

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 16 June 2020 at 7.30 p.m. This was a virtual on-line meeting.

Present Councillors: Tony Needham (Chairman), Siân Carrel, Mike Goodrick, Mark Hansell, Kate Latham, Simon Whiteley. Julian Gibson (Clerk)

- 1 Apologies for absence.** It was **resolved** to accept the reasons for absence offered by Cllr. Anema.
- 2 Declarations of interest.** None.
- 3 Dispensations.** None.
- 4 Public Participation Session.**
 - 4.1 The Clerk passed on apologies from County Councillor Ed Connolly.
 - 4.2 District Councillor Ian Martin had circulated a report prior to the meeting, but mentioned the forthcoming Planning Committee meeting, the agenda including application 3PL/2015/1490/O for Residential development for a maximum of 291 dwellings. He said that there had been a great deal of opposition, which had forced a number of changes, but that he now felt that permission would be granted.
 - 4.3 Concerns were expressed that the dog waste bin on the bend in Shop Street was regularly becoming full, even before the evident led to the increase in people taking exercise outdoors with their pets. It was also apparent that irresponsible owners were leaving waste on Whinburgh FP4 between Shop Street and Church Road. The Clerk agreed to see whether Breckland would agree to an additional bin being installed.
- 5 Minutes.** The minutes of the meeting held on Wednesday, 19 May 2020 were **confirmed** for retrospective signing by the Chairman of the next face-to-face meeting of the Council.
- 6 Matters arising.**
 - 6.1 [17, Minutes of 15 April 2020] **Electricity supply.** NPower has twice refused the request made by Octopus Energy to transfer the account to them, claiming that they were asking for it to happen on the wrong dates. As a result the transfer will not take place until 12 July, which will mean nPower will charge at the higher rate for a few days, but the Clerk has now received confirmation in writing from both companies, and the transfer has now gone through.
 - 6.2 [17, Minutes of 15 April 2020] **Water supply.** The Clerk has now transferred the water account from Anglian Water Business to Everflow Water.
 - 6.3 [15, Minutes of 19 May 2020] **Former Highway Surveyor's Land, Garvestone.** Cllr. Whiteley informed the meeting that the Tenancy Agreement was now fully agreed, and had been sent for signatures by the tenant and the Clerk on behalf of the Council.
- 7 Correspondence.** The following correspondence was **received**.
 - 7.1 Barclays Bank Plc: *The interest rate on your savings account is changing,*
 - 7.2 Breckland Council: *Recycling Payment 2019-20 - £138.68.*
 - 7.3 nPower: *We've objected to the transfer of your electricity supply.*
 - 7.4 nPower: *We've received you electricity termination notice.*
 - 7.5 Barclays Bank Plc: *Your Business accounts - at a glance - Your balances on 29 May 2020.*
 - 7.6 Barclays Bank Plc: *Your Community Account statement - 1-29 May 2020.*
 - 7.7 Barclays Bank Plc: *Your Active Saver Account statement - 1-29 May 2020.*
 - 7.8 nPower: *We've objected to the transfer of your electricity supply (2).*
 - 7.9 Norfolk Constabulary: *Community Update - Covid 19 - 18 June 2020.*

7.10 Norfolk Constabulary: *Shipdham with Scarning & Mattishall Newsletter* - June 2020.

7.11 Norfolk Constabulary: *Reinstating SNAP Meetings*.

8 Planning. None.

9 Whinburgh Village Sign plinth. The Clerk had obtained details of how the new sign will be installed, and the existing plinth will need to be completely rebuilt to contain a metal support. It was **agreed** that the existing Time Capsule should be replaced in the new plinth (if present and condition permitting), and joined by a new 2020 one. Cllr. Latham will approach possible builders and obtain quotations for the work.

10 Internal Audit. The completed Annual Internal Audit Report from the Annual Governance and Accountability Return (AGAR) 2019/20 was **received** and **noted**.

11 Annual Governance Statement. The AGAR 2019/20 Part 2 Section 1 - Annual Governance Statement 2019/20 was **approved** by the Council.

12 Accounting Statements. The AGAR 2019/20 Part 2 Section 2 - Accounting Statements 2019/20, already signed off by the Clerk as Responsible Financial Officer (RFO), were **approved** by the Council.

