

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of the Annual Meeting of Whinburgh & Westfield Parish Council on Tuesday, 16 May 2017 at 7.45 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Roland Terry (Chairman), Nick Anema, William Downes, Pat Makinson, John Stevens, Simon Whiteley.
Julian Gibson (Clerk)

- 1 **Election of Chairman.** Councillor Terry was **elected** Chairman.
- 2 **Chairman's Declaration of Acceptance of Office.** Councillor Terry signed the declaration, which was **received**.
- 3 **Election of Vice Chairman.** Councillor Anema was **elected** Vice Chairman.
- 4 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillor Hansell.
- 5 **Declarations of interest.** None.
- 6 **Dispensations.** None.
- 7 **Public Participation Session.** It was reported that a parishioner appears to be in the habit of exercising a dog on Whinburgh Playing Field, despite of the 'No dogs' signage. The Council was concerned to learn this, especially as the field is frequently used by children, and hoped that this would stop.
- 8 **Minutes.** The minutes of the meeting held on Tuesday, 18 April 2017 were **confirmed** and **signed**.
- 9 **Matters arising.**
 - 9.1 [6.2] **Leylandii trees overhanging Westfield Road, Toftwood.** Although Norfolk County Council Highways and the owner of the property in Boyd Avenue have both said that they do not own the trees, the fact is that they are overhanging the highway and causing an obstruction. As NCC has a legal responsibility to keep the highways open, the Clerk will ask them to cut back the overhanging branches.
 - 9.2 [12.3] **General Contents in Pavilion.** Following the purchase of the crockery, microwave, refrigerator and urn, the Clerk has asked Came & Co to increase the Council's General Contents insurance by £404 to £1,424. This has been done with no change to the insurance premium which has already been quoted for the year ending 31 May 2018.
 - 9.3 [14, Minutes of 19 April 2016] **Highway Surveyor's Land, Whinburgh.** The Clerk has at last managed to get some detailed response to his enquiry as to whether Breckland Council might possibly be interested in transferring this third plot to this Council under identical conditions to those which applied to the other two. Breckland Council now says that the land may have "potential future strategic importance" so would not be in a position to consider this for some time. The Council will interpret this as meaning that Breckland Council is not prepared to consider transferring it to the Council on the same basis. The Council asked the Clerk to request that Breckland remove the large piece of very rusty farm equipment, as it is an eyesore and constitutes a danger to children who may wish to play on it.
- 10 **Correspondence.** The following correspondence was **received**.
 - 10.1 Information Commissioner's Office: *Certificate of Registration* - 20 April 2017 - 19 April 2018.

- 10.2 Information Commissioner's Office: *Register of Data Controllers*.
- 10.3 Came & Company: *Insurance policy renewal invitation*.
- 10.4 Hiscox: *Local Council and Not-for Profit Insurance Scheme Schedule*.
- 10.5 Hiscox: *Local Council and Not-for Profit Insurance Policy Summary*.
- 10.6 Hiscox: *certificate of Employers' Liability Insurance*.
- 10.7 Came & Company: *Important information - Please read*.
- 10.8 Came & Company: *Terms of Business*.
- 10.9 The Pensions Regulator: *Act now - your duties have started*.
- 10.10 Barclays Bank Plc: *Your Community Account Statement - 31 March - 28 April 2017*.
- 10.11 Barclays Bank Plc: *Your Active Saver Account Statement - 1-28 April 2017*.
- 10.12 ExtraEnergy: *We're sorry you're leaving, we'd love you to stay*.
- 10.13 Breckland Council: *Payment Remittance advice (recycling)*.
- 10.14 Norfolk Constabulary: *Dereham, Swaffham & Watton Newsletter - April 2017*.
- 10.15 *Clerks & Council Direct - May 2017*.
- 11 **Planning. 3PL/2017/0368/HOU: Sundance, Shop Street, Whinburgh.** Single storey side extension to existing property and demolition of conservatory. Planning Permission dated 26 April 2017 was **received**.
- 12 **Report of the Internal Auditor.** The report of the Internal Auditor on the year ended 31 March 2016 was **received**.
- 13 **Annual governance statement.** The Annual governance statement 2016/17 in the Annual Return was **approved** and **signed** by the Clerk and the Chairman on behalf of the Council.
- 14 **Accounting statements.** The Accounting statements 2016/17 in the Annual Return were **approved** and **signed** by the Clerk and the Chairman on behalf of the Council. The Bank reconciliation and the Explanation of variances were **agreed**. The Clerk confirmed that the *Notice of appointment of date for the exercise of electors' rights* would now be posted on the parish website and notice boards.
- 15 **Internal Auditor.** It was **resolved** that Mrs Debbie Morgan be reappointed as Internal Auditor for the year 2017-2018.
- 16 **Whinburgh Village Sign.** Councillor Stevens showed the Council his proposed shape for a double sided sign. He had spoken with the Harry Stebbings Workshop who had agreed that they would honour the quotation they provided to the Clerk some time ago. This would mean that casting, painting, and provision of the double sided sign and post would cost £3,250, plus the cost of any work needed on the plinth. The Council agreed that members should think about ways of raising at least a proportion of the cost, and Councillor Stevens will take his plans back to the sign makers to ensure that they think the design is achievable. Members asked that the font of the village name be altered as many people incorrectly read it as saying "WAINBURGA".
- 17 **Finance.**
 - 17.1 **Insurance.** It was **resolved** that cheque number 100722 for £673.21 to Came & Company be signed, being the renewal premium of the Council's insurance policy with Hiscox for the year ending 31 May 2018, under the long term agreement due to expire on that date. (*Local Government Act 1972 s. 111(1) & 140(1)*)
 - 17.2 **Audit.** It was **resolved** that cheque number 100723 for £20.00 to Mrs Deborah Morgan be signed, as a honorarium for carrying out the Internal Audit for the financial year ended 31 March 2017. (*Local Government Act 1972 s. 111*)
 - 17.3 **Pavilion.** It was **noted** that on 4 May 2017 ExtraEnergy collected £115.15 (£107.32 + £7.83 VAT) and on 20 May 2017 will collect £28.04 (£26.70 + £1.34) from the

Council's account in settlement of invoices no. 22451752 & 22999217, for electricity supplied. (*Local Government Act 1972 s. 111*)

17.4 **Monthly Financial Report.** The report for the month ended and 30 April 2017 was received.

18 **Matters for consideration at next meeting.** Whinburgh Village Sign.

19 **Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 20 June 2017**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

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Roland Terry, Chairman

20 June 2017

Possible Future Meeting dates:

Tuesday, 20 June 2017

Tuesday, 17 October 2017

Tuesday, 23 January 2018

Tuesday, 18 July 2017

Tuesday, 21 November 2017

Tuesday, 20 February 2018

Tuesday, 15 August 2017

Tuesday, 19 December 2017

Tuesday, 20 March 2018

Tuesday, 19 September 2017

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