

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of the Annual Meeting of Whinburgh & Westfield Parish Council on Tuesday, 15 May 2018 at 8.00 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Roland Terry (Chairman), William Downes, Pat Makinson, 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 Councillors Anema and Hansell.
- 5 Declarations of interest.** None.
- 6 Dispensations.** None.
- 7 Public Participation Session.**
 - 7.1 Fire on Whinburgh Playing Field.** The Chairman reported that a resident had noticed a small fire on the field, which looked as though somebody had been using a portable barbeque. Luckily there is little damage, but the resident had kindly provided a suitable sign to discourage repeat performances, which the Chairman will put up at the entrance to the field.
 - 7.2 Highways matters.** The Clerk reported that he had that day driven round the parish with Ben Rayner, the Highways Engineer, and reported on a number of issues:
 - 7.2.1 Overhanging trees near corner of Shop Street.** The Clerk had that day seen a document with a planning application which showed that the highway at that point should have quite a wide verge, but this is now covered with self sown small trees. The Engineer had promised to get these cut back.
 - 7.2.2 Flooding on Shop Street.** The engineer accepted that there must have been a system of ditches along both sides of the verge on the section of Shop Street leading to a low point around Applegate and Oak Lodge. However, over the years various sections of this had been filled in. he said he would put forward a proposal for gullies to be installed leading to soak-aways on each side of the road. If this was accepted, the work would be carried out in the 2019/20 budget year.
 - 7.2.3 Gullies on B1135 just past Horseshoes.** Two of these gullies are blocked with silt, and will now be jetted out (see below).
 - 7.2.4 Chevron sign on bend leading towards rail-bridge.** The Clerk has now told Highways about the missing chevron sign. One has been replaced, but there used to be two.
 - 7.2.5 Repeater 40 mph sign opposite The White House near junction with Church Road.** The Clerk has now pinpointed the location of this missing sign.
 - 7.2.6 Pot hole just before rail bridge.** This now has a white line round it, but was missed when other pot holes in the parish were filled.

- 7.2.7 **Village Sign.** The Clerk mentioned the proposal to replace the sign with one at right angles to the road, and the Engineer said that, as long as it did not overhang the road, he would be quite happy with this.
- 7.2.8 **Junction of Shop Street, Westfield Road, Whinburgh and track leading to Manor Farm.** The engineer looked down the gullies, spotting that one of the covers was broken and needed replacing, and decided that as water was visible in only two of the dozen or so gullies inspected, he would arrange for all the gullies and conduits in the parish to be jetted out.
- 7.2.9 **Verge on west side of road south of The White House, Westfield.** The engineer looked at the piles of soil and bricks on the verge, and discovered that the ditch behind the first row of trees had been cleared out, the resultant debris being dumped on the verge rather than on the land owner's side. As this was not a highways defect, it was not a matter they would do anything about, but was technically fly-tipping. He agreed with the Clerk that Breckland Council would not deal with this either, but as the pile was already virtually covered by grass, it was hoped that in a year or two it would just be integrated into the existing verge.
- 7.2.10 **Road outside Lorien, Westfield.** The engineer confirmed that the work to the road here had been carried out after consultation with County Councillor Cliff Jordan at the cost of the property owner.
- 7.2.11 **Seven Springs, Westfield.** The engineer pointed out work being carried out by Anglian Water to alleviate flooding issues, again after consultation with Councillor Jordan.
- 7.2.12 **Leylandii near Toftwood.** The engineer said that he had arranged to have these cut back before he realised that his predecessor had said that they would be completely removed. He will look at these again in the autumn and see if they really should come out or could safely remain as they are. The Clerk will ask Councillor Anema, who first noticed the problem, to see if what has been done is adequate.
- 7.2.13 **Junction at Bird's Corner, Shipdham.** The Clerk said that he had noticed that the finger-post sign only had one finger, pointing towards Westfield. There were two empty brackets which used to hold signs pointing to Shipdham and Dereham
- 7.2.14 **30mph Speed limit in Whinburgh.** The engineer said that this scheme is being planned for implementation and that it would include "Unsuitable for HGVs" signs. The only objection to the plan received had been because the objector thought the limit should be reduced to 20mph.
- 8 **Minutes.** The minutes of the meeting held on Tuesday, 17 April 2018 were **confirmed** and **signed**.
- 9 **Matters arising.** None.
- 10 **Casual Vacancy.** A letter from Breckland Council confirming that the required notice had been displayed for the statutory period and that no electors had requested that an election be held to fill the Casual Vacancy created by the resignation of John Stevens was **received**. The Council now has power to fill this vacancy by cooption as soon as practicable.
- 11 **Cooption.** Mr Bob Brace was **elected** to fill the above Casual Vacancy. Councillor Brace signed the Declaration of Acceptance of Office and joined the Meeting. The Clerk reminded Councillor Brace of the need to complete the Declaration of Registrable Pecuniary Interests and Other Registrable Interests form and return it within 28 days.