13 Certificate of Exemption. The Certificate of Exemption on Page 3 of the AGAR 2019/20 Part 2, confirming 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 a limited assurance review, was **approved** by the Council.

14 Signing of Annual Governance Statement and Accounting Statements. The Chairman and the Clerk were **authorised** to sign the Annual Governance Statement, and the Chairman was **authorised** to sign the Accounting Statements.

15 Electors' rights. It was **noted** that the Clerk, as Responsible Financial Officer (RFO) has set the commencement date for the exercise of public rights as 1 September 2020.

16 Signing of Certificate of Exemption. The RFO and the Chairman were **authorised** to sign the Certificate of Exemption. The Clerk will then send this to the External Auditor, and publish all the required documents on the website and notice boards.

17 Explanation of variances and Bank reconciliation. The Explanation of variances and Bank reconciliation for the year ended 31 March 2020 were **approved**.

18 Internal Auditor. It was **resolved** that Mr. Jamie Kent be reappointed as Internal Auditor for the year 2020-2021.

19 Finance.

19.1 Clerk's salary. It was **resolved** that cheques numbered 100833 & 100834 totalling £990.93 (salary for 30 March 2020 to 28 June 2020: £921.64; payment for use of home as office: £13.00; Mileage Allowance Payment for 12 February 2020 to 7 June 2020: £56.29) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)

19.2 Clerk's reimbursement. It was **resolved** that cheque number 100835 for £26.73 (Postage & telephones £21.22; Stationery £1.69; Other - Land Registry Title search £3.00; VAT £0.82) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 10 March 2020 to 7 June 2020. (*Local Government Act 1972 s.111*)

19.3 Other (promotion of tourism). It was **resolved** that cheque number 100836 for £4,775.00 to Village Sign People be signed, in settlement of invoice no. 145 for manufacture of the replacement Whinburgh Village Sign, to be held by the Clerk until delivery. (*Local Government Act 1972 s.144*)

- 19.4 This agenda item was withdrawn as Cllr Whiteley reported that the Internal Auditor, Mr. Jamie Kent, had indicated that he wishes to undertake this role on a purely voluntary basis, as a contribution towards the life of the Parish. The Clerk will write in thanks.
- 19.5 **Field & Pavilion.** It was **noted** that on 22 May 2020 Anglian Water deducted £1.71 from the Council's account by Direct Debit, in settlement of their bill no. 7196535 for water supplied. (*Local Government Act 1972 s. 111*)
- 19.6 **Field & Pavilion.** It was **noted** that on 22 June 2020 nPower will deduct £136.35 (£129.85 + £6.50 VAT) from the Council's account by Direct Debit, in settlement of their invoice for electricity supplied from 24 February 2020 to 19 May 2020. (*Local Government Act 1972 s. 111*)
- 19.7 **Credit.** Receipt of the following credit was **noted**:
- 19.7.1 Breckland Council - Glass recycling: £138.68 - 2 June 2020.
- 19.8 **Budgets.** It was **agreed** to vire the sum of £54.00 from the Staff Costs budget (formerly Clerk's salary) to Other Staff Related Costs (formerly Clerk's Mileage Allowance) in order to accommodate the changes made to the way of reporting the costs of Homeworking Allowances in the 2020/21 AGAR.
- 19.9 **Monthly Report.** The report for the month ending 31 May 2020 was **received**.
- 20 **Matters for consideration at next meeting.** None.
- 21 **Next meeting.** The next meeting of the Parish Council was **confirmed** as **Wednesday, 15 July 2020**, at 7.30 p.m. via **video link**.

Because of the difficulties in signing minutes as required by The Local Government Act 1972, Sch, 12 para 41(1), these minutes were approved by the Council at its meeting on 15 July 2020, and later signed by the Chairman of the meeting held on 14 October 2020.

Tony Neednam, Chairman

Possible Future Meeting dates:

Wednesday, 15 July 2020	Wednesday, 14 October 2020	Tuesday, 19 January, 2021
Tuesday, 18 August 2020	Tuesday, 17 November, 2020	Tuesday, 16 February, 2021
Tuesday, 15 September 2020	Tuesday, 15 December, 2020	Tuesday, 16 March, 2021

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