

AGM Minutes of Westhall Parish Council Monday 8th May 2017 7.45 Westhall Village Hall

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

In Attendance: Members of the public

1. **Appointment of Chairman:** Mr Langford unanimously appointed and signed Declaration of Acceptance of Office.
2. **Apologies and acknowledgment of absences:** Cllr Goldson.
3. **Declarations of pecuniary and non-pecuniary interests:** None.
4. **Minutes of previous meeting:** Resolution passed that minutes of 13th March meeting are correct record.
5. **Chairman and Clerk's report on progress of actions from last meeting(s):** all actions completed but following noted:
 - Item 8 (Oct meeting) - Mill Common parking area **Action: (a) Chairman to chase Mark Kerridge as Mill Common has still not been grass-seeded and is now covered in weeds (b) Mr Lickman to supply Bob McTaggart with grass seed to seed Meadow Close verge.**
 - Item 6e (Jan meeting) - SCC has issued very extensive researched draft report, using evidence provided by PC, Ramblers Association and from historic maps and documents, which will resolve the missing links in footpath 14 and bridleway 16 near Stradbroke Town Farm **Action: Clerk to send copy report to Chairman, Mr Lickman and Mr G Harvey.**
 - Item 3 (Feb meeting) - Still no decision by WDC on planning application at Fox Covert poultry farm.
 - Item 5c (March meeting) - Letters of thanks received from St Elizabeth Hospice and East of England Air Ambulance for PC's donations.
 - Item 6 (March meeting) - Temporis have agreed to continue contributing to Villages Community Fund and paid annual sum of £9000. Panel has awarded grants to Westhall Community Council, and to Holton School.
6. **Finance:**
 - a. RFO reported on draft Accounts for year ended 31st March 2017, including quantified significant variances between 2016 and 2017
 - b. Accounts approved and signed by Chairman
 - c. Annual Governance Statement approved and signed by Chairman and Clerk
 - d. Accounting Statements approved and signed by RFO and Chairman
 - e. Cheque signed to SALC - £173.33 (no VAT) for annual subscription
 - f. Clerk reported that 1st half precept for 2017/18 received of £1286, and £50 received from Transparency Fund to cover PC's website annual hosting charge.**Action: (a) Clerk to send documents to internal auditor (b) Clerk to publicise electors' right to inspect the accounts (c) Clerk to send Brenda Smith copies of RFO's report and Chairman's annual report for Westhall newsletter.**
7. **Emergency Plan:** Discussed draft prepared by Chairman, Clerk and Mr Lickman. Proposal is that, in event of emergency such as rail accident or extreme weather, volunteers will distribute information around the village, and collect information in return of residents needing help. System would be run by Mrs Studd and Mr Lickman, with a volunteer needed for each of 5 areas of the village - North, East, Central, South and West. The Village Hall might be needed as a shelter and/or contact point for emergency services. Chairman, as SCC Emergency Planning Officer, confirmed that

Signed (P Langford, Chairman):

volunteers acting on SCC's behalf would be covered by SCC liability insurance, and Village Hall's costs would be covered by SCC **Action: (a) Chairman to provide Clerk with electronic OS map so that the 5 areas can be established (b) Clerk and Mr Lickman to then contact potential volunteers (c) Clerk and Mr Lickman to attend next Westhall CC meeting 5th June 4pm to discuss potential use of Village Hall.**

8. (As Trustee of 'Recreation Ground') consider application to erect shed on Locks Road allotment 2a:

Agreed that sheds would be permitted within certain parameters:

- a. freestanding (so no concrete footings but can sit on paving slabs)
- b. maximum size 6' x 4' and maximum roof apex height 6'10"
- c. shed must sit on allotment site itself - not the thoroughfares
- d. positioned at allotment end so as not to cast shadow on another allotment
- e. user will be required to remove shed that adversely affects another user
- f. PC will have no liability for theft from, or damage to, any shed or its contents.

9. Correspondence:

- a. **Walkers are Welcome** - discussed invitation to apply and agreed Westhall is not big enough alone, but could support Cllr Goldson's effort to attract tourists to Halesworth area. A speaker has been promised for next Halesworth Parishes meeting.
- b. **Adnams' Community Trust Report & accounts 2015-16** - awards 'small grants for specific causes to worthy causes within 25 miles of Southwold'.
- c. **Suffolk Constabulary** - Safer Neighbourhood Team meeting 13th June in Halesworth.
- d. **WDC Public Space Protection Orders** - dog owners must keep their dogs on leads on all roads, playing fields, cemeteries and allotments, and must remove their dog's waste from *any* area open to the public. £80 fixed penalties apply. (PC has recently installed 2 more dog waste bins beside FP4 and Redisham b/way.)
- e. **Women on Wheels** - participants and marshals are wanted on 2nd July starting from Southwold Common - 7, 18 or 30-mile route options. Details have been posted on Village Hall noticeboard.

10. Reports from other organisations: None

11. Any items of information:

- a. Suffolk Highways will no longer leave piles of grit by road sides, but requests for grit bins to be filled can be made on Suffolk Highways' website. Another grit bin is required by the railway bridge. **Action: Clerk to apply for grit bin funding to Cllr Goldson at next PC meeting.**
- b. Some residents have placed items on the verge by their property entrances, such as logs. If a road user hits one and suffers damage to their person or vehicle, the property owner and not Suffolk Highways will be liable **Action: Clerk to remind any property owners where such items have been noticed.**
- c. Waveney Norse have not cut grass verges behind Meadow Close **Action: (a) Clerk to ascertain from Waveney Norse which grass verges they are obliged to cut (b) Mrs McTaggart to remind Bob McTaggart to submit receipts to Clerk for fuel and oil used on strimming parish property.**

12. News items for Halesworth Community News: Resolution of FP 14 and b/way 16 anomaly, Emergency Plan, Adnams Community Fund, warning about obstruction on highway verges.

13. Next meeting: 10th July 2017.

Meeting closed at 9pm.