

DRAFT Minutes of Westhall Parish Council**Monday 11th March 2024 at 7.30pm in Westhall Village Hall****Councillors Present:** Mr S Darch, Chairman, Mr C Baker, Mrs M Rogers, Mr P Langford, Mrs L McTaggart and Mrs A Donnachie (Clerk)**In Attendance:** Members of the public
Annette Dunning, Suffolk County Councillor

- 1 **Apologies and acknowledgment of absences:** Cllr J Lickman, Cllr Geoff Wakeling and Jemma Gooch-Boags, Environmental Manager at Cranswick Fresh Poultry.
- 2 **To receive declarations of pecuniary, non-pecuniary interests and consider requests for dispensations:** None received.
- 3 **Fox Covert Poultry Farm Update from Representative from Cranswick:** Representative of Cranswick was unable to attend. The Acoustic Investigation report was not received in time for this meeting. **Action: Clerk to forward full report to the Parish Council and to send date of next Parish Meeting to Jemma at Cranswick.**
- 4 **Public Forum to receive reports from members of the public:** Residents attended to raise concerns on various issues. Some issues do not come within the Parish Council's remit and could be dealt with by residents contacting the relevant departments at Suffolk County Council or East Suffolk District Council and not be on future agendas. Suffolk County Cllr Annette Dunning has offered her support if needed.
 - 4a **Lights:** Environmental Health Officer found no evidence of light pollution.
 - 4b **Noise:** An acoustic investigation of performance of attenuation measures provided for the chicken shed extractor fans. There has been some improvement following attenuation works undertaken and monitoring continues.
 - 4c. **Fly infestation:** The Environmental Health Officer found no evidence that the poultry farm are the source of the flies.
 - 4d: **Permissive Footpath adjacent to site:** Following a previous request for amendment (ie diversion) to the definitive map in 2023, the Parish Council consulted with the Definitive Maps Officer. Due to the amount of resources needed to pursue this amendment the Parish Council were and still are unable to support such a request.
 - 4e. Site Working Hours: Crown operates an official poultry site which is a commercial business and they are not constrained by hours of operation.
 - 4f. Water Pollution: Reports should be directed to the Environment Agency.
 - 4g. Damage to verges: Residents should report this directly to Suffolk Highways
<https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/report-a-highways-issue>
 - 4h. Littering: Parish Council with speak to the site operators.
 - 4i. Emergency Backup Generator: Awaiting planning decision.
- 5 **Suffolk County Councillor's Parish Report:** Cllr Annette Dunning presented her March Parish Report. District Councillors' report was received by email. **Action: Clerk to post reports to website/noticeboard.**
- 6 **Minutes of previous meetings:** Resolution passed minutes of Westhall Parish Council Meeting held on 8th January 2024 and of the Extraordinary Planning Meeting on 23rd January 2024 were correctly recorded. Proposed by Cllr Baker and seconded by Cllr Rogers. **Action: Clerk to upload to website and noticeboard.**
- 7 **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 9b (10/07/23) Road Signage damage:** 30 mph signage faded. No change to this since last meeting.
Action: Cllr Lickman.
 - Item 9c (08/01/24) Westhall Community Emergency Plan:** Cllr Baker has stepped down as Plan Co-ordinator and becomes Deputy Plan Co-ordinator. Cllr Lickman becomes Plan Co-ordinator **Action: Clerk to implement these changes and inform the Emergency Planning Officer.**
- 8 **Finance:**
 - 8a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 30/12/23 to 28/02/24 submitted and approved. Parish Council current statement balance held at 28/02/24 was **£9,367.35**. A VAT tax refund of £103.09 received with spending over £100 on Salaries. Reconciliation checked against bank statements and approved by Council.
 - 8b **Approval of online payments:** Clerk Net Salary and Home Office Allowance for February and March 2024 £374.68; HMRC PAYE £37.40; Clerk Stationery Expense £6 and SALC Payroll to 31/03/24 £27.
Action: All approved and clerk to action online payments.

