

AGM Minutes of Westhall Parish Council
Held in Westhall Village Hall on Monday 14th May 2018 at 7.45

Councillors Present: Mr P Langford (Chairman); Mr C Baker; Mrs L McTaggart;
Mr J Lickman; Mr Kevin Studd; Mrs L Studd, Mrs A Donnachie as Clerk.

In Attendance: Cllr. Tony Goldson (SCC)
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:** Mrs E Clark and Cllr A Cackett (WDC)
3. **Receipt of Declarations of pecuniary and non-pecuniary interests:** None
4. **Minutes of Previous Meeting:** Resolution passed that minutes of 12th March 2018 are correct record.
5. **Chairman & Mrs L Studd's (as outgoing Clerk) report on progress of actions from last meeting(s): All completed but following noted:-**
 - Item 4a Grit Bins & Operatives:** Clerk has created a list of trained grit operatives. Chairman advised Suffolk Highways reviewing grit bin usage during winter months.
 - Item 8d (10 July) Defibrillator:** Chairman reported 4/5 Halesworth Parishes including Westhall are pursuing joint purchase of defibrillators. Current quote from East Anglia Ambulance Service for Gold Pack is approximately £1800 including VAT and training. Cllr Goldson stated would contribute £500 per Parish. Decisions to be made on where to site it and training of appropriate people involving the Community Council. *Actions: a. Chairman to discuss with Westhall Community Council members interested in training; b. Chairman to prepare application for funding from Temporis Wind Turbine Fund of £1000 with assistance from WCC (application to be submitted by WCC); c. Chairman to ascertain from East Anglia Ambulance Service installation costs eg if we require an electrician; Mr Lickman to prepare application to Adnams' Community Trust for £300.*
 - Item 5a (13th November) Allotments:** *Actions: Mrs Studd to forward updated list of allotment holders to Clerk*
 - Item 5a (12 March):** SALC training course for Parish Clerk 2nd & 9th October. *Action: Clerk has booked course.*
 - Item 10c (12 March):** Vertas's price rise stands for grounds works.
6. **Finance:**
 - a. Annual Internal Audit Report reviewed. No issues save that the Auditor recommended updating reserves policy. Mrs Studd proposed removal from policy of reference to allotment costs (responsibility of Recreation Ground), devolution costs due to Westhall's limited infrastructure and increase of asset acquisition allowance. *Action: Clerk to include on July agenda approval of revised reserves policy.*
 - b. Standing Orders for PC meetings approved but final sign-off to await new GDPR clarification. *Action: Clerk to put on July agenda.*
 - c. Review Financial Regulations: Agreed to hold over to July meeting due to new GDPR. *Action: Clerk to put on July agenda.*
 - d. RFO's report on Accounts for year ended 31 March 2018
The Parish Council's total income for the 2017/18 financial year was £3586.08 and annual precept of £2572 forming major component. Total expenditure was £1735.19. The Council now has annual audit fees of £120. As of 1st May the Council has a paid clerk at a salary of £1086. Cash balance was £4822.33.
 - e. Accounts approved & signed by Chairman
 - f. Annual Governance Statement approved and signed by Chairman & Clerk
 - g. Accounting Statements approved and signed by Clerk & Chairman
 - h. Cheques signed to: SALC £178.07 (no VAT) for annual subscription; Waveney Norse £265 (no VAT) for dog waste bin; Clerk £181 as salary for May & June; Authorise cheque once Vertas

Signed (P Langford, Chairman):

invoice received for £86.31 + VAT for Pleasure Ground grass cutting (to be reimbursed by Recreation Ground Charity).

- i. Agreement for purchase of replacement Stihl FS 131 strimmer at a cost of £604 including VAT. Invoice to Clerk Westhall Parish Council. **Action: Mr Lickman to provide Linstead Garden Machinery with Clerk's address for invoicing.**
- j. **Action:** Clerk to contact SALC regarding attending training on 2nd & 9th October at a cost of £103.
- k. Annual Funding Requests:

Suffolk Neighbourhood Watch – Not approved

East Anglia Children's Hospice – Approval for £50

Recreation Ground – Approval for £100

Action: Clerk to deal with payments

7. **Waveney Local Plan:** Discussion on inclusion of Locks Road site in Local Plan as an area suitable for up to 18 houses. Noted that number had increased from 14 to 18 houses despite Parish Council's previous response that any increased housing would require increased infrastructure. Agreed to respond that any planning permission should require infrastructure completion prior to development. **Action: Chairman to submit response to WDC by 24th May.**
8. **Halesworth Divisions Meeting:** Chairman summarised meeting which concerned GDPR, speeding, defibrillators bulk purchase, ongoing Sizewell C consultation and inadequacy of rural broadband. Cllr Goldson reported he had invited Cllr Hicks, SCC Cllr for broadband to attend our next meeting.
9. **Correspondence:**
 - a. **SALC** – Data Protection Officer legislation which comes into effect 25th May. **Actions: (Post meeting Clerk to attend briefing WDC on 21st May) Added post |Meeting: Clerk unable to attend due to transport issues.**
 - b. **Love East Suffolk:** any group litter pick scheme registering before 31st May will receive £20 to nominated community fund/charity. Waveney Norse will supply litter pick equipment and collect the refuse - **No action**
 - c. **Waveney & Suffolk Coastal DC:** 100% funding to install first time central heating systems in Suffolk residents' homes. Details at Suffolk Warm Homes Healthy People Service – tel 03456 037686 – **No action**
 - d. **Adnams' Community Trust Report & Accounts 2016-17:** Awards small grants for specific causes to worthy causes within 25 miles of Southwold. (See Item 5-8d above).
10. **Report from Other Organisations:** Cllr Goldson confirmed ongoing merger of Suffolk Coastal & Waveney District Councils to create a new single authority under the name of East Suffolk District Council.
11. **Any Items of information:**
 - a. Mr Lickman to trim vegetation around road signs.
 - b. Resident provided correspondence with concerns about evergreen trees outside Sunnyside Bungalow, flooding from blocked ditches and speeding vehicles. Noted that Parish Council has no control over road traffic. **Action: Chairman to prepare letter to owner of residence requesting that trees be cut back.**
 - c. Pot holes – Mr Lipman reported problems with potholes in Westhall that had been reported to Suffolk Highways online without success. Cllr Goldson agreed to investigate further.
 - d. Mrs McTaggart raised concerns about residents parking on the road and not using Mill Common parking area. **Action: Clerk to write to new resident advising of parking facilities.**
12. **News Items for Halesworth Community News:** Local Plan – We are going to suggest that prior to any building work the infrastructure improvements are completed; Purchase of new strimmer; Defibrillator; Funding request; Status report on dog waste bins
13. **Meetings for 2018:** 7.30 Monday 9th July, 10th September and 12th November

The meeting closed at 9.15 pm

