

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of the meeting of Whinburgh & Westfield Parish Council on Tuesday, 10th December 2024 at 7.30pm in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Siân Carrel (Chair), Nick Anema (Vice-Chairman), Richard Gundry, Robert Plummer, Jeremy Riches, Darren Godliman, Paul Blanch and Rebecca Wade (Clerk)

Also present 1 member of the public

1. Apologies for absence

DC Paul Plummer had sent his apologies.

2. Members declarations of interest for items on the agenda and to consider any requests for dispensation

There were none.

Cllr Anema joined the meeting.

3. Public participation session

Cllr Plummer asked to speak about the Norfolk AGM. The Chair brought item 15 forward. Cllr Plummer was interested to know if anyone had attended the online AGM and wondered what the outcome had been. No one had been able to attend.

Cllr Godliman reported Lolly Moore had flooded badly again. Cllr Riches said he had moved the drain, and it had cleared.

Cllr Anema asked if the Clerk had been notified of the road closure by Openreach at the beginning of Westfield Road on the 19th December. The Clerk had not been.

It was noted the missing drain cover reported at the last meeting had been replaced by Highways.

Cllr Plummer had reviewed the Breckland Ward Boundary review and reported it does not affect Whinburgh and Westfield and it would therefore be unnecessary for the Parish Council to comment. The Clerk will not add this to the next agenda.

4. Standing item: Play equipment inspection.

4.1 Monthly play equipment inspection

Cllr Gundry reported one of the new no dogs allowed in the play area signs had been removed and was missing and the number of mole hills has increased significantly.

4.2 Play area shed

Cllr Godliman reported he had been and inspected the shed. Due to it being repaired in the summer it was dry internally and watertight. It was noted that the floorboards at the entrance of the shed would need to be replaced in the coming year.

5. Minutes of the meeting held on Tuesday, 15th October 2024

The minutes of the meeting were unanimously approved without amendment and signed by the Chair as a correct record. Proposed by Cllr Anema and seconded by Cllr Godliman.

6. Correspondence received since October meeting

Emails from residents, Norfolk ALC, CC Ed Connolly – NCC briefings for October, November and December, Breckland Electoral Services, Community Action Norfolk, Norfolk Police – Community Engagement Officer, About Dereham, Community Orchard Grant, HM Land Registry, Breckland Business E-Bulletin, Breckland Consultation re Car Parking Charging in the Market Towns, Parish Precept, Breckland ASB awareness week, Norwich Western Link project update, Breckland Ward Boundary review, Car Park Workshop and Knight, Kavanagh & Page Ltd.

7. Planning

7.1. To receive and consider any new planning applications
None.

7.2. To note any planning decisions

3PL/2024/0549/F - Subdivision of single dwelling into two semi-detached 3 bedroom dwellings - Home Farm Shop Street – **APPROVED**

3PL/2024/0269/F - Variation of Condition No2 on 3PL/2021/1128/F - to vary scheme to a single two-storey 5 bedroom property - Barn 2, Manor Farm Church Road NR19 1QP - **Granted with conditions**

7.3. Other planning issues

It was noted there had been two applications for Discharge of Conditions for Barn 2, Manor Farm Church Road, Whinburgh – **PL/2024/0985/DCA** and **PL/2024/1022/DCA**

8. The restoration of the Westfield sign by the Westfield Village Amenities Trust

Cllr Godliman reported there was nothing to update.

9. Breckland's proposal to introduce car parking charges

The Chair reported she had been unable to attend the consultation meetings Breckland had held. She had filled in the consultation document online and encouraged others to do the same.

10. Norfolk Minerals and Waste Local Plan: Publication of proposed and Main Modifications and Additional Modifications

Cllr Plummer had reviewed the proposal and informed the meeting that it did not impact Whinburgh or Westfield. It was **agreed** not to respond.

11. The annual Whinburgh Dog event in August 2025

The event had previously been organised by the Whinburgh Church Warden to raise money for the Church.

