

**Minutes of Westhall Parish Council
Monday 8th July 2019 at 8.15 pm Westhall Village Hall**

Councillors Present: Mr P Langford (as Chairman), Mr J Lickman, Mr C Baker; Mrs L McTaggart, Mrs L Brown, Mrs S Self, Mrs A Donnachie (Clerk)

In Attendance: Members of the public

- 1 **Apologies and acknowledgment of absences:** Apologies - Mr C Punt, Cllr A Cackett & Cllr T Goldson
- 2 **Declarations of pecuniary and non-pecuniary interests:** None.
- 3 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council AGM and Westhall Parish Annual Meeting held on 13th May 2019 are correct record.
- 4 **Chairman and Clerk's report on progress of actions from previous meeting(s):** All actions completed/designated to other Agenda items below, but following noted: **Item 11a (12/11/18) Office equipment:** Chairman wrote to Cllr Goldson and he agreed to provide £500 towards the cost of purchase. **Item 11 (11/03/19):** See Agenda Item 9 below. **Item 9a (13/05/19) Waveney Local Plan Update:** Hard copy of the Waveney Local Plan and Policies Map received. Cllr Lickman has taken taken this away to study.
- 5 **Finance:**
 - 5a **Financial Report by Clerk:** Bank reconciliation of accounts to 30th June 2019. Current balance held is £5845.90.
 - 5b **Update on Final Year End Accounts, Audit, Budget & Review of Reserves Policy:** Confirmation from external auditors that our notification of exempt status 2019 has been received and consequently no auditor certificate and report, or any other closure documentation will be issued by them unless they receive any correspondence from local electors during the period for the exercise of public rights (by 23 July 2019). The 2018 Reserves Policy was reviewed. It was noted that we hold a reserve figure of £700 for full audit costs but our 2019-20 Budget showed a nil budget for Audit as we declared ourselves exempt. The reserve figure covers us should any member of the public request a full external audit review. It was noted that the PC will need to appoint a new internal auditor for next year's accounts. **Action: Clerk to follow-up on possible auditors and discuss next meeting.**
 - 5c **Approval of Standing Orders:** Approved by Council and signed by the Chairman. **Action: Clerk to post on website.**
 - 5d **Cheques signed to:** Clerk salary for July & August £181.00; Mr J Lickman for notice board materials £17.82; Donation to Suffolk Accident Rescue Service £50.
- 6 **Elections May 2019:** Required documentation post election still outstanding. **Action: Clerk to ensure any outstanding paperwork completed before our next meeting.**
- 7 **Planning:** We currently have no new planning applications for discussion at this meeting. Cllrs Punt and Langford attended a planning workshop run by East Suffolk Council that explained the role of the Planning Department and recent changes to planning practices. In future, applications will be notified to Clerks by email with the link to the planning documents, but no hard copies will be distributed. There is no exemption to the statutory planning timeframe but it was acknowledged that Parish Council were unlikely to meet the response timescale, which required notification of a public meeting, publishing of all relevant documentation and response to East Suffolk council following a parish council meeting. Timescale extensions might be considered for large or complex planning applications requiring detailed consideration. The Chairman noted that involvement of the local Councillors would be important if the Parish Council were to object to a planning application. Local Councillors are able to speak at planning meetings and represent the views of the Parish Council. Cllrs Punt, Langford and Lickman would continue to review planning applications and circulate comments to other members of the Council for consideration.
- 8 **Allotments:** Still 3.5 plots vacant at Locks Road. Cllr Lickman & Cllr Self have volunteered to field enquiries on vacancies and also carry out the April and November allotment reviews. **Action: Clerk to advertise vacancies in HCN, The Sheaf, Westhall Community News. Clerk to forward Allotment Tenancy Agreement template to Cllr Lickman.**

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- 9 **Westhall Parish Council Website** (<https://www.westhallonesuffolk.net>) **Website Content:** Clerk has recently received an offer to explore the possibility of building an all inclusive website perhaps involving the Racehorse Community Pub Society, the Community Council and others. *Action: Clerk to forward an email from Mr Stuart Read (website designer) to Parish Councillors for their comments and to continue to discuss and obtain more details, costs, etc.*

