

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of the Annual Meeting of Whinburgh and Westfield Parish Council on Tuesday 19th May 2026 at 7:30pm in Whinburgh and Westfield Parish Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

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

Also, present 4 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 Plummer. 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 Carrel and seconded by Cllr Godliman. Cllr Anema signed the declaration of acceptance of office.

3. Apologies for absence

There were none.

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

None.

5. Public participation session

District Cllr Paul Plummer congratulated the Chair and Vice-Chair on their continuation in office and also offered his congratulations to the newly elected County Councillor, Mr Kher. He also commented on Item 12, Planning Application **PL/2026/0510/OMAJ**, noting that the access arrangements were of particular importance. The application was briefly discussed, with further discussion later on in the meeting.

6. Standing item: Play equipment inspection.

6.1 Monthly play equipment inspection

Cllr Gundry reported that all play equipment was in good order. The Clerk confirmed that the annual independent play area inspection has been booked for June, the inspector will attend when they are in the area carrying out other playground inspections, so no specific date has been provided.

The grass-cutting arrangements were discussed. Councillors agreed to continue monitoring when cuts have taken place, and the Clerk will raise an invoice for the contractor after each meeting. At that point, councillors will confirm how many cuts have been completed between meetings. It was noted that two cuts have taken place so far this season. The first cut will be free of charge, carried over from the previous year. This invoicing approach will commence after the June meeting.

7. Minutes of the meeting held on Tuesday, 21st April 2026.

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

8. Items not on the agenda from previous meetings.

- Wave was unable to provide a quotation for the SPID/Meter number as the Parish Council does not meet their minimum spend threshold. A three-year fixed-term contract has therefore been agreed with Love Energy (Everflow) at a cost of £169.12 per annum.

- The defibrillator cabinet was installed on Friday 15 May. The defibrillator unit itself is currently with the Clerk, who will complete the setup and notify the emergency services once the road is reopened.
- The Clerk confirmed that an email was sent on 23rd April requesting that Planning Application **PL/2026/0510/OMAJ** (360 dwellings) be called in.

District Cllr Paul Plummer has confirmed that the Planning Application has now been formally called in.

9. Correspondence received since the April meeting.

Norfolk ALC, emails from residents, Clear Councils, Wave, Breckland Mindful Towns and Villages, ROSPA Play safety, Breckland – Environmental Services regarding the kerbside collection of small electricals and batteries is suspended following a fire, Internal Auditor, Zurich Insurance, electricians for British Heart foundation, The Sign Maker and Wayland Agricultural Show.

10. Simon Whiteley Memorial

The Clerk reported that the memorial plaque had been dispatched but had not been received. The supplier has since produced a replacement, reconfirmed the delivery address, and advised that it will be sent again shortly.

Cllr Anema confirmed that he had not yet purchased the trees (small-leaved lime).

Cllr Riches would contact Simon's daughter to ask whether she would like to be involved in the tree planting.

The location for the tree within the graveyard was discussed.

11. Update on the lease agreement for the land lying to the south-west of Dereham Road, Garvestone, and the land on the south-west side of Dereham, Whinburgh, jointly owned by the Parish Council and Whinburgh Parochial Charity.

The Chair reported that she had spoken with the new tenant regarding the draft lease. A few clauses require further discussion, and she will meet with him again in the coming weeks to review these points. Once the amendments have been made, the Chair will circulate the updated draft for councillors' consideration, with the aim of agreeing the final version at the next meeting if possible.

12. Planning

12.1. New planning applications

PL/2026/0510/OMAJ - Outline planning permission (with all matters reserved except for means of access) for residential development for up to 360 dwellings, including affordable housing, public open space, sustainable urban drainage system and associated infrastructure, including diversion/alterations to the B1135 (Yaxham Road) - Land At Dumpling Green, Dereham

The application was discussed thoroughly. Councillors identified significant concerns relating to –

- **Environmental impacts**
- **Highways and transport impacts**
- **Social infrastructure (schools and GP provision)**
- **Flooding and drainage**
- **Cumulative impacts with other developments**

It was proposed by Cllr Godliman, seconded by Cllr Carrel, and unanimously agreed that the Council objects to this application. The Clerk will submit the objections to the Local Planning Authority.

12.2. To note any planning decisions
None

12.3. Delegated powers to the Clerk

It was proposed by Cllr Anema and seconded by Cllr Carrel and all agreed that where it is not possible to obtain a necessary extension from the District Council to allow a planning application to be considered at the next Council meeting, the Clerk would, having consulted the members of the Council, make the necessary response or convene a extraordinary meeting of the Council.

