

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of the Annual Meeting of Whinburgh & Westfield Parish Council on Tuesday, 20th May 2025 at 7.30pm in Whinburgh & Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

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

Also, present DC Paul Plummer and 8 members of the public

1. Election of Chair

Cllr Carrel was unanimously elected as Chair. This was proposed by Cllr Anema and seconded by Cllr Godliman. Cllr Carrel signed the declaration of acceptance of office.

2. Election of Vice-Chair

Cllr Anema was unanimously elected as Vice-Chair. This was proposed by Cllr Godliman and seconded by Cllr Carrel. Cllr Anema signed the declaration of acceptance of office.

3. Apologies for absence

Apologies were received and accepted by Cllr Riches.

4. Members declarations of interest for items on the agenda and to consider any requests for dispensation for Councillors with a Pecuniary Interest

Cllr Godliman declared an interest in item 11.3.

5. Public participation session

DC Paul Plummer asked if the Parish Council had received any further notifications regarding the Tollers Lane Footpath that runs from Yaxham through Whinburgh to Garvestone. The Clerk reported they hadn't received any further correspondence.

Cllr Anema asked if the Clerk had received an update from Highways regarding the men at work sign and barriers by the culvert pipe at Lolly Moor as nothing had been done. The Clerk reported that she hadn't and would follow this up with Highways.

6. Standing item: Play equipment inspection.

6.1. Monthly play equipment inspection

Cllr Gundry reported there were no issues with the play equipment.

The Clerk informed the council the playground inspection was booked for June.

6.2. Playground moles

Cllr Gundry had met with the mole catcher, but there were no moles at present. If the moles return, then he would contact him.

7. Appointment of a Councillor responsible for playground inspections

Cllr Gundry confirmed he was happy to continue with the playground inspections. This was proposed by Cllr Carrel and seconded by Cllr Plummer and unanimously **agreed**.

8. Minutes of the meeting held on Tuesday, 15th April 2025

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.

9. Items not on the agenda from the last meeting

The Clerk reported that on the 2025/26 AGAR there will be a new assertion that the following will be in place – The Clerk's email address must end in gov.uk or org.uk. It will be 'best practice' that this is gov.uk.

The Clerk confirmed it was not yet a requirement for Councillors to use their gov.uk email address.

10. Correspondence received since the April meeting.

Norfolk ALC, Norfolk ALC – website additional features, CC Ed Connolly – Feedback form regarding the Local Government reorganisation, Local Government reorganisation – Town and Parish Online Briefing, RoSPA Play Safety inspection, Breckland Planning enforcement, Nutrient Neutrality Fund, NCC – Local Government Reorganisation - Parish and Town Council engagement events, Norfolk ALC AGM invitation, Environment Agency Maintenance Work, CC Ed Connolly – NCC Parish report, Community Speed watch, Community Action Norfolk, Norfolk Community Foundation, Residents, Breckland Business Bulletin and Breckland Sam Allen-Chapman – Local plan update invite.

11. Planning

11.1. To receive and consider any new planning applications

No new planning applications had been received.

11.2. To note any planning decisions

There were none.

11.3. Other planning issues – Sale of Glebe Land, Westfield

Cllr Godliman informed the Council the land had been sold, and he had purchased half.

12. Update on the fly tipping on Whinburgh Railway bridge

The Chair reported the Land Registry was still 18 months behind with registrations.

It was **agreed** the Clerk would contact Breckland and inform them of the fly-tipping that has currently been left in the layby.

13. Memorial Tree for Simon Whiteley

Cllr Riches had informed the Clerk that the Vicar had said yes to planting a tree in Westfield Church yard in memory of Simon.

It was **agreed** another tree would be planted on the Playing Field in the Autumn along with a plaque. Cllr Anema to speak to Simon's family and ask what their preference would be.

