

Minutes of Westhall Parish Council
Monday 13th March 2023 at 7.30 pm in Westhall Village Hall

Councillors Present: Mr P Langford, Acting Chairman, Mr C Baker, Mr S Darch,
Mrs Lorraine McTaggart, Mrs M Rogers, Mr J Lickman and Mrs A Donnachie (Clerk)

In Attendance: Members of the public.

- 1 **Apologies and acknowledgment of absences:** Mr C Punt, Chairman sent his apologies.
- 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.** No reports received from County or District Councillors.
- 4 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council Meeting held on 09/01/2023 are a correct record. Proposed by Cllr Rogers and seconded by Cllr Langford.
- 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 7 (14/03/22) Fencing between Pleasure Ground & Car Park:** To erect a post and rail fence and entrance gate onto the Recreation Ground from the Village Car Park. Ongoing. Tree works have been carried out and a dead tree will need to be cut down. *Action: Cllr Darch will order materials and commence these works when weather conditions permit.*
 - Item 13 (09/05/22) First Aid/Defibrillator Training:** Ongoing. *Action: Clerk to contact the East of England Ambulance Service to obtain training dates available.*
 - Item 10 (11/07/22) Quiet Lanes Suffolk:** Signage work ongoing. Fallen posts have been reset and 2 relocated in more appropriate positions. *Action: Cllr Langford.*
 - Item 9a (14/11/22) Police Quarterly Meetings for Councillors:** Cllr Baker attended this meeting on 20/01/23 and forwarded his notes to all Councillors.
 - Item 4 (09/01/23) Memorial to the late Bob McTaggart :** A memorial group to be set up to plan for an appropriate memorial. Ongoing. *Actions: Cllr Darch/Racehorse Pub/ Westhall Community Council and the Parish Church Council.*
 - Item 9b (09/01/23) Grit Bin Operatives:** Advert for 2 operatives to join our current team. No applicants so far. *Action: Clerk to continue to advertise and to update our current operative list with Suffolk County Council for insurance purposes.*
 - Item 11a (09/01/23) The Villages Community Fund Panel:** Cllrs Langford, Lickman and Darch were appointed to the panel.
- 6 **Finance:**
 - 6a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 29/12/22 to 27/02/23 submitted and approved. Parish Council current statement balance held at 27/02/23 was **£9,486.70**. Bank current statement balance held in The Pleasure Grounds account as at 27/02/23 was **£631.26**.
 - 6b **Approval of online payments:** Clerk Salary, Home Office Allowance for February and March 2023 £275.06; HMRC £125.60; SALC Payroll Service to 31/03/23 £27. *Action: All approved and Clerk to action online payments.*
 - 6c **Appointment of Internal Auditor for end of year accounts:** Only 2 companies submitted quotes. *Action: Clerk to formerly appoint Heelis & Lodge.*
 - 6d **Precept request:** Precept applied for but outcome pending. Budget spending remains within set limits. **CIL payments – Allocation of funds:** Pending. *Action: None at present.*
- 7 **Planning:**
 - 7a **New Planning Applications: Public Access Link - <https://publicaccess.eastsuffolk.gov.uk/online-applications>**
No new applications for consideration.
 - 7b **Update on previous applications:** One pending decision.
- 8 **Matters Arising since last meeting:**
 - 8a **Fox Covert Poultry Farm:**

Noise - Latest update from management states that works to reduce the noise problems are progressing. Noise assessment by East Suffolk Council to follow once complete.

Screening – review of planting and hedging by operator will take place in Spring with planting in the area by the trees and they may also look to install a fence to further screen the area.

Pest Control – an independent pest contractor will attend site later in the year.

Outside lights - Following complaints relating to onsite lights, the company have adjusted the sensitivity on the 3 domestic type security lights that had been installed from 100% to 25%. Also, the high powered external lighting is now activated by a physical manual switch which will only be switched on and off by staff undertaking a specific activity.

The site owners plan to set up a meeting with the Parish Council and representative of the community over the next month.

- 8b **Grit bin at Cox Common:** Request received from a nearby resident to relocate the bin to a more suitable site. Alternative sites nearby were deemed to be unsuitable and as the bin does not meet the current Grit Bin Guidance rules, the Council voted to have this removed. **Action: Cllr Langford will contact Suffolk Highways.**
- 8c **East Suffolk Council Bulb Scheme:** Clerk has applied for 500 free bulbs from this scheme. Successful applicants will be notified in June. If bulbs awarded Cllr Langford has volunteered to collect these.
- 9 **Town and Parish Elections 4th May 2023:** (Item moved to end of meeting) The clerk received Nomination Forms from prospective candidates. **Action: Clerk to hand deliver to Elections Office at Lowestoft.**
- 10 **Governance Documents:** The Parish Council adopted the following governance documents: Internal Control Statement for the year 2023/24 and a Risk Assessment & Management (Financial) having been carried out by Cllr Rogers. An Internal Control Report and an Annual Inspection of Assets to be carried out before our next meeting in May. **Action: Clerk to forward required forms and information to Cllr Rogers and Cllr Lickman respectively.**
- 11 **General Correspondence Received:** No comments submitted.
- 12 **Any items of information:**
- 12a **Grit bin Locks Road:** Report that this had been knocked over. **Action: Cllr Lickman to assess.**
- 12b **Signage to properties at Meadow Close:** Cllr McTaggart asked if the Parish Council could assist the residents of bungalows at the back of Meadow close in having signage erected on the pathway leading to their properties. The only access is by a footpath which has caused difficulties for deliveries and other visitors trying to locate these properties. **Action: Cllr Langford will try to speak to the County Council but advised that to back this up the residents should write directly to the County Council.**
- 13 **News items for local media:** **Action: Clerk to submit relevant items.**
- 14 **Meetings for 2023 at 7.30pm on 2nd Monday of every other month in the Village Hall:**

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 pm.