

Minutes of Westhall Parish Council
Monday 14th November 2022 at 7.45 pm in Westhall Village Hall

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

In Attendance: Cllr Tony Goldson, Members of the public.

- 1 **Apologies and acknowledgment of absences:** No apologies received for formal approval of absence.
- 2 **Declarations of pecuniary and non-pecuniary interests:** Cllr Baker – Item 7a DC/22/4233/P3Q
- 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.**

The November Parish Report was received from Suffolk County Cllr Annette Dunning. **Action: Clerk to publish on website and on noticeboard.**

The Chairman proposed that the Parish Council approve moving Item 7a Planning Applications be moved forward on the agenda, this was seconded and approved.

Fox Covert Poultry Farm: Fox Covert Poultry Farm: Residents from Cox Common, Westhall attended the meeting. The Chairman of the Parish Council read out an email from the operators of the Poultry Farm with updates on situation regarding ongoing problems at the site and planned remedial works. At present due to Avian Flu restrictions, work to reduce the noise from the extraction and ventilation systems is planned to start mid-February 2023.

(7) **Planning Applications:**

DC/22/4002/FUL Fox Covert Poultry Farm: The retrospective planning application for installation of water tank and emergency backup generator were discussed and due to this being a legal requirement for such a business the Parish Council will not be submitting any further comments to the planning department.

Action: Await decision from the planning department to the retrospective application. Note the Parish Council previously recommended suspending the application until after the remedial noise works are successfully completed. **Action: Await decision from the planning department to the retrospective application.**
Cllr C Baker then left the meeting at this point.

DC/22/4233/P3Q Burketts Farm, Bacons Green Road – Prior Notification of a proposal to convert an agricultural building to 2 dwellings: Although the Parish Council have no objections in principal, concerns were raised with regards to this site not being within the definition for housing within the Local Plan for Westhall and the impact on the highway. **Action: Clerk to submit comments to the planning portal.**

- 4 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council Meeting held on 12th September 2022 are a 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: Ongoing. **Action: Cllr Baker and Clerk.**

Item 7 (14/03/22) Pleasure Ground & Car Park Warning Signage: Cllr Darch submitted a quote of £488.74 for materials required to erect a post and rail fence and entrance gate onto the Recreation Ground from the Village Car Park. Labour will be supplied free. Car park warning signage will be placed on the fence. The works and costs were approved by Council. **Action: Cllr Darch will order materials and submit final invoice for payment by Clerk.**

Item 13 (09/05/22) First/Aid Defibrillator Training: To obtain updated training costs from East of England Ambulance Service since previous quote almost 6 months ago. **Action: Cllr Langford**

Item 10 (11/07/22) Quiet Lanes Suffolk: Signage is now available and awaiting installation on posts by volunteers. **Action: Cllr Langford to progress this.**

Item 6 (12/09/22) Westhall Community Emergency Plan: There will be a swap in roles with Cllr C Baker as Coordinator and Mr J Lickman as Deputy Coordinator. **Action: Clerk to amend the plan and inform the Planning Officer at East Suffolk Council.**

Item 9 (12/09/22) Fly Tipping: Mr Bob McTaggart has carried out a clean-up of the site and arrangements will be made for disposal. It was proposed and seconded that "No Tipping" signage to be displayed in this area. **Action: Clerk.**

Item 12a (12/09/22) Damaged dog loo bin near level crossing: This has now been replaced by Suffolk Norse and re-sited on opposite verge.

6 **Finance:**

6a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 27/08/22 to 28/10/22 submitted and approved. Parish Council current statement balance held at 28/10/22 was **£10,392.90** and bank reconciliation of accounts for Pleasure Grounds & Car Park from 26/08/22 to 28/10/22 was **£749.85**.

6b **Approval of online payments:** £254,26 Clerk Salary, Home Allowance for October & Nov 2022; £47.20 to HMRC; Stationery £4.75; Printer Toner £15.58; £75 for Hall Hire for 2022; £60.00 for Web Hosting; £35.24 for repair to noticeboard. *Action: All approved and Clerk to action online payments.*

6c **Draft budget for year 2023/24:** The RFO presented the draft budget for consideration of the Council, prior to final approval in January. On the basis of the draft budget, it was proposed and accepted unanimously by the Parish Council to set the precept for 2023/24 at the same level as 2022/23 that is £4,009.95 resulting in a charge of £27.77 for a Band D property and this charge will show as a -9.10% change on the 2023/24 Council Tax bills against the Parish element. *Action: Clerk to amend the budget and represent for final approval in January when we will formally request the precept.*

6d **Online Training for Councillors:** An E-Learning course now available from SALC to be taken over a year for those who may wish to refresh their skills. Contact the Clerk to book this.

7 **Planning:** This item was moved to start of meeting.

8 **Matters Arising since last meeting.**

8a **Report of Speeding through Village:** The Parish Council are unable to deal with speeding vehicles. The public should endeavour to obtain the registration numbers of any speeding vehicle and report this directly to the Police on 101 or online at www.communityspeedwatch@suffolk.police.uk.

8b **Dog Mess:** For advice on reporting this problem go to <https://www.eastsuffolk.gov.uk/environment/environmental-protection/animals/dog-control/dog-fouling>.

8c **Damage to dog loo bin Village Car Park:** This has now been repaired – with our thanks to Mr Vernon Brown.

8d **Footpath by St Georges:** Report of this being used by horse riders. *Action: Clerk to write to those concerned.*

8e **Pot Holes:** Report of pothole in Locks Road. *Action: Cllr Rogers to report this on the Suffolk Highways online reporting tool.*

8f **Car Park Safety during Football Matches on the Village Recreation Ground:** Safety concerns were raised about children playing in the car park during these sessions. *Action: Clerk to write to the Westhall Community Council asking them to raise this issue with the football organisers.*

9 **General Correspondence Received:** Circulated an no comments received.

9a **Policing:** Public access contact points received. *Action: Clerk will publish these on our website and noticeboard.*

Police Quarterly Meetings for Councillors: Next scheduled for 20th January 2023. Please pass any issues you wish raised at this meeting to Cllr Baker. *Action: Cllr C Baker to attend and report to Council.*

10 **Any Items of Information:** None.

11 **News items for local media:** *Action: Clerk to submit relevant items.*

12 **Set dates for meetings in 2023: Meetings for 2023 at 7.30pm on 2nd Monday of every other month in the Village Hall:**

9th January

13th March

22nd May (delayed due to 2 bank holidays) Annual Parish Meeting and AGM

10th July

11th September

13th November + Annual Allotments Meeting.

Meeting closed at 9.30 pm