- 12 Correspondence.** The following correspondence was **received**.
- 12.1 Barclays Bank Plc: *Barclays Swaffham branch is closing.*
 - 12.2 Playsafety. *Notification of play area inspection in June/July.*
 - 12.3 HM Revenue & Customs: *Important changes to the way you make your VAT126 Claim.*
 - 12.4 Society of Local Council Clerks: *Statement from the Information Commissioner's Office - regarding General Data Protection Regulation implementation.*
 - 12.5 National Association of Local Councils: *PB01-18 / Information Commissioner's Office Statement on the General Data Protection Regulation.*
 - 12.6 Information Commissioner's Office: *Data Protection Registration - confirmation of renewal.*
 - 12.7 AXA: *Your statement of fact*
 - 12.8 Came & Company: *Local Insurance Core Cover Summary.*
 - 12.9 AXA: *Council Commercial Combined Policy Summary.*
 - 12.10 Came & Company: *Important information - Please Read.*
 - 12.11 Came & Company: *Terms of Business.*
 - 12.12 AXA: *Certificate of Employers' Liability Insurance.*
 - 12.13 AXA: *Your policy schedule.*
 - 12.14 Barclays Bank Plc: *Your Business accounts - at a glance - as at 30 April 2018.*
 - 12.15 Barclays Bank Plc: *Your Community Account - 30 March - 30 April 2018.*
 - 12.16 Barclays Bank Plc: *Your Active Saver Account - 30 March - 30 April 2018.*
 - 12.17 *Clerks & Councils Direct - May 2018.*
 - 12.18 Whinburgh Bowl's Club: - *Letter re Pavilion.* The Council was sorry to receive this letter about the state of the Pavilion at the start of the season, and agreed that the Chairman should arrange for the building to be cleaned now and at least once a year in the spring to prevent this happening again, at a cost of £25 as time.
 - 12.19 Norfolk County Council: *Temporary Traffic Restriction Order.* Notice of this road closure will be placed on the Westfield Notice Board.

- 13 General Data Protection Regulation.** Two emails from Norfolk Association of Local Councils regarding the General Data Protection Regulation were **received**. The first said that, following many questions from Parish Councils about how they should comply with the Regulation's requirement that a Data Protection Officer be appointed, proposed arranging member councils to participate in a county-wide DPO Scheme, which would cost this Council £25.00 p.a. and provide some telephone support through initial paperwork issues, and then (if needed) a referral to negotiate any further professional support (initially free but then at £50.00/hour) from a "support partner" for more significant GDPR issues, e.g. dealing with a data breach. The second confirmed that the Government had tabled an amendment to its own Data Protection Bill to exempt parish and town councils from the requirement to appoint a DPO, although all other measures will apply. This amendment has since been passed, and so should form part of the eventual Act. Appointing a DPO would become discretionary and just regarded as good practice. The Clerk confirmed that he was working on the measures which the Council needed to take to comply with the Regulation, and hoped to bring proposals to a meeting shortly. This was **agreed**.

14 Planning.

- 14.1 **3PL/2018/0428/HOU: The Smithy, Dereham Road, Whinburgh.** Application to Remove Existing Conservatory and Construct Single Storey Extension to rear. It was **resolved** that the Council had no objections.
- 14.2 **3PL/2018/0410/HOU: The Gables, Dereham Road, Whinburgh.** Application for Residential Workshop (for hobby purposes). It was **resolved** that the Council had no objections.

