

Westhall Parish Council
Minutes of Parish Council Meeting held on
Monday 4 April 2016 at 7.30 pm in Westhall Village Hall.

Members Present: Mr J Lickman (Chairman) Mrs L Palin; Mr K Studd; Mrs E Clark; Mrs L Studd; Mr P Langford and Mrs L McTaggart..
In Attendance: Mrs M Rogers (Clerk).
Public Attendees: None

1. **Apologies.** Received from Mr T Goldson SCC.
2. **Declaration of Interests:** None.
3. **Minutes of Previous Meeting:** Following alteration to the Wind Farm Fund Report and an addition to item 6 – Invoice of £152.20 from Cottage Garden Services for repair of Allotment Gate, Mrs Studd proposed, seconded by Mr Langford that the minutes of the March meeting be accepted and signed.
4. **Matters Arising from previous meeting minutes that are not included in the agenda.** Mrs Studd reported that the Wind Farm Fund is now running and the Community Council hope to be submitting an application in the near future.

5. Correspondence and Any Actions.

1. SALC Waveney Area Meeting, meet your new Locality Police Inspector
2. SCC – Road Closure
3. WDC Local Plan – Assessment of Sports Facilities
4. Emergency Planning – Suffolk Prepared Newsletter
5. Halesworth Volunteer Centre – Funding
6. Magpas Air Ambulance – Funding
7. Suffolk Police – Local Policing
8. UK Power Networks – Pre Storm Action and Restoring Power Supplied
9. Adnams Report and Accounts
10. Lowestoft Consultation – Parish or Town Council
11. Waveney Sports Facilities
12. UK Power Networks – Advice
13. SCC – Grit Bin Locations
14. WDC Notice of Election (Noticeboard)
15. NFU Code of Practice for Gas Guns – for information
16. WiSpire Broadband Masts – for information

Item 13. Mr Lickman will liaise with SCC with regard to SCC comments on location of bins.

6. Finance.

- a) **Clerk.** Proposed payment for April by Mrs Palin, seconded by Mrs Clark. Cheque no. 100647 for £90.00 signed. No PAYE.
- b) **Audit Documentation.** Risk Assessment, Employee Pension has been added to the form. Proposed approval Mrs Clark, seconded Mrs Palin. Explanation of significant variances (where figures on the 2016 Annual Return differ from those entered in 2015) was discussed and will be signed when the Accounts are approved by the PC.

- c) **The Annual Governance Statement on the Audit Annual Return** (evidence that the PC has carried out its business according to the law). Guidance from BDO the current external auditor stated that this statement should now be signed prior to the Accounting Statement. Financial Regulations and Standing Orders are in place, bank balances are presented on receipt, the data-base copy of our Manual Accounting Ledger is presented at meetings. Each entry was discussed – proposed approval and sign off by Mr Studd seconded Mrs Studd. RFO and Chairman signed the declaration.

7. Planning. None.

8. Topics for discussion.

- a) **Mill Common Parking.** Clerk had received no acknowledgement of an email sent to Mr Turner enquiring about the residents funding application although Mr Goldson had confirmed that he had liaised directly with him to obtain funds.
- b) **Neighbourhood Plan.** There had only been one more response to the village consultation, this was in favour of a NP. After further discussion the PC still thought a NP was not for Westhall. Narrow lanes, lack of mains drainage, lack of broadband coverage and bad phone lines meant that a lot of infrastructure would have to be put in place prior to any development. Also Media had highlighted a village in Suffolk where a NP had been completely ignored and overruled by the local authority. Mrs Studd agreed to write to WDC Planning and inform them of our decisions and highlighting the lack of facilities.
- c) **Gas Guns.** Following complaints on how these guns were impacting on residents Clerk had written to Mr Howland and Mr Hansen enclosing the NFU Code of Practice on their siting. Mr Hansen had already taken some action. Mr Howland also responded favourably after consultation with the Chairman.
- d) **Broadband.** Investigations are being made in relation to installing a phone mast within the village in order to enhance mobile phone and broadband coverage. SALC had forwarded a broadband consultation document where government acknowledged that problem areas would not be looked at for several years.

9. Vacancies. None.

10. Roads & Footpaths.

Mrs McTaggart asked if any work could be carried out on the few parking spaces near the bungalows in the village centre. As some families now had two cars securing a space was becoming a problem. Mr Lickman stated he would talk to SCC.

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

12. Any Other Business.

Mrs Palin gave her apologies for the May meetings.

Clerk reported that she was now having difficulty in giving full support to the PC. She apologised and gave her resignation to the Chairman. Her last meeting minutes would be the July meeting but would assist the replacement Clerk if required.

13. Newsletter for Publication. General overview of meeting. Advertisement for Clerk. Wind Farm Fund.

Date and Time of next meeting. – 9 May 2016 at 7.30pm. AGM followed by normal meeting.
Meeting closed at 8.55 pm.