

**Minutes of Westhall Parish Council****Monday 8<sup>th</sup> March 2021 at 7.30 pm****Meeting held on Zoom Video Conferencing**

Councils are unable to meet in person during the COVID emergency but can meet via video conference in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**Councillors Present:** Mr P Langford (as Chairman), Mr J Lickman, Mr C Baker, Mrs S Self, Mr C Punt and Mrs A Donnachie (Clerk)

**In Attendance:** Cllr T Goldson

1. **Apologies and acknowledgment of absences:** Mrs L Brown, Mrs L McTaggart
2. **Declarations of pecuniary and non-pecuniary interests:** None
3. **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council meeting held on 14<sup>th</sup> December 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: Cllr Lickman will carry out varnishing works.*
  - Item 8 (09/03/20) Purchase of dog loo bin, Church Hill:** Pending. *Action: Cllr Lickman to contact Suffolk Norse for confirmation regarding a waste collection charge.*
  - Item 13b (14/09/20):** Missing dog loo bin Cox Common. *Action: Cllr Lickman will again contact East Suffolk Council/Suffolk Norse regarding a replacement.*
  - Item 9 (14/09/20) Bus Shelter Repairs:** Part of the wood structure has rotted. *Action: Cllr Lickman to update on cost of repairs once lockdown restrictions allow.*
  - Item 7c (14/12/20) Consultations:** East Suffolk Council Affordable Housing Supplementary Planning Document – Initial Consultations. *Action: Cllr Punt to draft comments and circulate to Councillors.*
  - Item 12a (14/12/20) Fallen signpost at junction of Wangford Road/Butts Road:** Collected by Suffolk Highways for repair. *Action: Cllr Lickman to contact Suffolk Highways for progress report.*
5. **Finance**
  - 5a **Precept Application 2021/22 Update:** After consideration of our 2021/22 budget, Parish Councillors agreed that to match or realistically reflect our anticipated outlay a precept of £4,000 would be required. This would result in a 26.42% increase in Band D equivalent properties. Request has been submitted to East Suffolk Council and we await a decision. *Action: Clerk to update Council on decision.*
  - 5b **Financial Report by RFO:** Bank reconciliation of accounts for Westhall Parish Council from 30/11/20 to 26/02/21. Current statement balance held **£6,906.20**. Bank reconciliation of accounts for Recreation Ground from 27/11/20 to 26/02/21. Current statement balance held **£298.54**.
  - 5c **Approval of online payments or cheques signed and for signature since last meeting:** Online BACS payments approved to: Clerk/RFO £226.99 Dec 2020 & Jan 2021 and £217 Feb & Mar 2021 (Salary + Office Allowance + Stationery); ICO £35 for annual subscription; CAS £60.00 for website hosting; £75 Village Hall room hire for 2020; Cllr Langford £600 for purchase of memorial bench. Cllr Lickman is now registered to authorise online payments. *Action: Cllr Brown still to register.*
  - 5d **Preparation for end of year accounts, budget and internal audit:** Due 31<sup>st</sup> March 2021. Actions from 2020 Audit require to be implemented before we forward the accounts for this year's Audit. *Action: Clerk to prepare the end of year accounts for approval at our May meeting.*
6. **Progress on Internal Audit Recommendations:** Ongoing review and updating of existing policies following Implementation Plan. *Items Actions: Councillors to circulate the revisions and proposals promptly, in order to refine and review, for approval at our next meeting.*
7. **Planning:**
  - 7a **New Applications: Public access link** <https://publicaccess.eastsuffolk.gov.uk/online-applications>  
DC/20/5095/FUL Primroses, Bacons Green Rd - Single storey extension to replace existing conservatory: **No objections.**  
DC/21/0242/FUL School Farm, The Causeway – 2-storey side and rear extension: **No objections.**  
DC/21/0189/FUL The Shippen at Sunnyside Farm – Change of use to campsite: Revised application. *Action: Cllr Langford to circulate original comments with minor amendments for consideration prior to submission.*

- 7b **Previous Applications Update (taken from East Suffolk Council Planning Portal):**  
DC/20/3608/FUL Angel Cottage, Cox Common. Single storey rear extension: **Permitted**  
DC/20/4357/LBC Jenta, Bacons Green Rd. Minor amendments to previous approved application: **Permitted**  
DC/20/4303/FUL Hill Farm, Bacons Green Rd. Addition of front porch: **Permitted**  
DC/20/4076/FUL Mill House, Westhall. Construction of Granny annex: **Permitted**
- 7c **Town and Parish Council Planning Forum:** Online forum taking place 25<sup>th</sup> March. **Action: Cllr Langford or Cllr Baker will attend. (Cllr Baker has booked to attend 15/03/21)**
- 8 **Memorial to Tony Whatling:** A grant of £500 from East Suffolk Councils' Enabling Community Budget Grant Scheme has been received towards the purchase of a memorial bench. A bench with memorial plaque and a memorial tree have been purchased to be sited within the Pleasure Grounds. **Actions: Cllr Langford is project managing and Cllr Lickman has offered assistance.**
- 9 **Quiet Lanes Suffolk:** A voluntary community interest group whose primary purposes is to encourage active and sustainable travel for residents as well as tourists and change driver behaviour to create a safer environment for use by walkers, cyclists, horse riders and other vehicles. Westhall Parish Council has proposed 2 lanes to become Quiet Lanes. Suffolk County Council and East Suffolk Council are providing funding for the Quiet Lanes signage. **Action: Cllr Langford to provide update on progress.**
- 10 **Allotments:** All rents received. Vacancies currently 2 half plots at Locks Road and 1 half plot at Mill Common. Allotment inspections will be carried out when weather and lockdown restrictions allow. **Actions: Clerk to advertise vacancies.**
- 11 **Any items of information:**
- 11a **Local Elections May 6th 2021:** Confirmation that elections will take place. "Covid-secure" polls to be held but with some changes to the rules. Cllr Langford stated his intention not to be considered for the PC Chairman next year.
- 11b **Census 2021:** Census 2021 is a digital-first census encouraging people to respond online if possible or by requesting a paper form at [www.census.gov.uk](http://www.census.gov.uk) or call 0800 141 2021. All households should complete the Census on Sunday 21<sup>st</sup> March or as soon as possible after. **Action: Clerk to provide information on our website and other local media.**
- 11c **The Sicon Foundation – Tree Planting initiative:** Charity aiming to plant and maintain native orchard and woodland trees within local communities. Cllr Langford will meet with Sicon on Friday 12<sup>th</sup> March to discuss options/suitability of the Allotments and Pleasure Gardens. **Action: Cllr Langford to update.**
- 12. **Correspondence Received:** Online Police Locality Meetings: Invitation to Councillors to participate in Microsoft Teams meetings in March & April. **Actions: Cllr Lickman and Cllr Baker to attend.**
- 13 **News Items for Halesworth Community News & Other media:** Census 2021, Memorial bench and Quiet Lanes. **Action: Clerk to forward items of interest for inclusion in next editions.**
- 14 **Meetings for 2021:** 7.30pm Monday 10<sup>th</sup> May (AGM & Annual Parish Meeting); 12<sup>th</sup> July; 13<sup>th</sup> September and 8<sup>th</sup> November (+ Annual Allotments Meeting).

Meeting closed at 8.15 pm