

**Minutes of Westhall Parish Council meeting
Monday 3rd October 2016 7.30 Westhall Village Hall**

Councillors Present: Mr P Langford (Chairman), Mr C Baker, Mr J Lickman, Mr K Studd, Mrs E Clark, Mrs L Studd (also as Clerk), and Mrs L McTaggart.

In Attendance: Members of the public

1. **Apologies and acknowledgment of absences:** Cllr T Goldson
2. **Declaration of financial interests:** None
3. **Minutes of previous meeting:** Resolution passed that minutes of 5th September meeting are correct record (date of water pump's replacement corrected to 2013)
4. **Clerk's report on progress of actions from last meeting(s):** all actions completed but following noted:
Items 5a and b (from July meeting) - Barclays account updates still on-going
Item 6c - Mill Common roadworks - Wangford road closure and parking suspension confirmed for 17th October - 18th November. (Post meeting confirmed that WPC's contribution of £1000 payable after satisfactory completion of works.)
Item 8 - cost of one additional dog waste bin for Redisham bridleway is £265, emptying would be included in existing Waveney Norse contract. **Action: Mr Langford to approach Cllr Goldson for funding**
5. **Finance:**
 - a. Authorisation of payments to SALC - £49 + VAT (clerks's training), Vertas - £71.55 + VAT for mowing Pleasure Ground (to be reimbursed by 'Recreation Ground' charity) and CAS Business Services - £221.72 (annual insurance)
 - b. Consideration of donation request from Suffolk Accident Rescue Service. **Action: Clerk to reply explaining request will be considered at end of financial year**
6. **Highways:** Agreement of letter to residents re: Mill Common roadworks. **Action: (a) Mrs Clark to ascertain effect on bus routes, and Mr Langford to seek owner's consent for temporary parking in The Racehorse car park (b) Mr Lickman to alert Tynholm (c) Clerk to display letter (incorporating bus route and The Racehorse parking information) + plans in Village Hall and Tony's Stores, and issue letter to Mr Langford and Mrs McTaggart for distribution to all in Wangford Road from the railway line plus Hares Lane, Meadow Close and Locks Road**
7. **Planning:** Approval of planning / Listed Building Consent application for replacement brick chimney stack inc liner for stove at Stradbroke Town Farm. **Action: Clerk to notify WDC planning team**
8. **SALC survey - Agreement on PC's response. Action: Clerk to complete survey but delay submission until Mill Common works are underway as survey queries the standard of Kier's highway works**
9. **Waveney Parishes meeting 28th September:**
 - a. 1 hour free parking - Agreement on contribution of £100 from PC. All other parishes have offered £100 toward annual £17,000 cost of 1 hour free parking in Halesworth, demanded from Halesworth Town Council by Waveney DC by 31st December 2016. Town Council will contribute approx. £7-8000, Cllr Goldson £2000 and balance will be requested from Halesworth traders. **Action: Clerk to notify Town Council.**
 - b. Speedwatch - Cllr Goldson seeks 12 volunteers to attend initial training to justify promised funding. (Mr Lickman confirmed post meeting that he could not volunteer to attend training.)

Signed (P Langford, Chairman):

10. **Freedom of Information Act:** Discussion of PC's obligation to create a publication scheme, providing public access to information it holds. Draft scheme provides for as much information as possible to appear on parish website (www.westhall.onesuffolk.net), and on PC notice board space permitting. For those without internet access information will be available in hard copy form (at cost) on request from Clerk. **Action: All councillors to notify Clerk of any comments on draft scheme by 24th October, with a view to re-drafting and adopting scheme at 7th November PC meeting**
11. **Correspondence (as listed with Agenda):**
 - a. Approval of transfer of website hosting to Community Action Suffolk at annual charge of £50 + VAT. **Action: Clerk to notify CAS**
12. **Reports from other organisations:** None
13. **Any items of information:**
 - a. The PC, as trustee of the charity called 'Recreation Ground' that owns the car park and Pleasure Ground, had asked Westhall Community Council to consider contributing to future maintenance costs given additional calls on parish funds. Discussion of a draft letter detailing the costs incurred and donations made by PC and others. Agreed to clarify details and finalise letter post meeting. **Action: Mr Langford and Clerk to circulate re-draft to councillors**
 - b. Suffolk Police liaison meeting - Thursday 20th October 2pm, Holton Village Hall - **Action: Mr Lickman to attend**
 - c. Waveney DC Budget Review meeting - Tuesday 22nd November 6.30pm, WDC offices, Riverside, Lowestoft - **Action: Attendees to be agreed at 7th November PC meeting**
 - d. Two workshops for 'Developing Emergency Plans' - 20th October 9:30-12:30 at Riverside Lowestoft or 28th October 14:00-17:00 at SDC offices Melton Hill. **Action: Mr Lickman to attend**
 - e. Allotments meeting will immediately precede next PC meeting. **Action: Mrs Clark and Mrs McTaggart to conduct annual allotment inspection**
 - f. Westhall's website **Action: Clerk to add links to websites of police, Betterbroadband Suffolk and Suffolk Highways** www.westhall.onesuffolk.net
14. **News items for Halesworth Community News:** Mill Common road works, PC's contribution toward Halesworth 1 hour free parking, reminder of ability for community groups to apply for funding to Villages Community Fund (arising from Bernard Matthews windfarm) with reference to Westhall website and Village notice board for details
15. **Next meetings:** 7.30pm - 7th November (with allotments meeting immediately before PC meeting), 5th December.
(NOTE: Meeting dates in 2017 to move to 2nd Monday of the month)

Meeting closed at 9pm.

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