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**Minutes of Westhall Parish Council**  
**Monday 12th November 2018 7.45pm Westhall Village Hall**  
**(Following on from Allotment Meeting)**

**Councillors Present:** Mr P Langford (as Chairman), Mr C Baker, Mrs E Clark, Mrs L McTaggart, Mrs A Donnachie (Clerk)

**In Attendance:** Cllr Tony Goldson, Members of the public

1. **Apologies and acknowledgment of absences:** None
2. **Declarations of pecuniary and non-pecuniary interests:** None.
3. **Minutes of previous meeting:** Resolution passed minutes of 10/09/2018 meeting are correct record.
4. **Chairman and Clerk's report on progress of actions from previous meeting(s):** All actions completed but following noted:**Item 5b (10/09/18): Barclays Bank Accounts:** Clerk still awaiting online access to manage PC's bank accounts. Update of account information completed and signed by Chairman. Requirement for further signatories to be sought. **Action: Clerk to contact Barclays and obtain all necessary forms.**  
**Item 8d (10/07/17) Defibrillator:** See Item 7 below.
5. **Finance:**
  - 5a. **Financial Report by Clerk:** Bank reconciliation to 29/10/18, outstanding deposits and cheques presented presented and approved.
  - 5b. **Cheques signed to:** Vertas for Pleasure Ground grass cutting (to be reimbursed by Recreation Ground Charity); SALC for Clerk Training Course £123.60; Clerk salary, mileage and stationery costs £123.60; East of England Ambulance Service for defibrillator and ancillary equipment £1732.20; CAS (Website Hosting annual subscription £60.00 & CAS Insurance (defibrillator) £11.70; ICO (data protection annual subscription) £40.00; Parish Hall hire for 2019 £90.00. **Post meeting cheque raised for Aldridge Electrical as above for £186.00.**
- 5c. **Preparations for Draft Budget and submission of 2019/20 precept request due 31/01/19:** Items to be considered in next year's budget were discussed, including laptop, printer and software for use by Parish Clerk and guide books for PC's and Clerk. **Action: Clerk to prepare draft budget for consideration at next meeting on 14th January 2019. Post meeting Chairman suggested that new display / noticeboard should be included in draft costings.**
6. **Current Vacancies:** Letters of resignation have been received from Mr John Lickman, and Mr & Mrs Studd from their roles as Parish Councillors. Electoral Services Department have been informed and they have responded that no election can be called as we are within 6 months of next set of scheduled elections to be held on 02/05/19 Draft letters of acknowledgement of resignation approved.  
**Actions: Clerk to place Notices in Tony's Store, on Village Hall Noticeboard and on our website. Clerk to forward an article to local publications inviting applicants for the role of Parish Councillor.**
7. **Defibrillator:** Installation complete, unit located outside the Village Hall and has been registered with the Ambulance Service. All funding pledges now received, settlement cheque for equipment to be signed at this meeting. Electrical contractors invoice for wiring remains outstanding. Training sessions due to take place at the Spexhall Village Hall on Friday 30/11/18 at 1330 hrs and Monday 03/12/18 at 0930 hrs. Up to 12 people to attend training in CPR and maintenance checks for defibrillator. Those interested in attending to contact Chairman. They will just be expected to conduct maintenance checks. Anyone can use defibrillator in emergency by dialling 999 - Emergency Services provide combination for lock and instructions on use of defibrillator. Request from Villages Community Council (VCC) for copies of receipts for works carried out pertaining to their funding. Adnam's Village fund will require PC to complete an End-of-Project reporting form once the grant has been spent but no later than 31.10.19: **Actions: Chairman to field requests for training days; Clerk to raise settlement cheque for electrical contractor's invoice post meeting in sum of £186.00 and obtain all necessary**

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*supporting paperwork for VCC and completion of Adnam's End-of-Project reporting form.*

