

Minutes of Westhall Parish Council**Monday 11th September 2023 at 7.30 pm in Westhall Village Hall****Councillors Present:** Mr S Darch, Chairman, Mr C Baker, Mr P Langford, Mrs L McTaggart, Mrs M Rogers, Mr J Lickman and Mrs A Donnachie (Clerk)**In Attendance:** Members of the public

East Suffolk District Cllr Geoff Wakeling

- 1 **Apologies and acknowledgment of absences:** Suffolk County Councillor Annett Dunning and East Suffolk District Councillor Beth Keys-Holloway
- 2 **Update on current vacancy for a Parish Councillor:** No applicants. Continue to advertise.
- 3 **Declarations of pecuniary and non-pecuniary interests:** Cllr Darch – **Item 8a**
Agreed by Council to discuss Items 8b, 8c & 11a at this point in the meeting to allow the public to participate:
- (8) **Planning:**
- (8b) **New Planning Applications: Public Access Link** - <https://publicaccess.eastsuffolk.gov.uk/online-applications>
DC/23/1446/FUL – Erection of a self-contained annexe at Belle Grove Farm, Lower Common, Westhall: This follows a previous application in April 2023 when the Council considered this application did not meet the requirements for a rural worker dwelling based on the Waveney Local Plan. The applicant attended our meeting to provide additional information and answer the Council's questions on the application. After consideration the Parish Council voted unanimously (5 in attendance) to neither accept or object to the proposal but will submit comments to be considered by the Planning Authority. **Action: Clerk to upload comments to Planning portal.**
- (8c) **Planning Application DC/23/0895/FUL** - Demolition of existing poultry farm buildings & erection of two new poultry houses and gatehouse on land at Westhall Hall Farm, Strawberry Lane, Westhall:
After consideration the Parish Council voted unanimously to approve the proposal but as the site is of archaeological importance and needs to be safeguarded as a heritage asset, a site investigation and recording scheme be carried out. **Action: Clerk to upload comments to Planning portal.**
- (11) **Matters Arising since last meeting:**
- (11a) **Fox Covert Poultry Farm:** Update from the Senior Environmental Officer at East Suffolk Council received along with correspondence between their office and Crown Farms who run the site. **Flies:** ESC Env. Officers visited the site and inspected both sheds and other areas of the site. Both internal and external examination of the buildings and other areas showed these to be clean and well maintained with no evidence of inadequate control of flies on site. **Noise:** Noise monitoring has been carried out by Environmental Protection Officers and concluded that although there has been a reduction in noise levels, the operators of the site still need to undertake further works to meet the terms of the noise abatement notice. The site operators agreed to carry out further noise reduction works. **Emergency Generator:** It is understood that the company has further work to do regards the noise from this equipment before their current retrospective planning application can be addressed.
- 4 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council Meeting held on 10/07/23 are correctly recorded. Proposed by Cllr Rogers and seconded by Cllr Lickman.
- 5 **Receive reports from County and District Councillors:** A copy of SC Cllr Annette Dunning's Parish Report for September 2023 was circulated to the Parish Council. **Action: Clerk to upload copy to website and place on noticeboard.**
- 6 **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 4 (09/01/23) Memorial to the late Bob McTaggart : The Chair has received various suggestions from residents on an appropriate memorial and is looking to hold a village meeting to make the final decision.
Actions: Cllr Darch/Racehorse Pub/ Westhall Community Council and the Parish Church Council.
Item 9b (09/01/23) Grit Bin Operatives: Clerk has received information on requirements for this self-help scheme and will register our 4 volunteers for cover under their insurance. Agreed that no further equipment requires to be purchased. **Action: Clerk**
Item 8b (09/01/23) Removal of Grit Bin at Cox Common: Bin was relocated to Village Hall Car Park.
Item 9b (10/07/23) Road signage damage: No change to this since last meeting. **Action: Cllr Lickman will contact the Highways Department again about the 30 mph signs being faded.**
- 7 **Finance:**
- 7a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 30/06/23 to 29/08/23 submitted and approved. Parish Council current statement balance held at 29/08/23 was **£11,710.66**. Current

balance held in The Pleasure Grounds account as at 29/08/23 was £695.44. Reconciliation checked against bank statements and approved by Council.

