

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of the meeting of Whinburgh and Westfield Parish Council on Tuesday 12th August at 7:30 PM in Whinburgh and Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

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

Also, present 1 member of the public

1. Apologies for absence

Apologies for absence were received and accepted from Cllr Jeremy Riches and DC Paul Plummer. Cllr Nick Anema was absent. The councillor subsequently advised the Clerk that the absence was due to an oversight.

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

There were none.

3. Public participation session

No matters were raised

4. Standing item: Play equipment inspection.

4.1 Monthly play equipment inspection

Cllr Gundry reported that all the play equipment was in good order.

4.2 To receive an update on the Playing Field cuts

The Chair reported that the playing field had been cut earlier in the week.

4.3 Update on the working group and actions taken in response to the play inspection findings
The Chair thanked Richard, John, Pete, Dave Trudge, Richard and Allison Billby for their valuable contribution to the recent maintenance efforts. Their work tidying the area around the pavilion, the footpath, and the children's play equipment was greatly appreciated. In addition, they have established a composting area in the corner of the field, in alignment with the Parish Councils biodiversity policy.

Cllr Gundry reported that the gate and the springs had been repaired. He further noted that the uneven paving slabs were not considered to pose a significant issue at this time.

Cllr Gundry raised a concern regarding instances of dog fouling on the playing field. It was noted that, overall, the field remains in good condition, and such occurrences are typically due to an oversight by individual dog owners.

5. Minutes of the meeting held on Tuesday, 1st July 2025.

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

6. Items not on the agenda from previous meetings.

- Dereham Post Office to remain open and is set to be taken over by ZCO Ltd.
- Breckland Planning was contacted regarding planning application PL/2025/0642/FMIN advising them of councillors concerns that statutory planning notices did not appear to have been posted at the site location, and that neighbouring residents had not received any formal notification about the application. Breckland Planning responded - letters were issued to directly adjacent properties on the 12th of June 2025 by post and the enquiry regarding the public notice has been referred to the planning officer.
- A modification Order was received from Norfolk County Council - Section 53 of the Wildlife and Countryside Act, 1981 Norfolk County Council (Whinburgh, Yaxham and

Garvestone) Modification Order 2023 – this Order is to add a restricted byway along the route.

- Highways responded to the Parish Council's enquiry as to whether we are allowed to cut around highways signs that are overgrown ourselves? They advised "please report these via the reporting system and one of the team will pick these up."

7. Correspondence received since the July meeting.

Norfolk ALC – Local Government Reorganisation, CC Ed Connolly's Parish Report, Norfolk Community Foundation, Norwich Western Link project update, Notification of General Vesting Declaration: Norfolk Vanguard & Norfolk Boreas Offshore Wind Farms, Norfolk ALC, Safer Neighbourhood Action Panel Meeting, Breckland Enforcement, NCC Modification Order, CC Ed Connolly's Member's Briefing, about Dereham, Offshore Wind project update, Community Action Norfolk and PKF Littlejohn – notification of exempt status has been logged.

8. Memorial Tree for Simon Whiteley

Councillors unanimously **agreed** to plant two trees, one on the playing field to be located near the tree planted for the Queen's Jubilee, and one within the churchyard at Westfield. It was **agreed** a limit of £150 would be spent on both trees proposed by Cllr Carrel and seconded by Cllr Blanch.

Councillors will investigate suitable tree species for each location, with the intention of planting in the autumn.

9. Events

9.1 Whinburgh and Westfield Dog and Steam event 16th August 2025

The Chair expressed her appreciation for the support and involvement of both Whinburgh and Westfield residents in organising and running the event. Councillors echoed this sentiment, noting the creativity and commitment shown by all those who had contributed.

It was confirmed that all proceeds from the event will be donated to PACT and the Whinburgh Church.

9.2. To discuss event insurance and consider any amendments required

The Chair raised the matter of the cost of the insurance for the upcoming event, noting the cost of £88.98. Councillors were asked to consider whether this expense should be covered by the parish council or deducted from the proceeds of the event. Following a discussion, it was unanimously **agreed** that the parish council would cover the insurance cost.

10. Planning

a. To receive and consider any new planning applications

PL/2025/0990/HOU - New balcony to the rear and internal alterations, including the conversion of the garage and the replacement of the conservatory roof - Gables Lodge Whinburgh Road, Westfield.

No comment.