8. **Emergency Plan Annual Review:** Due to resignations positions of Plan Co-ordinator and Deputy Plan Co-ordinator require to be filled by 2 Parish Councillors. Additional section on the Defibrillator to be inserted into the Plan. Page 3, Section on **Emergency Volunteers - Roles & Responsibilities Area 5:** Error has been noted and wording changed as follows(changes highlighted) - **Area 5:** All dwellings on Bacon's Green Road going **east** from and excluding 'Beacon Farm' **up to the Halesworth Road** and all dwellings around the Church including 'The Old Rectory'. Following actions to be taken with a view to adopting the Community Emergency Plan at next PC meeting in January. **Actions: Chairman to seek Parish Councillor to fill Co-ordinator & Deputy posts. Clerk to amend and update Plan.**
9. **Pre-Planning Application Mobile Phone Mast:** Received from Harlequin Group Ltd acting on behalf of EE Ltd a consultation letter with attached drawings to show the siting, layout and design of proposed telecoms apparatus on land at Lower Common, Westhall. It was noted that a similar proposal had been submitted last year but subsequently withdrawn. At that time the Parish Council had not raised any comments on the proposal and this decision still stands. **Action: Clerk to draft a letter to Harlequin confirming the Council's support for the pre-planning application.**
10. **Funding Request from Westhall Community Pub Society:** Representative attended to update us on the current funding situation for the above project and to enquire whether the Parish Council would be in a position to assist with funding in the form of a Public Works Loan up to a maximum of £50K. It was agreed that the Parish Council would seek further information from the Public Works Loan Board in the first instance to ascertain if a loan is feasible. However, any decision would have to be put before parish residents for final approval. The Racehorse Pub has been registered (until March 2019) as an Asset of Community Value. **Actions: - PC to seek information from Public Works Loan Board on PC's eligibility for a loan.**
11. **SALC Training Course for Clerks - items arising:**
- 11a. As an employee it is a requirement for the Clerk to receive a formal payslip which can include any mileage or admin costs incurred. Under GDPR requirements any information held on computer should be kept secure and separate from any individual's personal information. In this regard clerk requested PC give consideration to purchase of a laptop, printer and software. Cllr Goldson indicated that it may be possible for the PC to obtain a grant towards these costs. **Action: Clerk to provide costings for above equipment and submit this to Cllr Goldson for consideration of a grant.**
- 11b. GDPR states that councillors should not use their own personal email accounts for parish business. **Action: Chairman to consider this and seek guidance from Waveney District Council.**
- 11c. That councils would benefit from the purchase of the following books: The Local Council Clerk's Guide (£19) and The Parish Councillors Guide (£25). With the local elections in May it may be possible that these could be obtained from the Electoral Services Team. **Action: Clerk to contact Electoral Services Team**
12. **Correspondence Received:**
- 12a. Dementia Friends Sessions run by Alzheimer's Society - Looking for volunteers to become Dementia Friends. **Action: Forward copy to Brenda Smith for Village Newsletter.**
- 12b. 10/10/18: Electoral Services Team - Consultation 08/10/18 to 30/11/18 Review of Polling Districts & Polling Places 2018. Recommendations for changes by the ARO due 31/10/18 available on their website.
- 12c. 12/10/18: Bailey footbridge closure, Walberswick/Southwold - further report expected after 30/10/18
- 12d. 23/10/18: Local Government Boundary Commission - Electoral Review of East Suffolk & Final Recommendations - Halesworth & Blything approval for 2 District Councillors.
- 12e. Tim Curtis, Norwich & Waveney STP - Local NHS Winter communications -poster directing public to use their local Pharmacist early with winter illnesses, also to expect 2 short articles over the winter with advice on accessing health services and care of older/more vulnerable people in communities. **Action: Clerk to place poster in village & on website.**
- 12f. 31/10/18 Consultation on Air Quality in East Suffolk - Have Your Say: Inviting comments on their first

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joint air quality report for SC & Waveney districts - 2018 STATUS REPORT (ASR) by 18/01/19.

**12g.** 01/11/18 - Funding request Halesworth Christmas lights **Action: No action this year defer until 2019.**

**12h.** 01/11/18 - Norfolk & Waveney Mental Health Review - Invite to public events and direction to their website. **Action: Clerk to forward copy to Brenda Smith for Village Newsletter.**

**13. Reports from other organisations:** None

**14. Any items of information:**

**14a.** Cllr Goldson provided an update on the proposals for the Middle School campus and Dairy Hill site.

**14b.** Joint Parishes Meeting set for Thursday 29/11/18 at 1900 hrs Spexhall Village Hall. **Action: Clerk and Cllr Clark will attend in Chairman's absence.**

**14c.** Suffolk Constabulary - Safer Neighbourhood Team Newsletter Halesworth Oct Issue with link to their website <https://www.suffolk.police.uk/services/watch-schemes>.

**15. News items for Halesworth Community News:** To include Vacancies on Parish Council/Defibrillator and Training/Allotment vacancies/PC approval of application for mobile phone mast.

**16. Meetings set for 2019 on Mondays at 7.30pm**

January 14th, March 11th, May 13th, July 8th, September 9th and November 11th

Meeting closed at 9.20pm.

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