

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 19 February 2019 at 7.00 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Roland Terry (Chairman), Nick Anema, Bob Brace, William Downes, Mark Hansell, Simon Whiteley.
Julian Gibson (Clerk)

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Councillor Makinson.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.**
 - 4.1 Two members of the public expressed their concerns about the felling of trees on the land north of Lolly Moor in Westfield (see agenda item 9). The Chairman explained that the Council had been in touch with the Forestry Commission, and said that the Council would decide what action it should take.
 - 4.2 It was reported that several residents had complained about horse riders and trail bikers were using public footpaths (notably FP4 and FP3 between Shop Street and Field Lane), resulting in damage which was making them more difficult for pedestrians. It was confirmed that public footpaths should not be used in this way, and the Clerk was asked to produce notices for the parish boards and other possible locations pointing this out. He will also contact Norfolk County Council and ask them to check that the ends of these paths are properly signed, so as to make it clear that they are only footpaths.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 15 January 2019 were **confirmed** and **signed**.
- 6 **Matters arising.**
 - 6.1 [6.2] **Land off Church Road, Whinburgh.** Following NCC Highways getting been in contact with the owner about the hedge encroachment on the highway, it was reported that this has now been moved to inside the property boundary fence. The Clerk will let NCC Highways know.
 - 6.2 [14] **Whinburgh Village Sign.** The £4,000 grant from Norfolk County Council has now been received, and the Clerk has confirmed the order with The Village Sign People. The Chairman thanked County Councillor Ed Connelly (who was present) for arranging for this grant.
 - 6.3 [10] **Land adjoining Greenacres, Westfield, to the south.** An Officer from the Environment Agency has reported that he has spoken with the occupiers of both Greenacres and the static caravans on this site, who say they use separate septic tanks for their foul waste/water, which are emptied regularly and working correctly and at least 10m from a watercourse. He also tested the ammonia levels both upstream and downstream of the site and the results were clear. Therefore they have no issues with this. The positioning of the caravans is not within their remit. However, the Clerk was asked to request the Agency for precise details of what can or cannot be erected in proximity to a watercourse.

- 7 **Correspondence.** The following correspondence was **received**.
- 7.1 Sue Baxter, Chairman of National Association of Local Councils: *Open letter to Councillors*.
 - 7.2 Letter from Clapham & Collinge (Breckland Council's solicitors) to Leathes Prior Solicitors *ENF/88/18/PAR*.
 - 7.3 Alan Irvine, Chartered Surveyor: *Copy letters to Norfolk County Council and Breckland Council regarding Land at Church Road, Whinburgh*.
 - 7.4 Breckland Planning Enforcement Manager: *Email re accesses to roads classifications*.
 - 7.5 Breckland Council: *District and Parish Elections 2019 - Election Timetable*. The Clerk gave those members present who were intending to be candidates at the elections on 2 May a pack of candidate nomination forms and reminded them they needed to complete these and submit them to Breckland Council as per the dates in the Timetable. The Clerk has been told that one present Member would not be standing for re-election.
 - 7.6 County Councillor Ed Connolly, et al: *Emails re complaint about litter in the parish*.
 - 7.7 Breckland Council Planning Enforcement: *Westwood Stud - Alleged breach of condition ENF/31/19/PAR*.
 - 7.8 Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 31 January 2019*.
 - 7.9 Barclays Bank Plc: *Your Community Account - 1-31 January 2019*.
 - 7.10 Barclays dated 19 July 2018: *Land at Whinburgh & Westfield, Enforcement Reference Bank Plc: Your Active Saver Account - 1-31 January 2019*.
 - 7.11 Norfolk County Council: *Remittance Advice*.
 - 7.12 Norfolk County Council: *Information for Local Bus Services – Cancellation of Konectbus 17*.
 - 7.13 Breckland Council: *Notification of public consultation on Main Modifications to the Breckland Local Plan 18 February 2019 to 1 April 2019*.

8 **Planning.**

- 8.1 **3PL/2019/0015/O: Chapel Farm, Dereham Road, Whinburgh.** Application for Residential Development (Five dwellings and garages). To **note** that, after consultation with six Councillors, the Clerk has responded objecting to the application on the grounds that it was outside the settlement boundary, unsustainable, out of character, access difficulty, reduction in pub car park size, sewage and emergency vehicle access.
- 8.2 **3PL/2018/1490/F: Oak Meadow Barn, Dereham Road, Shipdham.** Proposed Erection of Livestock (sheep barn). Planning Permission dated 21 January 2019 was **received**.

