

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 19 April 2016 at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

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

- 1 **Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Councillor Anema and Councillor Makinson.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.** The applicant for Agenda Item 8.1 was present and answered a few questions about his application.
- 5 **Minutes.** The minutes of the meeting held on Tuesday, 15 March 2016 were **confirmed** and **signed**.
- 6 **Matters arising.**
 - 6.1 [4.3] **Obstruction on B1135.** The broken drain has at last been repaired.
 - 6.2 [10.1] **Safety fence by Playing Field path.** The Chairman and Councillor Stevens have now erected a barrier to keep users on the path at the bend by the ditch. The Chairman has also repainted the gate. The Council expressed its thanks to all involved.
- 7 **Correspondence.** The following correspondence was **received**.
 - 7.1 Magpas: *Appeal letter*.
 - 7.2 Norfolk Association of Local Councils: *Spring Conference* - 28 April 2016.
 - 7.3 Norfolk Association of Local Councils: *Subscription Form 2016/17*.
 - 7.4 Norfolk Association of Local Councils: *Services Leaflet*.
 - 7.5 Norfolk County Council: *Electronic Consultation for Planning Applications*.
 - 7.6 Joint Practitioners Advisory Group: *A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements*.
 - 7.7 Joint Practitioners Advisory Group: *Governance and Accountability for Smaller Authorities in England*.
 - 7.8 Joint Practitioners Advisory Group: *Local Councils, Internal Drainage Boards and other Smaller Authorities in England - Annual return for the year ended 31 March 2016 - PROOF*.
 - 7.9 Came & Company: *Council Matters* - Spring 2016.
 - 7.10 Barclays Bank Plc: *Your Community Account Statement* - 1-31 March 2016.
 - 7.11 Barclays Bank Plc: *Your Active Saver Account Statement* - 1-31 March 2016.
 - 7.12 Breckland Council: *Precept remittance advice*.
- 8 **Planning.**
 - 8.1 **3PL/2016/0348/F: Barn at Land affronting Dereham Road, Shipdham.** Application for New dwelling and carport. It was **resolved** that the Council had no objection.
 - 8.2 **3PL/2016/0263/HOU: Meadow Farm, Whinburgh Road, Westfield.** Application for Replacement of existing conservatory with new Orangery. It was **resolved** that the Council had no objection.

- 8.3 **3PL/2015/1241/F: Plot 7, Priors Field, Yaxham Waters, Dereham Road, Yaxham.** Stationing of Holiday Lodge (caravan). Notice that this application has been withdrawn was **received**.
- 8.4 **3PL/2016/0155/D: Development of Dwelling, Shop Street, Whinburgh.** Erection of 2 dwellings. Planning Permission dated 13 April 2016 was **received**.
- 8.5 **3PL/2015/1416/O: Overdunit, 4 Fieldings Drive, Yaxham.** Erect dwelling and garage. Outline Planning Permission dated 8 February 2016 was **received**.
- 9 **Dog bin, Westfield.** It was **agreed** that a dog bin should be purchased to be installed in Whinburgh Road, Westfield, at the exit of Public Right of Way Whinburgh FP3. The Clerk was able to confirm that Norfolk County Council had approved the location, and that he would sign and return the formal application form. Breckland Council had also agreed to empty the bin when it was installed. The Clerk will advise the parishioner who asked about this.
- 10 **Dog bins.** The Clerk explained that Breckland Council would like it if they could attach sticky posters to the existing bin and the new one when it was installed to state that they could be used for litter as well as dog waste. They would arrange for collections to be as frequent as necessary. This was **agreed**.
- 11 **Playing Field path lighting grant.** The Clerk reported that, following the conditional offer from the Big Lottery Fund (Awards for All) the Clerk sent off the forms to accept the conditions, and has now received confirmation that the grant should be in our account by 22 April. The Clerk said he would contact Begley Electrical to ask them to proceed with the work. (Post meeting note: Installation will commence on 18 May.)
- 12 **Housing and Planning Bill.** As this Bill continues to make its way through the process of becoming an Act, the Government has launched a *Technical Consultation on Implementation of Planning Changes*. Many of the proposed changes will lessen the opportunities for Parish Council consultation on applications. The Clerk said that the Norfolk Association of Local Councils had sent an excellent 12-page letter commenting on the proposals, making all the points that the Council would have made. It was **agreed** that this would suffice.
- 13 **Play & Sports funding.** An advance copy of a Breckland Council Press Release concerning some £310,000 which it has received from housing developers as funding to help improve local play and sports facilities was **received**. This funding has been ring-fenced for use in the parish or surrounding area from which the contribution was sourced, and there is £20,600 available for use in Yaxham, Whinburgh & Westfield, Garvestone and Hardingham parishes. Unfortunately Breckland seems to have decided to split this money between Outdoor Sport (£11,500) and Children's Play (only £1,320). The Council would like to apply for funding to install a cradle-seat swing, which would allow it to remove the single cradle-seat from the existing swings, leaving that with just the flat-seat swings. RoSPA has continually been advising that under today's regulations there should not be mixed types on a single piece of apparatus. But if Breckland sticks strictly to the division between the types, there is insufficient funding under Children's Play to fund a single piece of equipment, even if one council were to get the whole amount. Breckland Councillor Paul Claussen said he would check to see how strict the rules were.
- 14 **Highway Surveyor's Land.** The Clerk reported that he had asked Breckland whether they would be prepared to transfer the third plot of Former Highway Surveyor's Land to the