- 8c **Preparation for 2023/24 year-end accounts – Appointment of Internal Auditor:** Two quotes received and Council voted to appoint Heelis & Lodge. Proposed by Cllr McTaggart and seconded by Cllr Baker.
- 8d **CIL 2022/2023 Annual CIL report:** Council still hold the original CIL payment of £526.05. Report approved and signed by Chairman. Council to look into village funding projects.
- 9 **Planning - Public Access Link -** <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 9a **New Planning Applications:** None.
- 9b **Update on previous applications:** Decision still pending for DC/23/1913/FUL Locks Road development; DC/23/4712/SCO – Westhall Farm; DC/23/4004/LBC & DC/23/4003/FUL – Paradise Farm and DC/22/4002/FUL – Generator at Fox Covert Poultry Farm.
- 9c **East Suffolk Planning Alliance (ESPA):** Their function is to establish a closer and more open dialogue between local authorities, parish councils and local communities regarding local planning issues and the Local Plan. Agreed that we affiliate with ESPA and Cllr Langford will be our representative.
- 9d **East Suffolk Planning Forum on 24/01/24:** May Agenda due to absence of Cllr Lickman.
- 10 **Matters Arising since last meeting:**
- 10a **Beccles, Bungay, Halesworth & Villages Community Partnership Meeting 04/03/24:** Cllr Darch attended and gave a report on what was discussed. Minutes of the meeting will be available on <https://eastsuffolk.cmis.uk.com/eastsuffolk/Meetings.aspx>
- 10b **Fly Tipping:** Ongoing. Areas affected have been posted on the Suffolk Highways Reporting Tool and responses awaited.
- 10c **Footpath signage:** Post down at Meadow Close and on Footpath 010 the signage has been improperly installed and leaning over. Both reported on Highways Reporting Tool.
- 10d **Grit Bins at Locks Road and Bacons Green Rd:** Bins tipped over. Cllr Lickman and a volunteer relocated the Bacons Green Road bin around the corner to a more stable position. Locks Road Bin work ongoing.
Action: Cllr Lickman.
- 11 **Correspondence received:** All correspondence distributed to Council and no further action required on Agenda items 11a, 11d 11f and 11g. Items of public information posted on our website and noticeboards.
- 11b **Suffolk Accident Rescue Service (SARS):** Able to offer First Aid/Defibrillator training to communities. This would be free but donations from attenders would be appreciated. *Action: Clerk to contact SARS with suggested dates for training.*
- 11c **D-Day 80 Celebrations 6th June 2024:** Cllr Darch will speak to Westhall Community Council and The Racehorse. *Action: Cllr Darch*
- 11e **Portrait of His Majesty The King:** Clerk has applied for this free portrait which will be for the Village Hall.
- 11f **LionLink – Environmental Impact Assessment (EIA) Scoping Notification and Consultation:** It was noted that this is a complex document with 770 pages in the main report and some of the details require technical knowledge to understand. However, Cllr Langford will study this and provide the Parish Council with a suggested response. The statutory deadline for responses is 4th April 2024. *Action: Cllr Langford.*
- 12 **Review of Governance documents:** Internal Control Statement to March 2024; Internal Control Report to March 2024 and Risk Assessment and Management 01/04/24 to 31/03/25 were all approved and adopted by the Parish Council. *Action: Clerk to upload documents to our website.*
- 13 **Parish Councillor Vacancy:** Mr Trevor Betts has applied to be co-opted onto the Parish Council. Proposal to co-opt by Cllr Langford and seconded by Cllr Baker was approved by the Parish Council. Declaration of Acceptance completed by Mr Betts and countersigned by Cllr Darch.
- 14 **Any Items of Information:** In May 2023 East Suffolk Council agreed to erect signage on the footpath leading to properties 13 & 14 Meadow Close. However, Cllr McTaggart reports that work has not yet been carried out. *Action: Cllr Langford will chase this up.*
- 15 **News Items for local media:**
- 16 **Meetings for 2024 at 7.30pm on 2nd Monday of every other month in the Village Hall:**

13th May – Annual Parish Meeting followed by Annual General Meeting

8th July,

9th September

11th November – Annual Allotments Meeting followed by Parish Meeting

Meeting closed at 9pm to be followed by a meeting of the Trustees for the Recreation Ground Charity.