

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 21 September 2021 at 7.30 p.m. in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Nick Anema, (Vice-Chairman), Siân Carrell, Simon Whiteley.
Julian Gibson (Clerk).

Absent: Councillors: Mike Goodrick, Mark Hansell, Karen Latham Tony Needham.

In the absence of the Council Chairman the Vice-Chairman assumed the Chair.

- 1 **Apologies for absence.** It was **resolved** to accept the reason for absence offered by Cllr. Hansell, Cllr. Latham and Cllr. Needham. County Cllr. Ed Connolly and District Cllr. Ian Martin had also both sent their apologies.
- 2 **Declarations of interest.** None.
- 3 **Dispensations.** None.
- 4 **Public Participation Session.**
 - 4.1 **Water on road outside Lolly Moor.** It was reported that the Norfolk Wildlife Trust had tried digging a drain to prevent this but this was not adequate. The Chairman said he would have a word.
 - 4.2 **Damaged tree on south side of Playing Field.** It was reported that a branch had come off a tree within the curtilage of the Old Rectory and fallen on the Playing Field. Cllr. Hansell had arranged for the fallen timber to be removed, but there still appears to be some damage to the remaining tree which needs checking out. Cllr. Whiteley said he was in contact with a forester working on that site and would ask him to ensure that this was safe.
- 5 **Standing item: Play equipment inspection.** In the absence of Cllr. Needham there was no update, but the Clerk said he would obtain the record form and then ask another Member to take on this important responsibility.
- 6 **Minutes.** The minutes of the Meeting held on Tuesday, 21 August 2021 were **confirmed**, and **signed** by the Chairman.
- 7 **Matters arising.**
 - 7.1 **Damage to Pavilion.** It had been pointed out at the last meeting that there had been some damage to the exterior of the rear wall of the Pavilion, and that this appeared to be allowing water to seep in to the structure of the wall. The Clerk reported that he had tried to contact Wernick for advice, but received no reply as yet, so had patched it up with sealant as a temporary measure.
 - 7.2 [13.2] **Play Area bench.** The new bench has been delivered. Cllr. Whitely undertook to secure it in the appropriate location as part of the work under agenda item 12. He said he would also secure the wobbly notice board at the same time.
- 8 **Correspondence.** The following correspondence was **received**.
 - 8.1 *Breckland Cllr. Ian Martin: *Waste collections update*.
 - 8.2 *County Cllr. Ed Connolly: *Latest Information, Advice, Useful Links and Service Updates*.
 - 8.3 *Clerks & Councils Direct* - September 2021.
 - 8.4 *George Freeman, MP: *A Vision for the "Norfolk Research Triangle*. Nobody has expressed an interest in volunteering!
 - 8.5 Barclays Bank Plc: *Your Business accounts - at a glance* - Your balances on 31 August 2021.
 - 8.6 Barclays Bank Plc: *Your Community Account* - 31 July - 31 August 2021.
 - 8.7 Barclays Bank Plc: *Your Active Saver Account* - 31 July - 31 August 2021.
 - 8.8 *Norfolk Constabulary: *Community Update* - September 2021.

9 Planning.

- 9.1 **3PL/2021/1128/F: Barn 2, Manor Farm, Church Road, Whinburgh.** To note that, having been asked about this application by the Clerk, Ward Member Ian Martin made enquiries with the case officer, who believes that the Class Q prior approval already given by Breckland is a material planning condition to be balanced against the failure to comply with Local Plan policies. Accordingly, he has applied to have the application called in for determination by Planning Committee.
- 9.2 **3PL/2021/0477/LB: Whinburgh Old Hall, Dereham Road, Whinburgh.** Maintenance and improvement work, (see schedule of works). Listed Building Consent dated 10 September 2021 was **received**.
- 9.3 **3PL/2021/1124/HOU: Manor Spring Cottage, Shop Street, Whinburgh.** Proposed two storey side and rear first floor (above kitchen) extension and double garage. Planning Permission dated 16 September 2021 was **received**.

10 Breckland Council Local Plan issues. Cllr Martin had reported that Breckland was going to pursue a twin track approach. The first track is to seek to neutralise Policy INF03. As matters stand unless INF03 is neutralised then as of November 2022 the Housing policies and others will be rendered out of date, irrespective of whether Breckland can demonstrate a 5-year land supply, and as a result the NPPF's balance in favour of development would kick in. The second track is the full review of the Local Plan as required by the Government every 5 years. However, such a review takes time and even if there is success with INF 03, then all plan policies are rendered out of date if by the 5th anniversary of the adoption of the Local Plan, i.e. November 2024, if such a review has not been submitted, examined and adopted by that date. This is would be a challenge to achieve, and the paper agreed at Cabinet includes a 3-year gap between November 2024 and the adoption of the new Local Plan by November 2027. During that period the whole current plan would be deemed to be out of date and the tilted balance and NPPF would kick in. However, with the appointment of a new Secretary of State, all matters have become even more uncertain.

