

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 20 September 2016 at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Nick Anema (Vice-Chairman), William Downes, Mark Hansell, Pat Makinson.
Julian Gibson (Clerk)

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

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillor Stevens, Councillor Terry and Councillor Whiteley.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** Members of the public asked how the proposed sale of the house along the side of which ran the access to the Westfield Allotment Sites might affect the Allotments as part of the hedge had been removed. The Chairman said that this was really a matter for the Trustees of the Westfield Fuel Allotment charity, but asked that the Clerk write to them just to make sure that they were aware. A member of the public also asked why one planning application in Westfield had been refused when a second in similar circumstances had been given permission. Again the Council said that the Parish Council was not the right authority to ask, and suggested they ask Breckland Council.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 19 July 2016 were **confirmed** and **signed**.
- 6 **Matters arising.**
 - 6.1 [11 Minutes of 21 June 2016] **Transparency Fund.** The Council's application has been successful and the grant of £653.40 received.
 - 6.2 [12 Minutes of 16 February 2016] **Cricket equipment.** Councillor Hansell has confirmed that he is now storing this equipment in his barn. The Clerk has updated the Asset Register accordingly.
 - 6.3 [12, Minutes of 17 November 2015] **Water meter.** The Clerk asked whether any progress had been made with installing a meter to measure the water consumption in the Pavilion, so that arrangements could be made to have responsibility for paying the account transferred from the Bowls Club to the Council. Councillor Anema promised that he would get this installed by the next meeting.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 Silson Communications: *BWSC East Anglia Limited - Snetterton renewable Energy Plant.*
 - 7.2 Barclays Bank Plc: *Your Community Account Statement - 1-29 July 2016.*
 - 7.3 Barclays Bank Plc: *Your Active Saver Account Statement - 1-29 July 2016.*
 - 7.4 Community Action Norfolk: *Signpost Magazine.*
 - 7.5 Norfolk County Council: *Hazardous Waste Amnesty Days 2016.*
 - 7.6 Barclays Bank Plc: *Your Community Account Statement - 30 July - 31 August 2016.*
 - 7.7 Barclays Bank Plc: *Your Active Saver Account Statement - 30 July - 31 August 2016.*
 - 7.8 CPRE Norfolk: *URGENT - Norfolk and Suffolk Devolution Consultation.* The Clerk pointed out that apparently only 1% of residents responded to the recent consultation, and 53% of these were against. However, the principal Councils involved were planning to put their proposals for implementing this (including a Mayor of Norfolk

& Suffolk) to the Government. They are apparently not intending to make the same mistake that David Cameron did with the EU, and allow the people to vote on the matter. CPRE Norfolk suggests that everybody should Email the MP dealing with this at andrew.percy.mp@parliament.uk and make their view clear. The Council voiced its objection and asked the Clerk to make its view clear to the Government.

7.9 *Clerks & Councils Direct* - September 2016.

7.10 Gavin Barwell MP, Minister for Housing and Planning: *Neighbourhood Planning Bill*.

7.11 Breckland Council: *Breckland Local Plan Preferred Sites and Settlement Boundaries Consultation 17 September - 31 October 2016*. The Clerk distributed a note directing members to the most relevant sections of this document, and said he would add it to the agenda for the next meeting for discussion. Councillor Hansell and Downes took the two copies of the document the Clerk had been sent, and Councillor Downes will pass his copy on to Councillor Terry, as Chairman of the Council.

8 **Planning.**

8.1 **3PL/2015/1264/F: Westwood Stud, Dereham Road, Westfield.** Erection of 4 no. dwellings. Planning permission dated 27 July 2016 was **received**.

8.2 **3PL/2016/0725/VAR: Site next to Oak Lodge Shop Street.** Erection of 2 dwellings 3PL/2016/0155/D (Revised Scheme) New Access to Plot 2. Planning Permission dated 2 August 2016 was **received**.

8.3 **3PL/2016/0760/: Gables Lodge, Whinburgh Road, Westfield.** Proposed guest accommodation to existing outbuildings. Planning permission dated 2 August 2016 was **received**.

8.4 **3PL/2016/0996/VAR: Site next to Oak Lodge, Shop Street, Whinburgh.** Application for Erection of 2 dwellings 3PL/2016/0155/D (Revised Application). It was **noted** that the Clerk has responded under his delegated powers with an objection on the grounds that the change would produce two substantial two storey dwellings out of character with the surrounding development contrary to policy DC03. He also pointed out the need for consistency with regard to Application 3PL/2016/0243/F, the number of different applications for development of the site made recently, that the plans are dated earlier than those submitted with the application they purport to vary, and that they do not show the amendment subject of a previous variation (item 8.2).

8.5 **3PL/2016/0775/O: Land Adjacent Wesley House, Dereham Road, Westfield.** Erection of 3 no. dwellings. Refusal of Outline Planning Permission dated 10 August 2016 was **received**.