14. Update on the Community Speed watch, Dereham Road, Westfield

This was discussed, it was felt it would be hard to get 6 volunteers. This will be moved to the following month due to Cllr Riches absence.

15. Events

15.1 Whinburgh Dog and Steam event 16th August 2025

The Chair reported the meetings continued to be very well attended by residents volunteering and another meeting would be held at 7pm 27th May 2025.

16. Electricians' suggestion for the heating at the Pavilion

The Clerk explained the electrician had been out and looked at the radiators and suggested a new digital thermostat be installed to control the heaters at a cost of £225 ex VAT. This should solve the problem of the radiators constantly coming on during the winter as the thermostat is much more accurate than the ones currently on the radiators. This was proposed by Cllr Carrel and seconded by Cllr Godliman and all **agreed**.

17. Finance

17.1. Asset register for 2024/25

The asset register was reviewed and unanimously agreed proposed by Cllr Plummer and seconded by Cllr Godliman.

17.2. Insurance

The Parish Council is in a three-year long-term agreement with Clear Councils. The renewal was noted and unanimously **agreed** at a cost of £730.98 an increase of £49.71 from the previous year.

17.3. Accounts for the year ending 31st March 2025

This had been circulated and was unanimously **agreed**, proposed by Cllr Blanch and seconded by Cllr Anema.

17.4. Internal Auditor's report

This was received and reviewed. No formal recommendations were made, and it confirmed that the governance procedures and accountancy records are of a good standard.

17.5. Annual Governance Statement

2024/25 Annual Governance Statement was completed. The Chair and Clerk were authorised to sign on their behalf. Proposed by Cllr Anema and seconded by Cllr Godliman and unanimously **agreed**.

17.6. Statement of Accounts

2024/25 Statement of Accounts was signed by the Chair. Proposed by Cllr Anema and seconded by Cllr Plummer and unanimously **agreed**.

17.7. Certificate of Exemption (to except from external audit)

It was noted that as the Council's income and expenditure for the year was under £25,000 the Council could exempt itself from External Audit. This was considered and proposed by Cllr Anema and seconded by Cllr Godliman and unanimously **agreed**. The Chair and the Clerk signed the form.

17.8. To appoint a Councillor as Internal Control Officer for the coming year

It was agreed Cllr Gundry would continue to undertake quarterly reviews of the accounts for the following year. Proposed by Cllr Anema and seconded by Cllr Carrel.

17.9. The following were approved for payment (* already paid)

To pay	Detail (invoices available for viewing)	Total	VAT	Ex VAT
Octopus	Electricity (1/4/25 – 30/4/25) *	£72.22	£3.44	£68.78
Robin Goreham	Internal Audit	£60.00	-	£60.00
Clerk	Norton – Anti virus	£49.99	£8.33	£41.66
Clerk	March Wages and expenses	£398.14	£1.20	£396.94
HMRC	PAYE	£70.40	-	£70.40

17.10. To note receipt of the any credits

Detail	Total
None	-

17.11. New bank signature for Barclays

The Chair is continuing to try and add Cllr Godliman

18. General Parish issues

Cllr Anema noted the bungalow next to Stegg's Lane is up for sale.

Cllr Godliman raised an email which had been received how very pleased they were with the Bench and renovated Westfield sign and asking if it would be possible to add a parking space or cordon off the green as the grass is getting churned up. This was discussed and it was **agreed** the Clerk would contact Highways and ask if they would allow the Parish Council to erect bollards, before this is added to the agenda.

Cllr Gundry raised the Pavillion he would like the Pavillion and playing field to be better used and invited the others to consider ways in which this could be done. Various ways of advertising the Pavilion were discussed along with events or clubs.

19. Matters for consideration at the next meeting

Simon's Memorial

Community Speed Watch

- 20.** The next Meeting of the Parish Council was confirmed as Tuesday 17th, June 2025 at 7.30 p.m. In Whinburgh and Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

The Chair closed the meeting at 8.25pm