

**Minutes of Westhall Parish Council**  
**Monday 12<sup>th</sup> July 2021 at 7.30 pm Westhall Village Hall**

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

**In Attendance:** Cllr T Goldson, East Suffolk, District Councillor

1. **Apologies and acknowledgment of absences:** Mr P Langford and Cllr Annette Dunning.
2. **Introduction by Sam Kenwood, Communities Officer for Beccles, Bungay, Halesworth and surrounding villages:** Sam attended our meeting to highlight the aims of the scheme. They look to tackle priorities set by the partnership in local areas, including developing active and sustainable transport solutions and/or community transport, tackling social isolation and loneliness, improving physical and mental health and wellbeing. Funding will be available for projects which address these priorities and can include activities that can help individuals, groups and families or benefit the wider community. Further information at: <https://www.eastsuffolk.gov.uk/community/community-partnerships/community-partnership-small-grant-schemes>.
3. **Declarations of pecuniary and non-pecuniary interests:** None
4. **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council meetings held on 14<sup>th</sup> June 2021 are correct record.  
At this point Cllr Lickman announced his intention to resign as a Parish Councillor after 10 years of service.  
*Action: Clerk to commence the procedure for filling a casual vacancy.*
5. **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 be carrying out varnishing works later this week.*
  - Item 8 (09/03/20) Purchase of dog loo bin, Church Hill:** Pending. Suffolk Norse have indicated that there will be a charge for emptying any new bins we purchase at a cost of £1 per week. *Action: Cllr Goldson has offered to contact Suffolk Norse with regards to clarifying this fee.*
  - Item 13b (14/09/20):** Missing dog loo bin Cox Common. It was agreed to purchase a reconditioned bin which will be relocated to a safer distance from the entrance to Paradise Farm. *Action: Cllr Lickman will contact Suffolk Norse and invoice for £50 to be forwarded to Clerk for settlement.*
  - Item 9 (14/09/20) Bus Shelter Repairs:** Repairs to the bus shelter are currently being carried out and should be completed later this week.
  - Item 12a (14/12/20) Fallen signpost at junction of Wangford Road/Butts Road:** Collected by Suffolk Highways for repair. *Action: Pending. Cllr Punt will speak to appropriate person at Suffolk County Council regarding when this will be reinstated.*
  - Item 8 (8/03/2021) Memorial Bench to Tony Whatling – Dedication Ceremony:** Due to Government restrictions being extended until 19<sup>th</sup> July it was decided to postpone the Dedication Ceremony until the current Government Covid-19 restrictions change. *Action: Cllr Punt will look to reschedule.*
  - Item 8 (17/05/21) Quiet Lanes Suffolk:** Consultation period ends this week and we await the outcome. Funding for signage costs should then be available for discussion at our next meeting. *Action: Clerk to update Council once further details received.*
6. **Finance:**
  - 6a. **Update on Annual Governance & Accountability Return (AGAR) 2020/21:** The AGAR Part 2 has been completed by the internal auditor. Certificate of Exemption was forwarded to the external auditors for approval. Notice of Public Rights of Access have been published online and on our noticeboard commencing 29/06/21 and ending 09/08/21. *Action: Clerk to await confirmation of acceptance of Exemption.*
  - 6b. **Internal Auditor Report:** The Report showed that the Parish Council had worked to ensure that effective and efficient financial administration continued to operate during this financial year. They had carried out a full review and updating of our Governance documents as requested on our 2019/20 audit. The Council will continue to develop as required our Policies and Procedures in the coming year. An Internal Control Statement was adopted by the Council.
  - 6c. **Review of 2021/22 Budget:** Due to changes in the Clerk's Salary the budget for this item will require to be amended. *Action: It was agreed to update budget to reflect this change. Clerk to publish revised budget.*



- 6d Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 31/05/21 to 30/06/21 submitted and approved. Current statement balance held at 30/06/21 **£10,199.27**.  
2021/22 Annual Accounts for the Recreation Ground have been submitted to The Charity Commission.
- 6e Approval of online/cheque payments:** £382.20 East of England Ambulance Service for purchase of replacement pads and lithium battery for defibrillator; £80 Internal Auditor fees; £29.95 121 Computer Services for repairs and toner cartridges; £344.70 to Clerk for Salary & Expenses.  
**Action: Cllr Goldson has supported our application from the Enabling Communities budget for cost of defibrillator battery and pads.**
- 7 Planning: Public Access Link** - <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 7a New Applications – DC/21/2795/FUL** Erection of portal building at School Farm, Westhall for storage of hay, straw and garden machinery. The Council have no objections to this application.
- 7b Update on Previous Applications –** All recent local planning applications give status as Permitted.
- 8 Pleasure Ground and Car Park – future governance, management and financing:** Proposal to set up a Working Group comprised of 2 members each from the Parish Council, Westhall Community Council and Westhall Community Pub (The Racehorse) to meet whenever necessary to discuss the items of maintenance and use of the Recreation Ground and Car Park. **Action: Cllr Punt and Cllr Brown to contact other parties.**
- 9 Allotments:** Inspections were carried out by Cllr Lickman & Cllr Brown this morning. As a consequence of the recent wet weather weeds have been a problem in some areas but overall, the condition on the allotments was considered to be satisfactory. There was a change of plot holder at Plot 10 Mill Common. Vacancies: 2 half plots at Locks Road. **Actions: Clerk to forward paperwork to new plot holder and continue to advertise vacancies.**
- 10 Matters Arising since last meeting:** Councillors and Clerk have been approached by residents regarding areas of flooding around the village. The public can report incidents of flooding, pot holes or road sign problems using the Suffolk Highways Reporting Tool at [www.highwaysreporting.suffolk.gov.uk](http://www.highwaysreporting.suffolk.gov.uk) or ring 0345 606 6171
- 11 Correspondence Received:**
- 11a Police Safer Neighbourhood Team –** online meeting 02/08/21. **Action: Cllr Baker will register to attend.**
- 11b Latitude Festival from 22/07/21 to 26/07/21 –** Information and impact on local residents. Traffic management. **Action: Clerk to display on our website and noticeboard.**
- 12 Any items of information:** None
- 13 News items for HCN and other media:** None
- 14 Meetings for 2021 at 7.30pm on 2<sup>nd</sup> Monday of every other month:** 13<sup>th</sup> September and 8<sup>th</sup> November (+ Annual Allotments Meeting). (All subject to change due to Covid-19 government guidelines)

Meeting closed at 9.30 pm