- 9 **Land north of Lolly Moor.** An email from the Forestry Commission's Woodland Officer concerning the recent felling of a number of trees on land north of Lolly Moor was **received**. In response, the Council **resolved** that it would prefer restocking to take place in situ or rather than elsewhere, and with a similar density and distribution. The Clerk will also advise NCC Highways about the damage done to the verge and ask for them to arrange for this to be restored.

- 10 **Advertising sign on B1135 Rail Bridge.** Residents have been complaining that this sign distracts drivers and therefore is a danger. The Clerk was asked to contact Mid-Norfolk Railway, the bridge owners, to ask them to reconsider whether this is a good idea, and also Breckland Council to see whether Planning permission is required. **Post Meeting Note:** Mid Norfolk Railway has confirmed that it has not given consent for this sign, and their General Manager has asked for this to be removed. They will now send a formal letter.

- 11 **Use of the bowling green and existing play equipment.** After some discussion it was **agreed** that the best thing to do would be to try to reintegrate the Bowling Green area into the playing field by removing the fence and posts and infilling the ditch round the green. The posts and fence could then be used to fence off the south-east corner of the field as protection from access to the old moat. It was **agreed** to offer to pay an additional £80 for the increased area to be mown. It was also **agreed** that Councillor Brace should produce a proposal with regard to replacing the existing old play equipment (including the goal posts) with some new pieces and also with some adult fitness kit. The Chairman reported that the Bowls Club had offered to donate their hut to the Council, but it was **agreed** that the Chairman should check on the condition, and only agree to this if it was not going to become a liability.
- 12 **Internal Auditor.** The news that Mrs Debbie Morgan had indicated that she does not wish to continue to act as the Council's Internal Auditor after completion of her work on the 2018/19 financial year was **received** with regret. Councillor Whiteley agreed to approach a resident who was considered to be a potential candidate for the role. The Clerk will provide some information on what the role entails.
- 13 **Financial Regulations.** The Council's Financial Regulations were reviewed, and **approved**.
- 14 **Asset Register.** The Asset Register was reviewed and the valuations for insurance purposes **agreed**.
- 15 **Risk Assessment.** The Council's Risk Assessment was **reviewed** and amendments **agreed**.
- 16 **System of Internal Control.** The Council **reviewed** and **approved** its system of internal control.
- 17 **Finance.**
- 17.1 **Clerk's salary.** It was **resolved** that cheques numbered 100793 & 100794 totalling £969.29 (salary for 31 December 2018 to 31 March 2019: £886.89; payment for use of home as office: £13.00; Mileage Allowance Payment for 4 December 2018 to 12 February 2019: £49.40; Telephone Allowance Payment: £20.00) to the Clerk and HM Revenue and Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 17.2 **Clerk's reimbursement.** It was **resolved** that cheque number 100796 for £53.61 (Postage & telephones) to the Clerk be signed as reimbursement for items paid on behalf of the Council for 6 September 2018 to 12 February 2019. (*Local Government Act 1972 s.111*)
- 17.3 **Telephones.** It was **noted** that on 30 January 2019 BT collected payment of £40.78 (£33.99 + £6.79 VAT), from the Council's account in settlement of their final invoice no. M024, for telephone & broadband services. (*Local Government Act 1972 s.111*)
- 17.4 **Credits.** Receipt of the following credits was **noted**:
- 17.4.1 £4,000.00 - Grant from Norfolk County Council.
- 17.4.2 £24.00 - Hire of Pavilion by Yoga Group.
- 17.5 **Monthly Financial Report.** The report for the month ending 31 January 2019 was **received**.
- 18 **Matters for consideration at next meeting.**
- 18.1 Update on Play Equipment.

- 19 **Next meeting.** The next meeting of the Parish Council was **confirmed** as **Tuesday, 19 March 2019**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirm


Roland Terry, Chairman

19 March 2019

Possible Future Meeting dates:

Tuesday, 19 March 2019	Tuesday, 13 August 2019	Tuesday, 17 December 2019
Tuesday, 16 April 2019	Tuesday, 17 September 2019	Tuesday, 14 January 2020
Tuesday, 14 May 2019*	Tuesday, 15 October 2019	Tuesday, 18 February 2020
Tuesday, 18 June 2019	Tuesday, 19 November 2019	Tuesday, 17 March 2020
Tuesday, 16 July 2019		

* Annual Parish Meeting and Annual Meeting of the Parish Council

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