

Minutes of Westhall Parish Council
Monday 13th September 2021 at 7.30 pm Westhall Village Hall

Councillors Present: Mr C Punt (as Chairman), Mrs L McTaggart, Mrs L Brown, Mr P Langford, Mr S Darch, Mrs M Rogers and Mrs A Donnachie (Clerk)

In Attendance: Annette Dunning, Suffolk County Councillor for Halesworth

- 1 **Apologies and acknowledgment of absences:** Mr C Baker
- 2 **Welcome to new Parish Councillors:** The Parish Council has two new Councillors, Mr Shaun Darch who has previously been a Councillor and Chairman to the Parish, and Mrs Margaret Rogers who was Parish Clerk for many years and also a Councillor in the local area. Both bring to the table a wealth of knowledge and experience.
- 3 **Declarations of pecuniary and non-pecuniary interests:** None
- 4 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council meetings held on 12th July 2021 are correct record.
- 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 8 (09/03/20) Purchase of dog loo bin, Church Hill:** Pending. Suffolk Norse have indicated that there will be a charge of £1 per week for emptying any new bins we purchase. **Action: Pending. Cllr Punt awaiting further information.**
 - Item 12a (14/12/20) Fallen signpost at junction of Wangford Road/Butts Road:** Collected by Suffolk Highways for repair. **Action: Pending. Cllr Punt has written to Cllr Annette Dunning at Suffolk County Council regarding when this will be reinstated. Cllr Punt will email her photographs of the location of the missing signposts at junction of Wangford Road/Butts Road and at Locks Road.**
 - Item 8 (8/03/2021) Memorial Bench to Tony Whatling – Dedication Ceremony:** **Action: Cllr Punt is planning to hold this at the Apple and Pumpkin Festival on 2nd October.**
 - Item 8 (17/05/21) Quiet Lanes Suffolk:** We are still awaiting the outcome of the consultation and details of funding for signage costs for discussion. **Action: Pending.**
- 6 **Finance:**
 - 6a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 29/05/21 to 27/08/21 submitted and approved. Current statement balance held at 27/08/21 **£9,656.79**. We received a grant of £350 from Cllr Tony Goldson's Enabling Communities budget towards the cost of maintenance of the village defibrillator.
 - 6b **Parish Council insurance renewal (expires 30/09/21):** The clerk provided 3 quotes for consideration by the Council. However, a more competitive quote was received following the meeting from Came & Co/ Hiscox at a cost of £168 + Fees for 1 year and this was approved by a majority of Parish Councillors. The policy also provides Public Liability and asset cover for the Recreation Grounds. **Action: Clerk to proceed with purchase.**
 - 6c **Approval of online/cheque payments:** £52,20 to East of England Ambulance Service for purchase of pads for defibrillator; £326.98 to Clerk for Salary & Expenses; £12.50 to Cllr Langford for photocopy costs incurred re Quiet Lanes consultation. **Action: All approved and Clerk to action online payments.**
- 7 **Planning: Public Access Link - <https://publicaccess.eastsuffolk.gov.uk/online-applications>**
- 7a **New Applications – DC/21/3418/FUL Change of use from Yurt site to two self-contained holiday units at Ivy Grange Farm & DC/21/3394/FUL Installation of stairway rear of Racehorse Inn:** The period for submission of comments had expired. However, the Parish Council had no objections/comments to make on these applications.

DC/21/3853/FUL Demolition and erection of new poultry sheds and farm entry block at the Bungalow Westhall Hall Farm: The Council have no objections to this application. However, it was noted that the site is close to the archaeological remains of an Elizabethan Hall and moat. As there could be the potential to find items or deposits of archaeological interest, consideration should be given to a planning condition which stipulates the need for a watching brief to be carried out on the proposed groundworks. **Action: Clerk to submit comments online to East Suffolk Council Planning Department.**

- 7b Update on Previous Applications – All recent local planning applications give status as Permitted or awaiting decision.
- 7c Consideration being given to the formation of a small Planning Group made up of 3 Councillors who would meet to discuss applications and circulate observations prior to any scheduled Parish Meetings. **Action: Chairman to progress with this.**
- 8a **Pleasure Ground and Car Park – future governance, management and financing:** Repairs to the carpark have been carried out free of charge by Mr Trevor Betts.
- 8b **Review of Governance Documents for The Recreation Grounds:** **Action: Clerk will seek advice from The Charity Commission regarding setting up Constitution and Governance documents to be presented to the Council as Trustees in due course.**
- 8c **Raising income for the maintenance of the Recreation Grounds:** At present the only income received is from allotment rents. **Action: Cllr Punt and Cllr Brown to look at setting up a Working Group with other village associations. Proposed they meet whenever necessary to discuss funding for future items of maintenance and use of the Recreation Ground and Car Park.**
- 9 **Sicon Foundation – Tree Planting Initiative Westhall Village:** The first phase - planting of hedges, specimen and orchard trees on the Recreation Ground will take place on 2nd October as part of the Apple and Pumpkin Festival. **Action: Cllr Langford to project manage this.**
- 10 **Annual Review and Adoption of Westhall Community Emergency Plan:** Suffolk Joint Emergency Planning Team have contacted us with updates recommended to our Plan. **Action: Cllr Langford to carry out updates and present the Westhall Emergency Plan for approval and adoption at our November meeting.**
- 11 **Matters Arising since last meeting:** Councillors have been made aware of sewage problems affecting several properties near the railway tracks in Mill Common, which could have an impact on any future development. **Action: Agreed that the Council will support residents in their application to Anglian Water for an investigation into cause of the problem and the feasibility of connection to the public sewage system.**
- 11 **Correspondence Received:** No actions required.
- 12 **Any items of information:** Report from September 2021 Parish Councils, Halesworth Division from SCC Cllr Annette Dunning. **Action: Clerk to publish on our website.**
- 13 **News items for HCN and other media:** None
- 14 **Meetings for 2021 at 7.30pm on 2nd Monday of every other month:** 8th November (+ Annual Allotments Meeting).

Meeting closed at 9.30 pm