PL/2025/0904/FMAJ - Construction and operation of a Solar Farm and Battery Energy Storage System, together with related infrastructure, access, drainage, landscaping and other associated works - Land at Park Farm, Birds Corner, Shipdham.

After discussing the application, the Parish Council unanimously **agreed** to submit the following comment -

Whinburgh and Westfield Parish Council fully support the comments submitted from Shipdham Parish Council along with Breckland's recent unanimous vote in favour of the "Save Our Countryside" motion.

b. To note any planning decisions

PL/2025/0826/HOU - Proposed side extension to bungalow - Western Way Dereham Road, Westfield – Granted with conditions

PL/2025/0795/VAR - Removal of Condition 6 on 3PL/2024/0549/F - Home Farm Shop Street, Whinburgh – Granted with conditions

c. Other planning issues – Caravan at Sunset, Shop Street

The Chair reported that a resident had raised concerns regarding a neighbouring property where planning permission had previously been granted for a static mobile home, intended to be temporary until completion and occupation of an annex. The annex is now complete and occupied, however, the mobile home has been relocated to the rear of the property and remains in use.

The resident had been assured at the time of purchasing their property that the mobile home would be removed once the annex was built. Breckland District Council's planning enforcement team investigated and concluded that the mobile home is being used and ancillary to the main dwelling by a vulnerable family member with all primary living activities (e.g. cooking, washing) taking place in the main house. As such, they determined there was no breach of planning control and closed the case.

The resident expressed dissatisfaction with this outcome, particularly regarding the perceived change of planning conditions. Following a discussion, it was **agreed** that the Clerk would contact Breckland Planning Enforcement and District Councillor Paul Plummer relaying the resident's concerns, seeking clarification on the change on planning conditions.

d. Breckland's Local Plan Consultation update

Councillors attended the consultation and were asked to submit comments by a specified deadline. Following discussion and agreement with fellow councillors, Cllr Plummer submitted a response on behalf of the Parish Council.

11. Finance

11.1 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 2025/26 was noted.

To pay	Detail (invoices available for viewing)	Total	VAT	Ex VAT
Octopus Energy	Electricity (01/6/25 – 30/6/25) *	£26.20	£1.25	£24.95
Begley Electrical	Supply and fit new digital thermostat	£270.00	£45.00	£225.00
Norfolk ALC	Website hosting Fees	£84.00	£14.00	£70.00
Norfolk PTS	Planning Training	£78.00	£13.00	£65.00
Clerk	July and August Wages and expenses	£687.52	£0.90	£686.62
HMRC	PAYE	£117.40	-	£117.40

11.2. To following receipts since the last meeting were noted.

Detail	Total
Breckland – Recycling Payment for 2025	£97.39
Npower	£30.76
Hall hire	£24.00
Hall hire	£20.00

11.3 Parish Partnership Scheme 2026/27

This was discussed and **agreed** not to pursue this at this time.

11.4 Website upgrade

It was noted that the site now includes useful links to services such as Highways, waste collection and the police.

12. General Parish issues (for information only)

The Chair had received a request to consider relocating the existing dog waste bin to a position adjacent to the gate at the playing field. The Chair sought the views of the Council regarding this proposal. Members noted that the bin had been situated in its current location for a considerable period without issue and that placing the bin near the gate would position it directly opposite residential properties, potentially resulting in complaints related to odour. Therefore, members are happy not to relocate it.

Cllr Godliman reported that Highways signage and barriers remain in place outside Lolly Moor and near the bridge in Westfield. No work would have been observed on the site and there appears to be no ongoing activity aside from the continued presence of the barriers.

The Clerk confirmed that she had previously contacted highways regarding the matter. A response was received indicating that the issue would be investigated. The Clerk will follow up with Highways to seek further clarification and request an update on the expected timeline for action.

Cllr Gundry reported that he had been informed someone was interested in purchasing the land in Garvestone which is jointly owned by the Parish Council and Whinburgh Parochial Charity.

The Chair asked that this be added to the next meeting agenda as if the land is not to be sold it needs to be formally advertised for rent.

13. Matters for consideration at the next meeting.

Land at Garvestone

14. The next meeting of the Parish Council was confirmed as Tuesday 16th, September 2025 at 7.30 p.m. in Whinburgh and Westfield Parish Pavilion.

The Chair closed the meeting at 8.20pm