98
Clerk	Wages and expenses	382.06	6.51	375.55

14.2. To note receipt of the any credits

Detail	Total
VAT refund	116.76
Insurance key person final payout	500.00

14.3. To receive an update on the AGAR return

14.4. To receive the monthly financial report

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

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

To confirm the date the next Meeting of the Parish Council as Tuesday, 19th September 2023 at 7.30 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 19 th September 2023	Tuesday, 12 th December 2023	Tuesday, 13 th February 2024
Tuesday, 17 th October 2023	Tuesday, 16 th January 2024	Tuesday, 19 th March 2024
Tuesday, 14 th November 2023		

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