12.4. Other planning issues
None

13. Footpath issues needing attention

This item was considered and there were no new issues to note at present. The only outstanding matter remains the overgrown Tollers Lane footpath, which has not been used since 1969. Norfolk County Council has confirmed that it will be cleared when finances allow.

14. Land at Steggs Lane and options for its potential rental

Cllr Riches commented that it would be positive to see the land used for community benefit, such as creating a space for people to walk around. Members discussed the possibility of clearing part of the woodland to make the area more accessible. The Chair suggested that the land could be offered for rent, noting that someone might be interested in managing it. Following a discussion, the Chair proposed, Cllr Godliman seconded and all agreed, that the Clerk draft an advert for the next meeting and locate the title deeds for the land.

15. Events

15.1 Whinburgh Dog event 19th September 2026

The Chair confirmed that a working party is in place and invited any additional volunteers who wished to join to come along. Flyers will be distributed in due course.

16. Finance

16.1 Asset register for 2025/26

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

16.2 Insurance

The Clerk reported that only Clear Councils Insurance had provided a quotation. Zurich initially responded promptly but did not supply a quote, and Gallagher replied only to say they were very busy and did not provide a quote.

Clear Councils Insurance advised the following premiums:

- **Three-year undertaking:** £794.55
- **One-year policy:** £819.32
- **Last year's premium:** £730.98

After a discussion, it was agreed to enter into a three-year undertaking with Clear Councils Insurance. This was proposed by Cllr Anema and seconded by Cllr Gundry.

16.3 Accounts for the year ending 31st March 2026

This had been circulated prior to the meeting and was unanimously agreed, proposed by Cllr Godliman and seconded by Cllr Anema.

16.4 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.

16.5 Annual Governance Statement

2025/26 Annual Governance Statement was completed. The Chair and Clerk were authorised to sign on their behalf. Proposed by Cllr Godliman and seconded by Cllr Gundry and unanimously agreed.

16.6 Statement of Accounts

2025/26 Statement of Accounts was signed by the Chair. Proposed by Cllr Blanch and seconded by Cllr Gundry and unanimously agreed.

16.7 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 Blanch and seconded by Cllr Anema and unanimously agreed. The Chair and the Clerk signed the form.

16.8 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 Carrel and seconded by Cllr Anema.

16.9 The following were approved for payment (* already paid)

To pay	Detail (invoices available for viewing)	Total	VAT	Ex VAT
Octopus	Electricity (1 April – 30 April 2026)*	£33.32	£1.59	£31.73
Robin Goreham	Internal Audit	£65.00	-	£65.00
Sian Carrel	Henry Hoover Bags	£11.99	£1.99	£10.00
Clerk	May Wages and expenses	£366.27	£9.67	£356.60
HMRC	PAYE	£73.00	-	£73.00
Unity Bank	Service Charge*	£7.00	-	£7.00

The Clerk noted that an incorrect PAYE figure had been entered on the agenda. The correct amount is **£73**.

16.10. Receipts since the last meeting

Detail	Total
None	-

16.11 Training services to consider a provider

Members considered whether to remain with Norfolk ALC or move to Norfolk PTS for support and training services. The Clerk reported that the annual cost for Norfolk PTS would be £116.33, while Norfolk ALC's cost was £155.77.

The Clerk further explained that moving to Norfolk PTS would result in higher overall costs, as the Parish Council's website is hosted by Norfolk ALC and the hosting fee would increase if membership were discontinued.

Following discussion, it was agreed to continue with Norfolk ALC. This was proposed by Cllr Carrel and seconded by Cllr Anema.

17 General Parish issues (for information only)

The Chair reported that a resident had kindly cleaned the notice boards, and the notices are now clearly visible.

Cllr Blanch enquired about the potholes that still had not been repaired. The Clerk advised that there had been a misunderstanding regarding the works and confirmed she would follow this up with Highways.

18 Matters for consideration at the next meeting.

- Simon Whiteley Memorial – update
- Lease Agreement – land lying to the south-west of Dereham Road, Garvestone, and land on the south-west side of Dereham, Whinburgh (jointly owned with Whinburgh Parochial Charity) – update
- Land at Steggs Lane
- Whinburgh Dog Show - update

19 The next Parish Council meeting was confirmed Tuesday, 16th June 2026 at 7.30 p.m. in Whinburgh and Westfield Parish Pavilion.

20 To pass a resolution (under the Public Admission to meeting Act 1960) to exclude members of the public and press for the following confidential item:

20.1 Clerk's appraisal

The Chair and Cllr Gundry reported that they had carried out the Clerk's annual appraisal. A brief summary was provided, noting that all were happy with the Clerk. Councillors were pleased to record that the Clerk has successfully achieved her CiLCA qualification.

The Chair closed the meeting at 8.47pm