

Minutes of Westhall Parish Council
Monday 11th July 2022 at 7.30 pm Westhall Village Hall

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

In Attendance: Tony Goldson, East Suffolk District Councillor for Halesworth Ward and members of the public.

- 1 **Apologies and acknowledgment of absences:** Formal approval of absence received from Mrs L Brown, Mr C Baker, Suffolk County Cllr Annette Dunning and District Cllr Alison Cackett
- 2 **Declarations of pecuniary and non-pecuniary interests:** None.
- 3 **A Public Forum to receive reports from County and District Councillors and for members of the public to raise issues or matters of concern was then commenced prior to formal start of the Parish Council Meeting.**
 Members of the public attended to express their concerns regarding the environmental impact the recently reopened Fox Covert Poultry Farm is having on their homes, lives and businesses. They have been in contact with the Environmental Protection Officer at East Suffolk Council to look into these issues which include constant noise from fans, unpleasant odours and plagues of flies. The Parish Council is in agreement with their current course of action but will contact the site owners and the Enforcement Officer. District Councillor Tony Goldson has asked to be kept updated on progress.
- 4 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council Annual General Meeting and Annual Parish Meeting held on 9th May 2022 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: Awaiting confirmation from Suffolk Norse regarding site survey. *Action: Cllr Baker and Clerk to continue to liaise with Suffolk Norse.*
Item 7 (14/03/22) Pleasure Grounds & Car Park Warning Signage: To be discussed at next Westhall Community Council meeting. Pending for our next meeting. *Action: Cllr Punt to liaise with Westhall Community Council.*
Item 8 (10/01/22) Sicon Foundation: Fruit tree planting pending. *Action: Cllrs Darch will arrange this for later in the year.*
Item 13 (09/05/22) First/Aid Defibrillator Training: Clerk has so far contacted two neighbouring parish councils to gauge if they would be interested in sharing the training and costs. To be discussed at their next meetings. *Action: Clerk to report back responses at September meeting.*
- 6 **Finance:**
 - 6a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 30/04/22 to 29/06/22 submitted and approved. Parish Council current statement balance held at 29/06/22 was **£11,673.47**. Receipts included £645 grant from Suffolk County Cllr Annette Dunning towards costs of the villages Queen's Platinum Jubilee Celebrations. Bank reconciliation of accounts for Pleasure Grounds & Car Park from 30/04/22 to 29/06/22 was **£668.64**. Clerk confirmed that the annual accounts 2021/22 had been submitted to the Charities Commission.
 - 6b **Approval of online payments:** £307.21 Clerk Salary, Home Allowance and expenses for June & July 2022; £100.00 to Internal Auditor; £55.43 for village strimmer parts. *Action: All approved and Clerk to action online payments.*
 - 6c **CIL payments:** Due to time constraints and councillor absences it was decided to delay discussions until next meeting.
 - 6d **To Review Annual Internal Auditor's Report:** The Council has carried out effective and efficient financial administration and financial management for the year 2021/22.
- 7 **Planning: Public Access Link - <https://publicaccess.eastsuffolk.gov.uk/online-applications>**
 - 7a **New Applications:** None
 - 7b **Update on previous applications:** All permitted.
 - 7c **Consultation Draft Housing in Clusters and Small-Scale Residential Development in the Countryside Supplementary Planning Document:** New planning document and guidance noted. No comments submitted by parish council.

- 8 **Annual Review and adoption of Westhall Community Emergency Plan.**
- 8a Presentation on Rest Centres was rescheduled to September meeting. **Action: Clerk to inform Mr Lickman and add to September Agenda.**
- 8b The Emergency Plan has been changed with Mr John Lickman taking over as Plan Co-ordinator and Mr Charles Baker as Deputy Plan Co-ordinator. The Plan has been updated with recommended updates from Suffolk Joint Emergency Planning Team. **Actions: Clerk to place copy Plan in Incident Box located in Village Hall and on website omitting personal details of volunteers.**
- 8c Annual inspection of the Incident Box located in the Village Hall has been carried out with actions ongoing. **Action: Clerk and Mr Lickman to complete actions.**
- 9 **Review of Governance Documents:** The Internal Control Statement and new LGA Code of Conduct for Councillors was adopted and signed by the chairman. These documents will be reviewed annually.
- 10 **Quiet Lanes Suffolk:** Posts have now been installed. Signage to be attached when available. **Action: Cllr Langford to co-ordinate.**
- 11 **Matters Arising since last meeting:**
- 11a **Parking:** Parking of resident's vehicles on the passing place at locks road has been reported to the council. This space was created as a safety measure where there is a blind spot for drivers. **Action: Clerk to contact the local Police Liaison Officer for advice on how to proceed.**
- 12 **Correspondence Received:** No actions required.
- 13 **Any items of information:** None
- 14 **News items for local media:** **Action: Clerk to submit relevant items.**
- 15 **Meetings for 2022 at 7.30pm on 2nd Monday of every other month:** Due to flooring works being carried out in the Village Hall, the 12th September meeting will take place in The Racehorse. We return to the Village Hall for our 14th November meeting and the Annual Allotments Meeting.

Meeting closed at 9.30 pm