Parish Council on the same terms. The officer at Breckland Council had apparently instructed solicitors, but had not yet met with them, so the Council will have to wait.

- 15 **Receipts & Payments Account.** The Receipts and Payments Account for the year 2015-2016 was **approved** and **signed** by the Clerk and the Chairman. The Clerk reported that the Internal Audit had now been completed, and the Auditor's Report and Annual Return would be on the agenda of the next Meeting.
- 16 **Electors' rights.** It was **confirmed** that the 30 working day period during which electors' rights to inspect the accounts may be exercised will commence on 3 June 2016 and end on 14 July 2016, and that the date appointed for the exercise of electors' rights to question the auditor or make objections is 15 July 2016.
- 17 **Clerk's hours of employment.** It was **agreed** that the hours the Clerk is paid be increased by ½ hour/week, to 5 hours, to take account of the time involved with the required compliance with the Transparency Code. The Council used this figure when applying for the Transparency Fund grant and will do so again when it applies to the Fund for grants to cover this work in 2016/17 and 2017/18.
- 18 **Finance.**
- 18.1 **Subscriptions.** It was **resolved** that cheque number 100682 for £35.00 to the Information Commissioner be signed, being the renewal of the Council's required registration under the Data Protection Act for the year ending 26 April 2017. (*Local Government Act 1972 s. 111(1)*)
- 18.2 **Subscriptions.** It was **resolved** that cheque number 100683 for £109.37 to Norfolk Association of Local Councils be signed, being the Annual Subscription for 2016/17. (*Local Government Act 1972 s. 143*)
- 18.3 **Monthly Financial Report.** The report for the month ended and 31 March 2016 was **received**.
- 19 **Matters for consideration at next meeting.** Annual Return, etc.
- 20 **Next meeting.** The next meeting will be the Annual Meeting of the Parish Council, and was **confirmed** as **Tuesday, 17 May 2016**, at 7.45 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh. (**Note:** The Annual Parish Meeting will be held at 7.30 p.m.)

Confirmed:

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Roland Terry....., Chairman

17 May 2016

Possible Future Meeting dates:

Tuesday, 17 May 2016 *	Tuesday, 16 August 2016	Tuesday, 13 December 2016
Tuesday, 21 June 2016	Tuesday, 20 September 2016	Tuesday, 17 January 2017
Tuesday, 19 July 2016	Tuesday, 18 October 2016	Tuesday, 20 February 2017
	Tuesday, 15 November 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.

*Annual Parish Meeting and Annual Meeting of the Parish Council.