8.6 **3PN/2016/0047/UC: Barn 3 Manor Farm Church Road.** Change of use from agricultural building to dwelling (permitted development). A Notice that Prior Approval was Refused dated 9 September 2016 was **received**.

9 **Play equipment.** The RoSPA Play Area Safety Inspection Report dated 28 June 2016 was **received**, and it was **agreed** that no action is necessary as a result.

10 **Smoke free area.** It was **noted** that the Clerk has obtained two copies of the winning poster in the competition and the Council **agreed** to support the Voluntary Code to promote smoke-free areas around public play areas. These will be displayed by the play equipment on the Playing Field.

11 **Westfield dog waste bin.** Councillor Hansell agreed to contact Councillor Terry, and to arrange to install this bin.

- 12 **Playing field.** It was **agreed** to accept quotation from Mr Gerald Johnson to lay planings at the entrance to the Playing Field, and to place the removed spoil along the top of the ditch at the back of the field.
- 13 **Pavilion.** The Clerk pointed out that the Pavilion gutters needed clearing out, and the outside of the building needed cleaning to remove the algae. It was **agreed** that Councillor Makinson should ask her window cleaner to carry out the work, providing it cost less than an agreed sum.
- 14 **CPRE Norfolk Campaign.** A letter from CPRE Norfolk headed *Join us in opposing damaging new housing targets* was **received**, and it was **agreed** to give support to the campaign to ensure that no new sites are allocated for house building in revised local plans to 2036 until all existing allocations in current core strategies have been developed. The Clerk will sign and return the pledge letter to CPRE.
- 15 **Telephone and broadband access.** A long and disappointing report of the continuing errors made by BT, which included another site appointment where the engineers failed to turn up, was **received**. The Clerk said that another appointment had been made for next Thursday, but he has suspicions that this will only be a further stage in the installation process, and that a further visit will be needed to actually achieve connection. **Post meeting note:** BT Openreach again failed to turn up, but the Clerk found that they had already visited and run the wire to a box which they had screwed on the side of the pavilion, luckily only on the skirting. This was despite having been clear an emphatic instructions that they were not to enter the Playing Field without the Clerk being present, and under no circumstances whatever should anything be affixed to the building. The Clerk is in extended discussions with the BT Complaints department.
- 16 **External Audit.** The External Auditor's "clean" report for the year ended 31 March 2016 was **received**. The Clerk will now do what is necessary to comply with the conclusion of audit requirements of *The Accounts and Audit Regulations 2015*.
- 17 **Finance.**
- 17.1 **Clerk's salary.** It was **resolved** that cheques numbered 100697 & 100698 totalling £734.63 (salary for 27 June 2016 to 25 September 2016: £734.63; Mileage Allowance Payment for 12 June 2016 to 11 September 2016: £60.45) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 17.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100699 for £22.59 (Postage & telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 12 June 2016 to 1 September 2016. (*Local Government Act 1972 s 111*)
- 17.3 **Playing Field.** It was **resolved** that cheque number 100700 for £79.80 (£66.50 + £13.30 VAT) to Playsafety Limited be signed, in settlement of invoice no. 024063 for inspection of the play area. (*Public Health Act 1875 s.164 & Local Government Act 1972 sch. 14 para. 27*)
- 17.4 **Subscriptions.** It was **resolved** that cheque number 100701 for £33.60 (£28.00 + £5.60 VAT) to Getmapping Plc be signed, in settlement of invoice no. POI-2016-33ub110, being the ParishOnline annual fee. (*Local Government Act 1972 s 111*)
- 17.5 **Training.** It was **resolved** that cheque number 100702 for £12.50 to Norfolk Association of Local Councils be signed, being this parish's share of the cost of the Clerk attending the Autumn Conference on 10 November 2016. (*Local Government Act 1972 s 111*)
- 17.6 **Maintenance of the burial grounds.** It was **resolved** that cheque number 100703 for £300.00 to Whinburgh & Westfield Parochial Church Council be signed, as a grant

towards the costs of maintaining the burial grounds in the parish. (*Local Government Act 1972 s 214(6)*)

- 17.7 **Pavilion.** It was **noted** that ExtraEnergy has once again not passed the promised credit of on 11 July, but has carried the credit forwards until future bills use it up.
- 17.8 **Monthly Financial Report.** The report for the month ending 31 August 2016 was **received**.

18 Matters for consideration at next meeting.

- 18.1 Breckland Local Plan Preferred Sites and Settlement Boundaries Consultation.
- 18.2 Marquee.

- 19 Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 18 October 2016**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

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Roland Terry, Chairman

18 October 2016

Possible Future Meeting dates:

Tuesday, 18 October 2016

Tuesday, 17 January 2017

Tuesday, 15 November 2016

Tuesday, 20 February 2017

Tuesday, 13 December 2016

Tuesday, 20 March 2017

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