

Minutes of Westhall Parish Council**Monday 14th March 2022 at 7.30 pm Westhall Village Hall****Councillors Present:** Mr C Punt (as Chairman), Mr C Baker, Mrs L McTaggart, Mrs L Brown, Mr S Darch, Mrs M Rogers and Mrs A Donnachie (Clerk)**In Attendance:** Tony Goldson, East Suffolk District Councillor for Halesworth Ward
Annette Dunning, Suffolk County Councillor.

- 1 **Apologies and acknowledgment of absences:** Formal approval of Cllr P Langford's absence due to other Council work commitments.
- 1a Cllr Annette Dunning presented the Suffolk County Council Halesworth Division March 2022 Parish Report.
Action: Clerk to post this on our website.
- 2 **Declarations of pecuniary and non-pecuniary interests:** None.
- 3 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council Meeting held on 10th January 2022 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: Decision on site for this still pending. **Action:** Cllr Baker and Clerk to liaise with Suffolk Norse on suitable location.
Item 12 (14/12/20) Fallen signpost at junction of Wangford Road/Butts Road: Collected by Suffolk Highways for repair and missing signpost at Junction of Wangford Road//Locks Road. **Action:** Pending.
Item 6a (10/01/22) Removal of boundary hedging at rear of the Fox Covert Poultry Farm site and adjacent to public footpath: Hedges have now been replaced. **Item 8 (10/01/22) Sicon Foundation:** Hedge and fruit tree planting pending. **Action:** Cllrs Darch and Punt to co-ordinate this when weather permits.
- 5 **Finance:**
 - 5a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 29/12/21 to 25/02/22 submitted and approved. Parish Council current statement balance held at 25/02/22 was **£8,130.51**. Bank reconciliation of accounts for Pleasure Grounds & Car Park from 29/12/21 to 25/02/22 was **£662.58**.
 - 5b **Approval of online payments:** £403.76 to Clerk for Salary, Allowance and back pay from 01/04/21; £90 for Village Hall Hire for 2021. **Action:** All approved and Clerk to action online payments.
 - 5c **Preparation for end of year accounts, budget and internal audit and 2022/23 Precept update:** Appointment of Mr Trevor Brown as Internal Auditor prior to submission of the year end accounts. Decision on Request for 2022/23 Precept pending. **Action:** Clerk to appoint internal auditor and commence preparation of year end accounts for approval at our May AGM.
- 6 **Planning: Public Access Link - <https://publicaccess.eastsuffolk.gov.uk/online-applications>**
- 6a **New Applications:**

DC/22/0231/FUL – Becks End Farm, Erection of open Porch: No objections.

DC/22/0651/FUL – Fox Covert Poultry Farm - Erection of a plant room and an amenity building (retrospective). Concerns raised that should this application be approved, it would lead to insufficient off-road space for HGV access to and from the site and resulting in obstruction of Wangford Road which is a through route for buses and large agricultural vehicles. **Action:** Cllr Punt to request a site visit prior to submitting our comments to the planning department.
- 6b **Update on Previous Applications:** None outstanding.
- 7 **Pleasure Ground and Village Hall Car Park - Future Governance, Management and Financing:** To comply with the terms of the Parish Council's Public Liability insurance it was agreed to erect disclaimer signage in the Car Park. Guidelines received from our insurers regarding holding of events by ourselves and third parties. **Action:** Clerk to source suitable signage.
- 8 **Queens Platinum Jubilee Celebrations:** Celebrations over the 4 days Thursday 2nd June to Sunday 5th June are being planned by Westhall Working Committee. More details to follow. **Action:** Clerk to apply for a Suffolk County Council Locality Grant to fund some of the community activities.
Trebilee Project: The oak tree received and ready to plant. **Action:** Cllr Darch to organise this.
- 9 **Quiet Lanes Suffolk:** Posts ready to be installed by Suffolk County Council. Signage to be attached by volunteers. **Action:** Cllr Langford to co-ordinate.



- 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 continues to update this and will present the Westhall Emergency Plan for approval and adoption at our May meeting.**
- 11 **Matters Arising since last meeting:**
- 11a Concerns about illegal parking near the junction with Locks Road and Wangford Road occurring during football matches being played on the recreation ground. **Action: Cllr Punt to contact Westhall Community Council.**
- 11b Report of rubbish being dumped on footpath by Fox Covert Site has been resolved.
- 11c **First Aid/Defibrillator Training:** Quote for £440 received from the Ambulance Service to run training session for 12 people over 3 hours with a mix of practical and theory. **Action: Seek possible funding and place on agenda for next meeting.**
- 12 **Correspondence Received:** No actions required.
- 13 **Any items of information:**
- Homes for Ukraine:** Website has opened to allow people to register to host evacuees from fighting. Council to look at co-ordinating with local residents who intend to host evacuees to assist with any problems which may arise such as access to schools, medical.
- 14 **News items for HCN and/or other media:** **Action: Clerk to submit relevant items.**
- 15 **Meetings for 2022 at 7.30pm on 2nd Monday of every other month:** 9th May (Annual Parish Meeting & AGM); 11th July; 12th September & 14th November (+ Annual Allotments Meeting)

Meeting closed at 9 pm