

Minutes of Westhall Parish Council
Monday 14th December 2020 at 7.30 pm Westhall Village Hall

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

In Attendance: -

1. **Apologies and acknowledgment of absences:** Mrs S Self, Mr C Baker, Cllr T Goldson & Cllr A Cackett
2. **Declarations of pecuniary and non-pecuniary interests:** None
3. **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council meeting held on 14th September 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 6 (13/01/20) Memorial to Tony Whatling:** An application to East Suffolk Councils' Enabling Community Budget Grant Scheme has been successful resulting in a £500 grant towards the purchase of a memorial bench. *Actions: Clerk to forward acceptance form. Chairman to order bench once grant received.*
 - 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: Cllr Langford to contact Norse regarding the waste collection charge.*
 - Item 13b (14/09/20):** Missing dog loo bin Cox Common. *Action: Cllr Lickman to contact Suffolk Norse.*
 - Item 9 (14/09/20) Bus Shelter Repairs:** Part of the wood structure has rotted. *Action: Cllr Lickman to update on repairs next meeting.*
5. **Finance**
 - 5a. **Financial Report by RFO:** Bank reconciliation of accounts for Westhall Parish Council from 28/08/20 to 30/11/20. Current balance held **£6,323.19**. Bank reconciliation of accounts for Recreation Ground from 28/08/20 to 27/11/20. Current balance held **£1,270.51**. *Action: Clerk to transfer £1,050 to Westhall Parish Account to reimburse cost of tree cutting.*
 - 5b. **2020-21 Budget – Half Year Status:** Presented to Council.
 - 5c. **2021-22 Precept – Draft Budget Planning:** Draft budget considered with minor adjustments before final approval at our January meeting. Review of our precept request at next meeting in January 2021, the deadline for submission being 31/01/21.
 - 5d. **Cheques signed to:** McCarthy Tree Services £1,050 for tree cutting (to be reimbursed from Recreation Ground Account); **Online BACS payments approved to:** Clerk/RFO £325.50 (Sept, Oct & Nov Salary £271.50 + Office Allowance £54); SALC £30.00 for webinar training – planning. *Action: Clerk to make £60 online payment for annual website hosting and transfer of monies for tree cutting. Cllr Lickman and Cllr Brown agreed to register with bank as authorised signatories for online payments.*
6. **Progress on Internal Audit Recommendations:** Ongoing review and updating of existing policies following Implementation Plan. *Actions: Clerk and nominated Councillors to present draft documents for approval at next meeting.*
7. **Planning:**
 - 7a. **New Applications: Public access link** <https://publicaccess.eastsuffolk.gov.uk/online-applications>
 - DC/20/3608/FUL** Angel Cottage, Cox Common. Single storey rear extension: **No objections**
 - DC/20/4357/LBC** Jenta, Bacons Green Rd. Minor amendments to previous approved application: **No objections**
 - DC/20/4303/FUL** Hill Farm, Bacons Green Rd. Addition of front porch: **No objections**
 - DC/20/4076/FUL** Mill House, Westhall. Construction of Granny annex: **No objections**
 - DC/20/4634/PN3** The Shippen, Sunnyside Farm – Change of use from agricultural to recreational – Camping Site: **Awaiting guidance from East Suffolk Council planning before submitting comments.**
 - 7b. **Previous Applications Update (taken from East Suffolk Council Planning Portal):**
 - DC/20/2862/FUL** Conversion of agricultural building into two residential dwellings at Oak Tree Farm, Cox Common, Westhall. Status: Permitted 14/12/20
 - DC/20/1578/FUL** Butts Road. New access to farmland to northwest of Oak Tree Farm to allow conversion As above. Status: Status: Withdrawn 14/09/20
 - DC/20/3053/FUL** Erection of two additional agricultural grain drying and storage silos at Tyneholme Farm, Butts Lane, Westhall. Status: Permitted 08/12/20
 - DC/20/2053/FUL** Hillside, Bacons Green Road. Annex to form additional ancillary living space for the

existing bungalow on the Hillside site. Status: Withdrawn 16/07/20

- 7c **Consultations:**
East Suffolk Council Affordable Housing Supplementary Planning Document – Initial Consultations. Comments by 21st December 2020. **Action: Cllr Punt to draft comments and circulate to council.**
- 8 **Quiet Lanes Suffolk:** A voluntary community interest group whose primary purposes is to preserve the rural nature of our countryside; to encourage active and sustainable travel for residents as well as tourist and change driver behaviour to create a safer environment for use by walkers, cyclists, horse riders and other vehicles. Westhall Parish Council has registered their interest in the scheme, which could provide funding for Parishes wishing to implement such lanes in their locality. **Action: Cllr Langford to provide update on progress.**
9. **Website – New Accessibility Requirements:** Website currently being updated to meet requirements. **Action: Clerk to forward draft Accessibility Statement to Councillors for consideration and approval.**
- 10 **Correspondence Received:**
- 10a East Suffolk Council Planning Consultations – Deadline for responses was 30th November – Information posters on website and noticeboards.
- 10b East Suffolk Planning: PowerPoint presentation updating us on the General Permitted Development Order (GDPO) and Use Classes Order (UCO). **Action: Circulated to Parish Councillors – keep on file.**
- 10c Census 2021 – Census engagement with communities regards holding completion events for those people in the community who do not have online access or who would benefit from assistance. **Action: Clerk to provide information for the Westhall Village Newsletter and Chairman to find out more details about the census support requirements.**
- 10d The Sicon Foundation – Tree Planting initiative: Charity aiming to plant and maintain orchard and woodland trees within local communities. **Action: Chairman to update next meeting.**
- 10e Anglian (Eastern) Regional Flood & Coastal Committee (RFCC) survey: Questionnaire to aid in assessing the level of current awareness of flood risk. **Action: Cllr Langford to complete this.**
- 10f Sizewell C Town & Parish Council Event 26.11.20 – Comments from participating councils on the Consultation.
- 11 **Reports from other organisations:** None :
- 12 **To receive any items of information:**
- 12a Signpost at junction of Wangford Road/Butts Road knocked over and remains on roadside. **Action: Cllr Lickman to contact Suffolk Highways.**
- 12b Lack of passing places on Wangford Road between railway crossing and Butts Lane. **Action: Cllr Langford to contact Suffolk Highways.**
- 12c **Allotments:** Some allotment rents outstanding. Vacancies currently 1 half plot at Locks Road. **Bird Flu:** Details of the recent legal requirements received. **Actions: Clerk/Cllr Lickman to send out rent reminders and post Bird Flu information on website, noticeboard, newsletter and social media.**
- 13 **News Items for Halesworth Community News & Other media:** **Action: Clerk to forward items of interest for inclusion in next editions.**
- 14 **Meetings for 2021:** 7.30pm Monday January 11th January; 8th March; 10th May (AGM & Annual Parish Meeting); 12th July; 13th September and 8th November (+ Annual Allotments Meeting).

Meeting closed at 8.30 pm