

**Westhall Parish Council
Minutes of Parish Council Meeting held on
Monday 13 April at 7.30pm in Westhall Village Hall.**

Members Present: Mr S Darch (Chairman); Mrs L McTaggart; Mrs L Palin; Mrs E Clark;
Mr J Lickman and Mr D Thompson.
In Attendance: Mrs M Rogers (Clerk); Mr T Goldson (SCC)
Public Attendees: Mr P Langford and Mr K Studd

1. **Apologies:** Mr M Rogers and PC S Green (Suffolk Constabulary).
2. **Declaration of Interests:** Mr Darch declared interest with Planning Application item 7. Mrs Clark and Mrs McTaggart proposed that Mr Darch remain in attendance for this item but not to vote or comment, council voted agreement.
3. **Minutes of Previous Meeting:** Mrs Clark proposed, seconded by Mr Lickman that the minutes of the March meeting be signed as an accurate record of the meeting.
4. **Matters Arising from previous meeting minutes that are not included in the agenda.** None
5. **Correspondence and Actions.**

1. Planning Application DC/15/1050/FUL Mr N Fisher. Construction two storey extension to Belle Grove Cottage.
2. The Adnams Charity
3. Bank Statements
4. Councils Direct Magazine
5. Planning Permission Certificate. DC/15/0174/FUL Mr C Warner. The Old Rectory.
6. The Pensions Regulator
7. Passenger Transport Newsletter
8. Community Action Suffolk News
9. Halesworth Division Parishes Meeting Minutes
10. Suffolk Highways – Road Repairs to Meadow Close.
11. Age UK
12. SALC – Membership Renewal.
13. LAIS 1379 Unauthorised Encampments.
14. LAIS 1378 Parking
15. SALC – Website Training Sessions
16. Public Advisory Service – Transparency Code
17. WDC – Marina Customer Service Centre.

6. Finance Matters.

- a) Reserves Account will be discussed at meeting following election in May.
- b) Clerk Allowance Rise. After councillors' discussion regarding extra duties involved in printing, accounts, emails and computer work it was decided to increase the clerks allowance by 50p per hour. Proposed Mrs Palin, seconded Mr Lickman all council voted agreement. April pay cheque and PAYE will be presented in May.

- c) Web site. SALC have renewed their training session on the One Suffolk web site. Although there are formatting issues when placing documents on the site, using PDF seemed to work. Clerk will ask if SALC could run a course in North Suffolk.
 - d) Risk Assessment Amendment/Asset Register/Significant Variances. These document were presented as part of the internal audit of accounts. The three documents were accepted and agreed, proposed Mr Thompson, seconded Mrs Clark, council voted agreement.
 - e) Annual Accounts were discussed, two cheques had not been cleared but could be accounted for. Proposed approval and sign Mrs Clark, seconded Mrs Palin.
 - f) Annual Return and Governance Statement. The issue of the Car Park fund had been added to the Annual Return and Governance Statement as the former committee had disbanded. This has been placed in as a trust fund. A new committee should be formed. An explanation will be placed in the covering letter with the Audit. Proposed approval and signed, Mr Lickman, seconded Mrs Palin and Mrs Clark.
 - g) Car Park Fund Annual Accounts were discussed, proposed acceptance, Mr Thompson, seconded Mrs Palin.
 - h) SALC Membership Renewal. Proposed Mrs Clark, seconded Mrs Palin. Cheque number 100619 for £162.00 signed.
7. **Planning.** DC/15/1050/FUL Mr N Fisher. Construction of two story extension Belle Grove Cottage. After discussion it became apparent that the new extension would be designed as wheelchair friendly but it was noticed that there was no downstairs bathroom facilities. This would be pointed out to WDC. There were no further issues, proposed acceptance Mr Lickman, seconded Mrs McTaggart.
8. **TOPICS FOR DISCUSSION.**
- a) **Broadband Coverage.** Due to the time scales involved in roll-out some villages had investigated putting a satellite hub within village. Clerk will look on SCC web site.
 - b) **Additional parking outside former Council Houses at Mill Common.** (Not discussed this meeting)
 - c) **Waveney Area Meeting.** No details.
 - d) **Campus.** Mr Studd stated that there was some questions about some aspect of funding but had no details to hand. Mr Thompson asked about timing, would the new Health Centre be up and running before Patrick Stead hospital closed; and if the private company withdrew its funding what would happen, would the government take over? Mr Goldson confirmed regarding the Health Centre but could not answer regarding withdrawal of funds.
 - e) The Halesworth Parishes Meeting held on 4th March at Spexhall Village Hall. Mr Darch stated that a pilot exercise in Sussex was being investigated, it showed how parish councils were running their own contracts for minor works such as grass cutting, sign cleaning. After discussion it was not thought advantageous to Westhall as precept would have to be increased considerably or voluntary work considered. (It was pointed out that within the village the same people always volunteered and any work would be down to them it was deemed unfair). Mr Lickman pointed out that SCC could manage its own contracts better in that quality controls were not up to standard especially with road repairs; these were carried out without supervision. Mr Goldson stated that SCC were keeping their council tax charges down but that government were cutting their contribution making it harder for County Councils to carry out their work which was the reasoning behind the Sussex scheme.

- f) **Bernard Matthews Fund.** Mr Goldson had met with Bernard Matthews Manager on our behalf with regard to the Local Fund. BM would be discussing the matter internally but she agreed with Tony's comments that Westhall should have the majority vote but not necessarily with Westhall having sole use of the fund.
- g) **Allotment Rules.** The details given at the last meeting were already incorporated in the Rules and no further action was required. Two allotments had been re-let at Locks Road. Mrs Clark and Mrs Palin will carry out the half year inspection prior to the AGM.

9. Vacancies.

There will not be a contested election this year.

10. Roads & Footpaths.

Following Mr Lynch's complaint regarding the road surface at Cox Common, Mr Lickman had been in touch with Mr Kerridge (Highways SCC) several times to get the road swept.

11. Reports from SCC/WDC/Suffolk Police. None.

12. Any Other Business. None.

13. Summary of Newsletter for Publication.

General overview of meeting, chippings, transparency code; Mill Common parking asking for a volunteer and letters.

14. Date and Time of next meeting. – 11th May at 7.30 AGM/Annual Village Meeting. New council meeting at 8pm.

Meeting closed at 9 pm.