10 Correspondence Received:

10a Halesworth Town Council: Possible changes to parking around Halesworth Town Centre and request for contribution from Westhall PC towards 1 hour free parking scheme. After discussion agreed to contribute £100 towards the above parking scheme for 2019-2020. *Action: Clerk to present cheque for signing at next meeting in September.*

10b Police Locality Meeting - Next meeting to be held at Town Hall Council Chambers, London Road, Halesworth at 10.00am Monday 22nd July 2019. Opportunity to meet with Locality Inspector, Mark Jackson from Halesworth Safer Neighbourhood Team and Community Engagement Officer and PC Simon Green in attendance to answer questions from Clerks and Councillors and ask about issues affecting our community. *Action: Cllrs Baker & Lickman to attend.*

10c Village of the Year 2019 - <https://www.suffolkcommunityawards.co.uk>: Recognising and celebrating those who have improved the quality of life for residents of Suffolk. *Action: Clerk to forward details to Westhall Community Council.*

10d Elections Office: Clarification on procedures to follow for filling Parish Council vacancies. *Action: Clerk to keep on file for future reference.*

10e Councillor Training Session: Overview from Lowestoft Town Council for those unable to attend these sessions. Clerk forwarded these to Parish Councillors on 2nd June. *Action: Cllr Baker attended and will forward his notes to PC's*

10f Ipswich Northern Route Consultation: Members of the public are invited to have their say on the potential options for the Ipswich Northern Route when the consultation officially begins on 5 July 2019. The public are being asked to comment on three proposed routes for the new road to the north of Ipswich. The consultation is being jointly developed by Suffolk County Council, Ipswich Borough, East Suffolk and Babergh and Mid Suffolk councils. www.ipswichnorthernroute.org.uk

11 Reports from other organisations: None

12 Any Items of Information:

12a Local Broadband Services: Article featured in Westhall Village News regarding internet connections highlighted with details of contacts if residents experience similar problems. We also received information leaflets from Better Broadband Suffolk to be distributed around the village. If residents are unable to receive a fibre broadband package they can find help on this website - broadband@suffolk.gov.uk.

12b Sizewell C Stage 4 Public Consultation: Newsletter on behalf of the Sizewell C Joint Local Authorities Group, about the forthcoming EDF Energy consultation. East Suffolk Council and Suffolk County Council will be holding an engagement event with the Town and Parish Councils on the morning of Friday 26 July 2019. *Action: As this newsletter arrived on the day of our meeting, Chairman will read and respond if required.*

12c Suffolk Police & Crime Commissioner Q&A session: Invite to people in and around Halesworth to attend this session to talk to the Commissioner and local officers about policing and crime issues in the area. This will be an informal drop-in session between 4.30 pm and 7 pm on Wednesday 24th July at Holton Village Hall, Lodge Road, Holton IP19 8PU *Action: Cllrs Lickman & Baker attending*

12d IT Equipment: The Parish Council earmarked up to £500 from the budget to be allocated to purchasing IT equipment – computer, printer and software licence. There was discussion about the benefits of having portable IT (laptop) to allow documents to be stored, retrieved and viewed at PC meetings, particularly in light of the changes to planning. The Clerk and Cllr Lickman will consider the requirement and purchase suitable equipment.

- 12e Noticeboards:** The existing noticeboard on the front facade of the village hall is too small. Cllr Lickman had converted two wooden presentation cases into noticeboards to give additional room for PC business. The Community Council is considering where is most appropriate to hang these items. *Action: Cllr Lickman to await response from the Community Council and if approved arrange installation of the noticeboard.*
- 12f Parish Equipment:** Cllr Lickman indicated that the parish strimmer is due for its annual service and expenditure was agreed. *Action: Cllr Lickman to present invoice for service materials and Clerk to raise cheque for signature at next meeting.*
- 13 News Items for HCN and other media:** Councillor training forums on changes to local planning matters; Parish contribution to Free 1 hour parking scheme at Halesworth Town Centre; Better Broadband for Suffolk programme; Allotment vacancies.
- 14 Meetings for 2019:** 7.30 pm 9th September and 11th November.

Meeting closed at 9.30 pm