

Minutes of Westhall Parish Council
Monday 8th November 2021 at 7.45 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: Tony Goldson, East Suffolk District Councillor for Halesworth Ward

- 1 **Apologies and acknowledgment of absences:** Mr C Baker
- 2 **Declarations of pecuniary and non-pecuniary interests:** None
- 3 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council meetings held on 13th September 2021 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 8 (09/03/20) Purchase of dog loo bin, Church Hill: Action: Pending decision at January meeting.
Item 12a (14/12/20) Fallen signpost at junction of Wangford Road/Butts Road: Signpost remains missing. Action: Cllr Punt to contact Cllr Dunning and review at our next meeting.
Item 8 (17/05/21) Quiet Lanes Suffolk: Continue to await the outcome of the consultation with details of funding for signage costs. Action: Pending.
Item 11 (13/09/21) Sewage Problems: Application to Anglian Water for an investigation into sewage problems affecting some homes located near the railway track at Mill Lane is ongoing. Action: Cllr Punt to continue to support residents.
- 5a **Finance:**
Bank reconciliation: Bank reconciliation of accounts for Westhall Parish Council to 31/10/21 submitted and approved. Current statement balance held £9,047.11. Bank reconciliation of accounts for Westhall Parish Council as Trustees of the Pleasure Grounds & Car Park to 02/11/21 submitted and approved. Current bank balance held £310.57.
- 5b **2021/22 Review of Budget and Half Year Status:** The half year figures show all items within budget apart from the spend on defibrillator replacement parts which was covered by a grant from Cllr Goldson's Enabling Communities budget.
- 5c **Budget Planning & Precept Request:** Preparations for draft budget and submission of 2022/23 precept request due 28/01/22. Items to be considered in next year's budget were discussed including an increase in our budget for tree works. **Action: Clerk to prepare draft budget for approval at next meeting on 10/01/22.**
- 5d **Approval of online/cheque payments:** £218 Annual insurance premium; £297 Clerk Salary and expenses. Direct debits due in Nov/Dec for ICO and web hosting approved.
- 6 **Planning: Public Access Link - <https://publicaccess.eastsuffolk.gov.uk/online-applications>**
- 6a **New Applications:** None.
- 6b **Update on Previous Applications – All recent local planning applications give status as permitted or awaiting decision.**
- 7a **Pleasure Ground and Car Park – future governance, management and financing:**
- 7b **Review of Governance Documents for The Recreation Grounds:** Clerk has obtained advice from the Charity Commission on setting up appropriate governance documents and provided a template for a Charitable Trusts - Model Trust Deed. **Action: Draft document to be presented to Trustees in due course.**
- 8 **Sicon Foundation – Tree Planting Initiative Westhall Village:** The first phase - planting of specimen trees on the Recreation Ground took place on 2nd October as part of the Apple and Pumpkin Festival. **Action: Cllrs Langford and Darch to co-ordinate planting of hedging around Recreation Ground. Cllr Langford to contact Sicon for guidance on where we can site the fruit trees.**
- 9 **Discovering Suffolk – Fingerpost Plaques:** It was agreed not to participate in this project as the benefits of having these plaques could not be identified.
- 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 for adoption at our January meeting.**
- 11 **Matters Arising since last meeting:**
- 11 **Correspondence Received: Action: Parish Councillors can respond to consultations individually.**
- 12 **Any items of information:** Suffolk County Council Parish Report for Parishes November 2021.
- 13 **News items for HCN and other media:** Tree planting; dedication of memorial bench; allotment vacancies.
- 14 **Meetings for 2022 at 7.30pm on 2nd Monday of every other month:** 10th January; 14th March; 9th May (Annual Parish Meeting & AGM); 11th July; 12th September & 14th November (+ Annual Allotments Meeting)

Meeting closed at 9.30 pm