

AGM Minutes of Westhall Parish Council
Monday 13th May 2019 7.45 pm at Westhall Village Hall

Councillors Present: Mr P Langford (as Chairman), Mr C Baker; Mrs Lesley Brown, Mrs Sally Self, Mr C Punt; Mrs A Donnachie (Clerk)

- 1 Elected Parish Councillors to sign Declaration of Acceptance of Office and Appointment of Chairman for 2019/20:** All Declarations except one were completed. Mr Langford unanimously appointed and to sign Declaration of Acceptance of Office. *Action: Clerk to process declarations and forward Chairman's declaration signature.*
- 2 Apologies and acknowledgment of absences:** Apologies - Mr J Lickman; Cllrs T Goldson & A Cackett
Absent- Mrs L McTaggart
- 3 Declarations of pecuniary and non-pecuniary interests:** None.
- 4 Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council meeting of 11th March 2019 are correct record.
- 5 Chairman and Clerk's report on progress of actions from previous meeting(s):** All actions Completed but following noted:**Item 11a (12/11/18):** Office equipment for use by Parish Clerk, laptop, printer and software, and possible 50% grant application from Cllr Goldson. *Action: Clerk to submit details of equipment and costings to Chairman.* **Item 11 (11/03/19)** Westhall Parish Council Website: Cllr Baker has discussed adding links from our website to those of the Village Community Council and the Parochial Church Council. *Action: Clerk and Cllr to liaise on this and add to next Agenda.* Cllr Punt will look into posting the Parish Council Chairman's Report on the year on the Westhall Village Facebook page. *Action: Clerk to forward Chairman's report to Cllr Punt.*
- 6 Finance:**
 - 6a** Annual Internal Audit Report reviewed. No issues arising.
 - 6b** Standing Orders for PC Meetings approved pending final sign-off at our next meeting to allow minor amendment to Section 15b line 7 replacing word "**external**" to "**internal** audit" due to the authorities certifying ourselves as Exempt on submission of AGAR Part 2 and hence not required to undertake an external audit annually. *Action: Clerk to amend Standing Orders and represent for approval at next meeting.*
 - 6c** Review of Financial Regulations: Approved as drawn.
 - 6d** RFO's report on Accounts for year ended 31 March 2019. The Parish Council's total income for the 2018/19 financial year was £5,693.07 with annual precept of £2,572 and grants towards defibrillator, totalling £1,569 forming major component. Total expenditure was £5,684.15. The Council now has a paid clerk at a salary of £1086. Cash balance was £4,831.25 as at year end.
 - 6e** Accounts approved and signed by Chairman.
 - 6f** Annual Governance Statement (AGARs 2018/19 Part 2) approved with the authority certifying itself as exempt at this meeting by completing Certificate of Exemption. Chairman & Clerk/RFO signed. *Actions: Clerk to forward Certificate of Exemption to external auditor and publish Notice of the period for the exercise of public rights and to publish financial documents on our website and on village noticeboard as required from 4th June to 13th July 2019*
 - 6g** Accounting Statements previously signed by RFO (Page 5 Annual Return) approved and signed by Chairman.
 - 6h** Bank reconciliation to 30th April 2019 approved and signed by chairman, current balance being £6,243.46.
 - 6i** Cheques signed to: SALC £178.40 (no VAT) for annual subscription; Vertas £88.92 + VAT for Pleasure Ground grass cut from 1st April to 30th June 2019; Clerk £181 as salary for May & June plus £7.78 stationery & £12.60 mileage.
 - 6j** Annual Funding Requests: Halesworth Lights Switch on - Not approved. Suffolk Accident Rescue Service - Approval for £50. Halesworth Town Centre 1 hour Free Parking contribution - Pending as awaiting confirmation from East Suffolk Council that the free parking scheme is to continue.

7 Planning Applications:

- 7a Important changes to Development Management (Planning) at East Suffolk Council:** Hosting sessions for Town & Parish Council representatives to clarify the changes. Cllr Lickman and Cllr Punt will be attending. *Action: Clerk to book a place for Cllr Punt.*
- 7b Sallows Farm, Lower Common, Westhall File Ref: DC19/1163/PN3,** agricultural building change of use to accommodation: No objections/comments from WPC.
- 7c. Oak Tree Farm, Cox Common, Westhall - Application DC/19/0915/PN3 & DC/19/0939/FUL|:** Two applications for change of use of agricultural buildings to dwelling houses//holiday lets. This application could not be formerly discussed as the deadline for observations was 9th May. However, the Chairman submitted comments as an individual, expressing concerns regarding why these applications were made separately and asking that the Planning Department look at these holistically as one planning application. He expressed concerns and lack of clarity on whether application 0939 is for a private dwelling or additional holiday lets; access/exit safety from site and Access and highways failure to mention proposed new field access from Butts Road.

- 8 Footpath 14 & Bridleway 16 Modifications:** Order Decision has been made to modify the definitive map and statement for the area. The changes would rectify an anomaly with footpath and bridleway access between Stradbroke Town Farm to the old Holton airfield. A copy of the order can be viewed at <http://www.suffolkpublicrightsofway.org.uk/home/public-notice-about-legal-orders/> or at Halesworth Library.

9 Correspondence Received:

- 9a Waveney Local Plan Update:** Confirmation that this Plan has been adopted by Waveney District Council on 20th March 2019. Local Plan sets out the level of growth which needs to be planned in the area and identifies where that growth should be located and how it should be delivered covering the period 2014-2036. Westhall has a proposed housing development at Locks Road. *Action: Clerk to contact Principal Planner to request a hard copy of the Waveney Local Plan and Policies Map (as relevant to our area).*
- 9b European Parliamentary Election - Eastern Region:** Statement of Parties and Individual Candidates Nominated and Notice of Poll. Election date is Thursday 23 May 2019 between 7am and 10pm and our Polling Station will be the Village Hall. *Action: Clerk to post details on website and our noticeboard.*
- 9c Declaration of the Result of Poll Election of District Councillors for Halesworth:** Alison Cackett and Anthony (Tony) Goldson have been elected as our District Councillors. *Action: Clerk has posted details on our website and noticeboard.*
- 9d Lowestoft Town Council Training Sessions for new Local & Parish Councillors:** Due to other commitments only Cllr Charles Baker will be able to attend the 14th June session.
- 9e Suffolk Highways Review & programme for this season's grass cutting service:** Westhall is scheduled one cut in the growing season on Wednesday 10th July 2019. *Action: Clerk to post on website.*
- 9f Announcement of new SALC Website:** *Clerk to distribute details to all Parish Councillors.*
- 9g The Adnams Community Trust Report & Accounts 2017-18:** If anyone wishes to view this report please collect from Clerk.

- 10 Reports from other organisations: Suffolk Constabulary Safer Neighbourhood Team (Halesworth):** Cllr Baker has agreed to liaise with the Police on behalf of the Council and attending their quarterly meetings. Access information on <https://suffolk.police.uk/your-area/halesworth>

- 11 Any Items of Information:** None

- 12 News Items for HCN and other media:** Newly appointed Parish Councillors for Westhall; Annual Internal Audit; Donation to Suffolk Accident Rescue Service; Planning Inspectorate decision on Footpath changes.

- 13 Meetings for 2019:** 7.30 pm 8th July; 9th September and 11th November.

Meeting closed at 8.30 pm