

Minutes of Westhall Parish Council
Monday 14th September 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 L McTaggart and Mrs A Donnachie (Clerk)

In Attendance: Cllr T Goldson

1. **Apologies and acknowledgment of absences:** Mrs S Self and Mr CG Punt
2. **Declarations of pecuniary and non-pecuniary interests:** Mr J Lickman (Item 7c)
3. **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council meeting held on 13/07/20 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 6 (13/01/20) Memorial to Tony Whatling:** Delayed pending completion of tree cutting on Pleasure Grounds.
 - Item 4 (09.09.19) Noticeboards:** The front noticeboard requires some maintenance. *Action: Cllr Lickman to carry out varnishing works.*
 - Item 8 (09/03/20) Purchase of Dog Loo Bin, Church Lane area:** Pending. *Action: Chairman to contact Norse regarding the waste collection charge.*
 - Item 7 (09/03/20) Tree Works:** Work due to commence late September 2020. *Action: Cllr Langford to liaise with contractors David McCarthy. (Afternote - this will be completed in the week commencing 19th October).*
 - Item 12b (13/07/20) Overgrown footpath past Paradise Farm:** Suffolk Highways section of footpath. *Action: Cllr Lickman to report this.*
5. **Finance**
 - 5a. **Financial Report by RFO:** Bank reconciliation of accounts for Westhall Parish Council from 29/06/20 to 28/08/20. Current balance held **£6,694.76**. No cheques/deposits outstanding and not appearing on Bank Statement.
 - 5b. **Update from RFO on 2019-20 Year End Accounts:** RFO has received confirmation from Auditors that our notification of exemption status 2020 has been received and logged.
 - 5c. **Parish Council Insurance Renewal for 2020/21:** Considered and approved. Premium remains at same level as previous year.
 - 5d. **Cheques signed to:** Clerk/RFO £217.00 for July & August (Salary £181 + Office Allowance £36); Donation to Friends of Brampton Primary School £50; Community Action Suffolk insurance premium £234.08; Linstead for trimmer parts £54.24; Clerk for purchase of Antivirus Software renewal £24.99.
6. **Progress on Internal Audit Recommendations:** Internal Audit Implementation Plan will be carried out to review and update our existing policies. This to be completed by end of current financial year. *Action: Chairman to forward full details to Clerk and nominated Councillors.*
7. **Planning:** <https://publicaccess.eastsuffolk.gov.uk/online-applications>
 - 7a. **DC/20/2862/FUL** – Conversion of agricultural building into two residential dwellings at Oak Tree Farm, Cox Common, Westhall: Comments have been submitted on behalf of the Parish Council on 24/08/20.
 - 7b. **DC/20/3053/FUL** – Erection of two additional agricultural grain drying and storage silos at Tyneholme Farm, Butts Lane, Westhall. Comments have been submitted on behalf of the Parish Council on 08/09/20 & 10/09/20.
 - 7c. Proposal to the Parish Council as Trustees of the Pleasure Grounds, to allow the Westhall Community Pub Society to use the land behind the Racehorse Pub for events and to allow the placing of outside furniture on areas of this land for customer use. Considered and no objections raised although some discussion and clarification required prior to the submission of a premises licence for 2021. *Action: Chairman to respond to request.*
8. **Website – New Accessibility Requirements:** Website currently being updated to meet requirements. *Action: Clerk to forward draft Accessibility Statement to Councillors for consideration and approval.*
9. **Bus Shelter Repairs:** Part of the wood structure has rotted. *Action: Cllr Lickman to obtain repair costs and Cllr Langford to contact Suffolk County Council about location and ownership.*
10. **Allotments:** Recent allotment inspection carried out by Cllr Lickman and Cllr Brown. The 3 sites were found to be generally in good order. Ongoing weeding and clearance work will continue at the rear of Mill Common. Vacancies – half plot at Locks Road. *Action: Clerk to advertise vacancy on noticeboard and website.*

11 Correspondence Received:

- 11a Quiet Lanes** - A voluntary community interest group for the development of Quiet Lanes across Suffolk
Link - quietlanessuffolk@gmail.com or www.facebook.com/groups/QuietLanesSuffolk/.
- 11b Sizewell C** – Update on the pre-examination planning process. The Sizewell C Information Office in Leiston remains open for residents and organisation to read the documents in hard copy. 30 September 2020 is the deadline to register interests and send relevant representations to the Planning Inspectorate on the proposals. Follow this link <https://infrastructure.planninginspectorate.gov.uk>
- 11c SALC/NALC** – Ministry of Housing, Communities and Local Government have issued three consultations on reform of the planning system including changes to the current planning system (**NALC deadline for responses 17 September**)
- 11d SALC** – Online Training courses for new Councillors.
- 12 Reports from other organisations:** None -
- 13 To receive any items of information:** -
- 13a Parking:** From 6th April traffic management became the responsibility of the local authority who are proposing changes to local off-street parking across the county. The free parking scheme in Halesworth Town Centre will be reduced from 1 hour to 30 minutes in all car parks in line with other Suffolk Towns.
- 13b** Report that the dog loo bin adjacent to Paradise Farm in Cox Common and which had previously been damaged, has disappeared. *Action: Cllr Langford will call Suffolk Norse in case they have removed this for repair.*
- 14 News Items for Halesworth Community News:** Deadline missed for next issue. *Action: Clerk to forward items of interest for the November issue.*
- 15 Meetings for 2020:** Monday 9th November 2020 commencing at 7.15 pm with the Annual Allotments Meeting followed at 7.30 pm by the Parish Council meeting.

Meeting closed at 8.30 pm