



**Minutes of Westhall Parish Council**  
**Monday 13<sup>th</sup> January 2020 at 7.30 pm Westhall Village Hall**

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

**In Attendance:** Cllr T Goldson and Members of the public

1. **Apologies and acknowledgment of absences:** Mrs L McTaggart and Mrs S Self
2. **Declarations of pecuniary and non-pecuniary interests:** None.
3. **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council meeting held on 11<sup>th</sup> November 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 4 (09.09.19) Noticeboards:** The front noticeboard requires some maintenance. *Action: Mr Lickman to carry out varnishing works when weather permits.*
  - Item 5b (09.09.19) Appointment of Internal Auditor:** Agreed to appoint Mr Trevor Brown CPFA as internal auditor. *Action: Clerk to obtain confirmation on his fees and confirm his appointment.*
  - Item 14a Dog Loo Bins:** Damaged bin by Paradise Farm considered irreparable. *Action: Mr Lickman to continue to monitor this matter. Dog loo bin installation Church Lane area: Actions: Cllr Cackett/Cllr Goldson will contact Norse regarding the waste collection charge. Add to next Agenda.*
5. **Finance**
  - 5a **Financial Report by Clerk:** Bank reconciliation of accounts to 27<sup>th</sup> December 2019. Current balance held is £5945.72. No cheques/deposits outstanding and not appearing on Bank Statement.
  - 5b **2020/21 Draft Budget:** Review of our expenditure plans for next and subsequent years were discussed. The major items of increased expenditure in our budget are - £1200 for tree works in Pleasure Grounds; Internal Auditor fees £150; Additional or replacement dog loo bin £300; £50 per annum for maintenance, upkeep and replacement parts for the defibrillator.
 

**Precept Request for 2020/21:** In order to ensure we have sufficient funds available to meet these increased costs it was agreed by all Parish Councillors to request an increase in our precept of 10% to £3,120 which equates to a charge of £23.93 for a band D property. *Action: Clerk to update and distribute draft budget and to complete and return Precept Request by 24<sup>th</sup> January 2020.*
  - 5c **Cheques signed to:** Clerk salary for January and February 2020 £192.79 (Salary £181 + Expenses £16.70); Clerk £30 for reimbursement of overpaid allotment fees to Parish Account.
6. **Commemorating Vincent (Tony) Whatling of Tony's Village Store:** Approximately £500 in contributions from the community. Consideration being given to the purchase of an eco-friendly bench made from recycled polymer which would be hardwearing and maintenance free and for the planting of trees. Both Cllr Tony Goldson and Cllr Alison Cackett have also offered to contribute. *Action: Chairman to seek further quotes.*
7. **Planning: Fox Covert Farm, Cox Common, Westhall, Application Nos: DC/17/0524/FUL & DC/18/0744/DRC Demolition or existing poultry buildings and erection of replacement poultry buildings:** Confirmation received that demolition works on the existing buildings to commence January.
8. **Community Partnership Workshops:** Next meeting on Monday 3<sup>rd</sup> February at 6pm at Bungay Community Centre focusing on active and sustainable transport/community transport; reduced social isolation and loneliness; improving wellbeing and enable people to live healthy lives. *Action: Mr Baker to attend.*
9. **Overgrown trees on Pleasure Grounds:** Two large poplar trees giving rise to safety concerns from neighbouring properties in the event of high winds. Advice sought from a tree surgeon who recommended removing these trees rather than reducing their height with quote of between £900-£1200. If trees removed look to replacing these with smaller species. *Action: Mr Lickman to seek further advice.*
10. **Siting Exit Mirrors onto the Halesworth Road (B1123) from Bacons Green Lane and onto the Bungay Road (A144) from Nollers Lane:** Concerns that visibility at these junctions is limited and could benefit from installation of mirrors. Possibility of applying for funding from the Highways Budget discussed. *Action: Chairman to raise these concerns with the Highways Department.*
11. **Emergency Planning – Training for Volunteers:** Theory and Practical Courses. *Action: Mr Lickman attending theory course on 30<sup>th</sup> January. Clerk to distribute April course details to other volunteers.*
12. **Sizewell C Stage 4 Public Consultation:** Chairman sent further comments in November. No further updates.
13. **Policing:** Mr Baker attended the Halesworth Police Locality meeting on 25<sup>th</sup> November. Hare coursing incidents in local area highlighted and public should call 999 if they suspect this is occurring.
14. **Climate Emergency:** Pending further information from Cllr Cackett. *Action: For March agenda.*
15. **Correspondence Received:**
- 15a **East Suffolk Area Forum:** Thursday 23<sup>rd</sup> January at 7 pm at Darsham Village Hall.

**15b Westhall Community Council:** Response to Post Office regarding closure of Westhall Post Office.

*Afternote: The Racehorse Committee has arranged for an initial scoping meeting with the Post Office for Tuesday 28<sup>th</sup> January.*

**16 Reports from other Organisations:** None

**17 Any Items of Information:**

**18 News Items for Halesworth Community News:** Memorial to Mr Tony Whatling; Precept; Tree works; Encourage public to report pot holes.

**19 Meetings for 2020:** 7.30 pm Monday March 9<sup>th</sup>; May 11<sup>th</sup>; July 13<sup>th</sup>; September 14<sup>th</sup>; November 9<sup>th</sup>.

**20 Annual Review of Parish Clerk's Salary & Allowances:** Confidential review of parish clerk's salary and allowances with public excluded: Matter resolved. Agreement to pay the Parish Clerk a home working allowance of £18 per month in line with SALC recommendations.

**Meeting closed at 9.30 pm**