- 14.3 **3PL/2017/1242/O: Willow Cottage, Dereham Road, Westfield.** Two new dwelling/plots and access road. It was **noted** that this has been referred to Breckland Planning Committee on 8 May with a recommendation of approval, despite being contrary to policy, and Outline Planning Permission dated 9 May 2018 was **received**.
- 15 **Direct Debit payments.** The schedule of Direct Debit payments set up on the Council's bank account was **confirmed**.
- 16 **Internal Audit.** The report of the Internal Auditor on the business of the Council in the year ended 31 March 2018 was **received**.
- 17 **Certificate of Exemption.** The Certificate of Exemption on Page 3 of the Annual Governance and Accountability Return 2017/18 Part 2, to confirm that the Council is a Smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria, and is therefore exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review was **approved** and **signed** by the Responsible Financial Officer (the Clerk) and the Chairman.
- 18 **Annual Governance Statement.** The Annual Governance and Accountability Return 2017/18 Part 2 Section 1 - Annual Governance Statement 2017/18 was **approved** and **signed** by the Chairman and the Clerk.
- 19 **Accounting Statements.** The Annual Governance and Accountability Return 2017/18 Part 2 Section 2- Accounting Statements 2017/18 were **approved** and **signed** by the Responsible Financial Officer (the Clerk) and the Chairman.
- 20 **Explanation of variances and Bank reconciliation.** The Explanation of variances and Bank reconciliation for the year ended 31 March 2018 were **approved**.
- 21 **Internal Auditor.** It was **resolved** that Mrs Debbie Morgan be reappointed as Internal Auditor for the year 2018-2019.
- 22 **Pavilion electricity supply.** It was **noted** that the Clerk had renewed the contract with nPower for electricity supply for another twelve months at a rate of 18p/kwh and a daily standing charge of 23.8p.
- 23 **National Salary Award.** The 2018-2019 National Salary Award from the National Association of Local Councils was **received**. This gives the Clerk, on Spinal Column Point 26, a 2% increase and a pay rate of £12.404/hour (£3,225.04 p.a.) from 1 April 2018.
- 24 **Insurance.** Having received and examined three quotations, it was **resolved** that the Council's insurance should be changed to a new policy with Inspire (via AXA). It was **resolved** that cheque number 100758 for £715.13 to Came & Company be signed, being the premium for the policy under a three-year Long Term Agreement, and that the Clerk be empowered to sign any necessary forms. (*Local Government Act 1972 s.111 & 140(1)*)
- 25 **Finance.**
- 25.1 **Subscriptions.** It was **resolved** that cheque number 100759 for £44.25 to the Society of Local Council Clerks be signed, being this Council's share of the Clerk's membership subscription for 2018/2019. (*Local Government Act 1972 s.143*)
- 25.2 **Pavilion.** It was **resolved** that cheque number 100760 for £7.40 (£6.17 + £1.23 VAT) to Councillor Terry be signed, in reimbursement for his having purchased two keys for the Pavilion from Surelock Security.
- 25.3 **Training.** It was **resolved** that cheque number 100761 for £18.75 to SLCC Enterprises be signed, being this Council's share of the cost of the Clerk attending the East of England Regional Training Seminar on 11 July 2018. (*Local Government Act 1972 s. 111*)

- 25.4 **Training.** It was **resolved** that cheque number 100762 for £12.37 to Norfolk SLCC be signed, being this Council's share of the cost of the Clerk attending the Norfolk Local Council's Conference on 15 June 2018. (*Local Government Act 1972 s. 111*)
- 25.5 **Audit.** It was **resolved** that cheque number 100763 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 2018. (*Local Government Act 1972 s. 111*)
- 25.6 **Telephones.** It was **noted** that on 30 April 2018 BT collected £44.76 (£37.30 + £7.46 VAT) in settlement of invoice no. M015 for telephone & broadband services. (*Local Government Act 1972 s.111*)
- 25.7 **Credits.** Receipt of the following credits was **noted**:
- 25.7.1 £465.98. VAT recovered from HM Revenue & Customs.
- 25.7.2 £104.64. Glass recycling credit from Breckland Council. The Clerk will update the signs about the Bottle Bank on the Notice Boards.
- 25.8 **Monthly Financial Report.** The report for the month ending 30 April 2018 was **received**.
- 26 **Matters for consideration at next meeting.** None.
- 27 **Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 19 June 2018**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

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Roland Terry, Chairman

19 June 2018

Possible Future Meeting dates:

Tuesday, 19 June 2018	Tuesday, 16 October 2018	Tuesday, 15 January 2019
Tuesday, 17 July 2018	Tuesday, 13 November 2018	Tuesday, 19 February 2019
Tuesday, 14 August 2018	Tuesday, 11 December 2018	Tuesday, 19 March 2019
Tuesday, 18 September 2018		

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