- 7b **Approval of online payments:** Clerk Net Salary and Home Office Allowance for August and September 2023 £269.06; HMRC £116.60; East Suffolk Council for Uncontested Election Fees £67.32; Heelis & Lodge for Internal Audit £85 and to Clerk for purchase of Norton Anti-Virus software £19.99. *Action: All approved and Clerk to action online payments.*
- Barclays Bank Updating of Customer Account Details: All forms completed. *Action: Clerk*
- 7c **Review of Internal Auditors Report for year 2022/23:** The report was submitted to the Parish Council. The internal auditor advised that the Council had carried out effective and efficient financial administration and financial management for the year 2022/23 with only 2 minor recommendations. *Action: Clerk to follow-up on recommendations.*
- 8 **Planning: (Items 8b, 8c moved to start of meeting)**
- 8d **Update on previous applications:**
- Planning application DC/23/354/P3Q - Change of use of Agricultural Buildings to 2 dwellings at Burketts Farm, Westhall.** Application was received and considered by the Parish Council before the expiry of submission of comments date of 30/08/23. The Parish Council have no objections in principal to this application but would wish to express concerns about the site location not being within the definition for housing within the Local Plan for Westhall, the possible impact on the highways and that it be a condition that the conversion is for 2 x dwellings and not holiday lets.
There are currently 2 other outstanding planning decisions.
- 8e **Public Consultation on draft Supplementary Planning Document – Custom & Self-Build Housing:** The Parish Council had no comments on this.
- 9 **Speeding: Complaint from resident about speeding through village:** Following complaints from residents about speeding vehicles through the village, the Parish Council contacted our Community Engagement Officer PC Amy Yeldham for advice on how to tackle this problem. She provided details of the Community Speedwatch programme alongside the Safety Camera Partnership. To raise a complaint and join these schemes the Police need to have data from the local residents (vehicle registration numbers, date and time). However, residents should call 101 and report any incidents directly to the police. *Action: Clerk to upload information to our website.*
- 10 **Halesworth Climate Action Conference:** Halesworth ASH takes place from 29/09/23 to 01/10/23 at St Mary's Church, Halesworth. The weekend will include exhibitions, workshops, talks and actions towards reaching carbon zero. More info at <https://halesworthash.com/> *Action: Clerk upload Poster to website and noticeboard.*
- 11 **Matters Arising since last meeting: (Item 11a moved to start of meeting)**
- 11b **Overgrown vegetation encroaching on village pavements:** Overhanging vegetation obstructing the pavement between the previous village shop and the railway line. Problem to be reported to owners of any properties involved for further action.
- 12 **Correspondence Received:**
- 12a **Quiet Lanes Project – Close out:** The current project set to close as of 31/10/23. Following this date any sign or post related issues to be reported to Suffolk Highways Safety and Speed Management /Group.
Action: Cllr Langford will report the vandalism, damaged signs and post removals by 31/10/23.
- 12b **Autumn COVID-19 and flu vaccinations programme starting 11/09/23:** Poster to go on noticeboard and website. *Action: Clerk.*
No further comments on correspondence received.
- 13 **Governance Documents:** Westhall Parish Council Code of Conduct for Councillors was adopted and signed by The Chairman. *Action: Clerk to place document on website.*
- 14 **Pleasure Ground, Car Park & Allotments (any issues arising):** Chairman continues to look into options for fencing between pleasure grounds and car park.
- 15 **Any items of information:**
- 16 **News items for local media:** None.
- 17 **Meetings for 2023 at 7.30pm on 2nd Monday of every other month in the Village Hall:**
13th November - Annual Allotments Meeting followed by Parish Council Meeting.

Meeting closed at 9.35 pm.