11 Norfolk Community Infrastructure Fund. It was noted that Norfolk County Council has announced the creation of the Norfolk Community Infrastructure Fund. The Clerk assured the Council that, should an appropriate project come up, he would include this in his search for possible sources of funding.

12 Play Area. Cllr. Whiteley gave a report covering the various items of work needed to bring the surrounds of the Play Area up to standard:

- 12.1 With the help of a resident he will arrange for the eastern boundary hedge of the Playing Field to be topped. The Clerk will contact BT Openreach with a view to getting the sagging telephone wires lifted so this can take place.
- 12.2 He would deal with the brambles in the corner by the shed.
- 12.3 A resident has offered to arrange for the east hedge (Leylandii) of the play area to be cut, and also both sides of the northern (beech) hedge when the old railway sleepers have been removed.
- 12.4 The resident who currently cuts the verge outside the Playing Field has offered to regularly cut the Play Area when there is suitable access.
- 12.5 Cllr. Whiteley went over the site with a contractor (also a resident) who would (a) remove the sleepers and level, (b) fill and level the rest of the old bowls ditches, (c) install a pedestrian gate in the northern end of the west side (at the entrance path), (d) install farm gate in the west side (to allow equipment entry) (e) replace the existing gate in the south side (all three gates to be timber to maintain the rural look), (f) remove and replace the old roof on the shed and associated guttering, and replace the door with a more secure one, (g) level up the fencing where necessary and then treat the fences and shed.
- 12.6 Where necessary Cllr. Whiteley will sow grass seed.

Cllr. Whitely has obtained a quotation for most of this work from one contractor, but needed to make a few checks on specific items, so it was not possible to give the go-ahead immediately. However, he hoped to have that information settled by the next meeting, when he will report again and seek Council authority to proceed.

- 13 External Audit.** Notification of the External Auditor's completion of the limited assurance review documentation was **received**. The Clerk explained that unfortunately he has inserted the wrong month in the date he had (as Responsible Financial Officer) signed the Accounting Statements, which therefore made it look as though these were approved by the Council before he had done so. However, he was able to provide the Auditor with incontrovertible evidence that this was merely a typing error, and that everything had been done correctly. Therefore, it was **agreed** that no action was required as a result of the matters arising the review, and it was thought that if that was the only thing the Auditor could find to worry about, the Council should have no concerns.
- 14 Electricity supply.** It was **noted** that the Clerk has referred another business with which he has a connection to Octopus Energy. If they do go ahead and transfer their business a £100 credit will be applied to the Council's account with the supplier.
- 15 Minute Book.** It was **noted** that the Clerk had bound the Council Minutes for 1 April 2019 to 31 March 2021 and will deposit these with the other Council papers at the Norfolk Record Office in due course.
- 16 Finance.**
- 16.1 Clerk's salary.** It was **resolved** that cheques numbered 100887 & 100888 totalling £1,132.56 (salary for 28 June 2021 to 26 September 2021: £946.66; payment for use of home as office: £13.00; Mileage Allowance Payment for 7 June 2021 to 11 September 2021: £172.90.) to the Clerk and HM Revenue & Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 16.2 Clerk's reimbursement.** It was **resolved** that cheque number 100889 for £68.70 (Postage & telephones £22.17; Other - Sign unveiling/Litter sign £43.52; VAT £3.01) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 7 June 2021 to 11 September 2021. (*Local Government Act 1972 s.111*)
- 16.3 Audit and Elections.** It was **resolved** that cheque number 100890 for £240.00 (£200.00 + £40.00 VAT) to PKF Littlejohn LLP be signed, in settlement of their Invoice no, SB20210812 for the Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2021. (*Local Government Act 1972 s. 111*)
- 16.4 Maintenance of the burial grounds.** It was **resolved** that cheque number 100891 for £300.00 to Whinburgh & Westfield Parochial Church Council be signed, as a grant towards the costs of maintaining the burial grounds in the parish. (*Local Government Act 1972 s 214(6)*) (**Note:** The Clerk has on a previous occasion advised the Council that this could be *ultra vires* under *Local Government Act 1894 s.8*)
- 16.5 Field & Pavilion.** It was **noted** that on 10 September 2021 Octopus Energy deducted £13.51 (£12.87 + £0.64 VAT) from the Council's account by direct debit, in settlement of invoice no. 0013, for electricity supplied. (*Local Government Act 1972 s. 111*)
- 16.6 Monthly Report.** The report for the month ending 31 August 2021 was **received**.
- 17 Matters for consideration at next meeting.** None.

18 Next meeting. The next meeting of the Parish Council was **confirmed** as Tuesday, 19 October 2021, at 7.30 p.m. in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Confirmed:

(Signature)

(Name) *Mike Armitage* *VICE -*, Chairman

19 October 2021

Possible Future Meeting dates:

Tuesday, 19 October 2021	Tuesday, 14 December 2021	Tuesday, 15 February 2022
Tuesday, 16 November 2021	Tuesday, 18 January 2022	Tuesday, 15 March 2022

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