The event was discussed and the Chair agreed to speak to residents who had previously helped organise the event. Cllr Blanch said he would be happy to help organise an event, as he has had previous experience of this, as long as there were volunteers to help him.

The Clerk to contact the insurance company and confirm the Parish Council is covered to hold such an event. This will be added to the next agenda.

12. Memorial for Simon Whiteley

Cllr Anema reported he had spoken with Simon's Daughter and Partner, and they would think about what they feel Simon would have wanted. Cllr Anema will speak to them again. This will be added to the next agenda.

13. Finance

13.1 The following payments were unanimously approved for payment (* already paid). Proposed by Cllr Carrel and seconded by Cllr Godliman. The nationally agreed salary review for the Clerk for 2024/25 was noted.

To pay	Detail (invoices available for viewing)	Total	VAT	Ex VAT
Mid Norfolk Heating	Repair to Pavilion Water Heater	£114.00	£19.00	£95.00
MP Denis	To cut Playing Field hedge	£288.00	£48.00	£240.00
Octopus Energy	October Electricity Charges*	£60.63	£2.89	£57.74
Neville Lake	Grass Cutting Whinburgh Playing Field April - October	£1,200.00	-	£1,200.00
Clerk	November and December Wages and expenses	£798.30	£4.55	£793.75
HMRC	PAYE	£71.40	-	£71.40

13.2 The following receipts since the last meeting were noted

Detail	Total
Hire of Chairs	£50.00
UK Power Network	£34.75

After a discussion the Clerk was asked to obtain additional quotes for cutting the playing field.

The Clerk informed the Council she had reissued a cheque for £300.00 to the Whinburgh and Westfield PCC for burial maintenance due the first not being banked and now out of date.

13.3 Budget for 2025/26

The Clerk presented a draft budget for the next financial year.

After discussing the figures presented, it was **agreed** to approve the budget. Proposed by Cllr Carrel, seconded by Cllr Godliman and unanimously **agreed**.

13.4 Precept for 2025/26

After careful consideration and discussing other ways to raise money, it was **agreed** to increase the precept to £10,340.08 an increase of £5.84 a year, 58p a month for a band D property.

Proposed by Cllr Carrel, seconded by Cllr Godliman and unanimously **agreed**.

13.5 New bank signature

Barclays have been notified of the passing of Cllr S Whiteley. The addition of Cllr Godliman to the account is in progress.

13.6 Internal Auditor for 2024/25

It was **agreed** to appoint Robin Goreham as Internal Auditor for Whinburgh and Westfield Parish Council accounts 2024/25. Proposed by Cllr Anema, seconded by Cllr Carrel and unanimously **agreed**.

14. Meeting dates for 2025

The following meeting dates were **agreed** –

Tuesday, 18th February 2025

Tuesday, 18th March 2025

Tuesday, 15th April 2025

Tuesday, 20th May 2025 - Annual Parish Meeting & Annual Meeting of the Parish Council

Tuesday, 17th June 2025

Tuesday, 15th July 2025

Tuesday, 16th September 2025

Tuesday, 21st October 2025

Tuesday, 18th November 2025

Tuesday, 16th December 2025

15. Norfolk ALC to discuss the outcome of their AGM

As discussed in the public session.

Cllr Plummer asked the Clerk to enquire when the draft minutes for the recent Norfolk ALC AGM would be released.

16. General Parish issues

The Clerk reported the Macmillan Coffee Morning had raised £603.75. Due to the success the organisers hope to hold another one in March or April for another charity.

Cllr Godliman had been contacted by the owners of the Brambles informing him that a tree had fallen onto their land from the boundary of the Highways Surveyors Land, asking if they could cut up the tree and keep the wood for firewood. The Councillors agreed they were happy for them to clear up the tree from the boundary and keep the wood as requested.

17. Matters for consideration at the next meeting

The annual Whinburgh Dog event in August 2025

Simon Whiteley Memorial

Norfolk ALC

- 18.** The next Meeting of the Parish Council was confirmed as Tuesday, 18th February 2025 at 7.30 p.m., in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

The Chair closed the meeting at 8.45pm