

Minutes of Westhall Parish Council
Monday 9th March 2020 at 7.30 pm Westhall Village Hall

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

In Attendance: Cllr T Goldson and Members of the public

1. **Apologies and acknowledgment of absences:** Mrs L McTaggart and Mr CG Punt; Absent 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 13th January 2020 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 8 (13.01.20) Community Partnership Workshops: Due to time constraints we were unable to send a representative to the February workshop.
Item 10 (13.01.20) Siting Exit Mirrors onto the Halesworth Road (B1123) from Bacons Green Lane and onto the Bungay: Suffolk Highways do not install mirrors on the highway due to safety concerns. If the hedges become overgrown and restrict vision, they should be reported.
5. **Finance**
- 5a. **Financial Report by Clerk:** Bank reconciliation of accounts to 28th February 2020. Current balance held £5818.02. No cheques/deposits outstanding and not appearing on Bank Statement.
- 5b. **Ground Maintenance Charges for Year 2020/21:** From 3 quotes from contractors a decision made to award contract to Shaun Darch. *Action: Clerk to cancel Vertas contract and appoint Mr Darch subject to checking he has public liability insurance.*
- 5c. **Internal Audit:** Internal Audit scheduled to be carried out in the last 2 weeks of April. *Action: Clerk to continue with preparations for this audit.*
- 5d. **Cheques signed to:** Clerk (March and April 2020) £230.59 (Salary £181 + Expenses £13.59 + Office Allowance £36); Vertas £106.67.
6. **Memorial to Tony Whatling:** Pending. *Actions: Clerk to request grant payment from Cllr Goldson's Locality Budget for purchase of bench.*
7. **Tree Works at Pleasure Grounds:** From 3 quotes obtained a decision was made to award the contract to David McCarthy Tree Services at a cost of £1,050. Mr Baker raised concerns regarding the decision. *Action: Mr Lickman to contact David McCarthy but to delay the removal of these trees until the Autumn.*
8. **Purchase of Dog Loo Bin, Church Lane area:** Pending. *Action: Chairman will contact Norse regarding the waste collection charge. Add to next Agenda.*
9. **Planning:**
- 9a. **DC/20/1000/FUL – Field adjacent Stradbroke Town Farm Barn, Church Lane:** The Parish Council has no objections to this application for personal equestrian usage.
- 9b. **DC/19/4064/FUL – Oak Tree Farm, Cox Common:** The Parish Council were unable to comment on this application because we did not received notification in good time. However, Parish Council have no objections to a conversation of agricultural building to form single dwelling house. *Action: Clerk to raise the late notification with East Suffolk Council Planning.*
- 9c. **DC/20/0567/PNH – Cox Farm Bungalow, Cox Common:** The Parish Council has no objection to the erection of a single storey rear extension to this property.
10. **Climate Emergency:** Pending. *Action: Add to next Agenda.*
11. **Report from Divisional Parish Meeting (from Chairman Mr Langford):** Key issues discussed were rural isolation, poverty, health and wellbeing - contact www.suffolkonboard.com/cc or email connecting.communitis@suffok.gov.uk for further information; decline in rural bus services; changes to local parking management (see item 13 below); Self-help Groups – training being offered to parish councils wishing to carry out works near highways, eg. road sign cleaning and grit bin filling. Suffolk Highways will provide signage if required. *Action: Mrs Brown and Mr Lickman will attend these sessions. Cllr Goldson to forward training dates.*
12. **Policing:**
- 12a. **Halesworth Locality Meeting on 26th February:** There were no issues raised in relation to our area.
13. **East Suffolk Council Parking Consultation Launch:** From 6th April traffic management passes from the police to the local authority. There is a proposal to make changes to local off-street parking. The consultation is open until 9am on Monday 23 March 2020, follow this link for further information and details of these

- proposals – www.eastsuffolk.gov.uk/parking-order. *Action: Clerk to put details on website.*
- 14 **Allotments:** Still vacancies at Locks Road site. Half yearly inspection delayed due to bad weather. *Actions: Mr Lickman to carry out allotment inspections prior to next meeting.*
- 15 **Westhall Community Emergency Planning:** Cllr Lickman attended Training for Volunteers Theory course in January and will be updating our current plan to comply with current requirements. *Action: Mr Lickman to update Plan and forward to Clerk for distribution.*
- 16 **Correspondence received:**
- 16a **Suffolk Grass Cutting 2020 Programme:** Suffolk Highways have scheduled verge cutting in Westhall Village on for 08/06/20 subject to weather conditions. *Action: Clerk to put full details on our website.*
- 17 **Reports from other Organisations:** None
- 18 **Any Items of Information:**
- 18a Upgrading of community assets discussed. *Action: Chairman to make application to Cllr Goldson's Locality Fund for £500 before end of March deadline.*
- 18b Complaint from resident of persistent litter problems around building site at Fox Covert. *Action: Letter to site owner.*
- 18c Complaint from residents regarding overhanging leylandii trees causing obstruction to the highway and blocking of nearby ditch. *Action: Chairman to write to owner of this property.*
to the highway and blocking of nearby ditch. *Action: Chairman to write letter to property owner.*
- 18d Covid19: *Action: Clerk to add links to government Covid19 advice on Westhall website.*
- 19 **News Items for Halesworth Community News:** Review being carried out to Westhall Emergency Plan and means of cascading information around the village.
- 20 **Meetings for 2020:** 7.30 pm Monday May 11th AGM & Annual Parish Meeting; July 13th; September 14th; November 9th.

Meeting closed at 8.45 pm