

**Minutes of Westhall Parish Council**  
**Monday 11<sup>th</sup> November 2019 at 7.45 pm Westhall Village Hall**

**Councillors Present:** Mr P Langford (as Chairman), Mr J Lickman, Mr C Baker; Mrs L McTaggart, Mrs L Brown, Mrs S Self, Mr C Punt, Mrs A Donnachie (Clerk)

**In Attendance:** Cllr A Cackett, Cllr T Goldson and 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 Westhall Parish Council meeting held on 9th September 2019 are correct record.
- 4 **Chairman and Clerk's report on progress of actions from previous meeting(s):** All actions completed /designated to other Agenda items below, but following noted:
  - Item 4 Noticeboards:** The front noticeboard requires some maintenance. *Action: Clerk to remove notices and pass key to Cllr Lickman to carry out varnishing works.*
  - Item 5b Appointment of Internal Auditor:** Appointment currently being confirmed and full details at our next meeting.
  - Item 5d WPC Insurance:** Certificate of Employers' Liability Insurance to be displayed where all persons covered by the policy can view. *Action: Clerk to place on notice board & website.*
  - Item 5e Return of reporting form to Adams Community Trust:** For grant towards village defibrillator training, maintenance and battery. Chairman has completed documentation but is awaiting response from them regarding the purchase of replacement battery and pads as we still need to purchase these in future. *Action: Chairman to update next meeting on response. Clerk to ringfence £302 grant in the event Adnams Community Trust request grant be returned.*
  - Item 6a Grit Bins:** Confirmed all bins are stocked. *Cllr Lickman to do grass strimming around some grit bins.*
  - Item 6b Damaged road surface in Butts Lane:** Suffolk Highways have repaired some areas of the road but leaving one area of surface bulge. *Action: Chairman will report this.*
  - Item 6c Overgrown public footpaths:** Fence on left of footpath adjacent to Paradise Farm is leaning over. *Action: Cllr Lickman will contact the fence owner.*
  - Item 13b Climate Emergency:** Pending Actions: *Clerk add to next Agenda.*
  - Item 14a Dog Loo Bins:** Pending repairs to bin by Paradise Farm. *Action: Cllr Lickman to contact East Suffolk Norse asking that they empty and tape up the bin prior to attempting to repair. Dog bin installation Church Lane area:* East Suffolk Norse have quoted £280 to supply and install but stated that they now will charge £1 per collection. *Actions: Cllr Cackett will contact the company regarding the collection charge.*
  - Item 14b Village Hall Car Park:** Vehicles still being parked overnight. Reminder to parishioners that car parking is for the benefit of all villagers and those using the village hall, therefore no overnight parking without permission.
  - Item 14e Fly tipping of garden waste behind garages at Meadow Close:** Landowners have been advised and they will be monitoring the site.
- 5 **Finance**
  - 5a **Financial Report by Clerk:** Bank reconciliation of accounts to 30<sup>th</sup> October 2019. Current balance held is £6,545.37. Cheque outstanding and not appearing on Bank Statement £234.08
  - 5b **2019-20 Budget – Half Year Status** stands at £1,851.41 on our budget forecast of £3,563 total expenditure for the year. A sum of £302 to be ringfenced for possible reimbursement of grant to Adnams Community Trust.
  - 5c **2020-21 Precept – Draft Budget Planning:** Review of our expenditure plans for next and subsequent years was discussed. In order to ensure we have sufficient funds available to meet these costs agreed to look into the implications of increasing the precept to both our residents and the Parish Council. *Action: Clerk to contact East Suffolk Council Finance Officer for further advice. Agenda for final decision at January meeting.*
  - 5d **Cheques signed to:** Clerk salary for November & December £192.79 (Salary £181 + Expenses £11.79); Vertas for grass cutting £106.70 incl. VAT (to be reimbursed by Recreation Ground); CAS Insurance £234.08; Village Hall Hire for 2020 £90.00; One Suffolk Web Hosting £60.00.
- 6 **Commemorating Vincent (Tony) Whatling of Tony's Village Store:** A book of commemoration has been placed at the Village Store. Tony's funeral is due to take place on Saturday 7<sup>th</sup> December at 1pm at St Andrews Church, Westhall. Westhall Parish Council, with the help of the community, would like to commemorate the life of TonyWhatling with a suitable memorial. We are all aware of how much of his life he devoted to the village, running Tony's Store and Post Office and an active member of the Parish Council for 40 years and we would like to provide a fitting tribute to him. The most popular idea is to purchase a metal seat or bench and then construct a place to sit and enjoy the tranquillity of the village around a specimen tree in the 'Pleasure Gardens'. This will face toward the back of Tony's Store and the village hall, reflecting where he spent many hours in the service of the community.

Both Cllr Tony Goldson and Cllr Alison Cackett have offered to contribute. **Action: Chairman to speak to Cindy and make her aware, before placing a contribution box in Village Store and to research suitable bench and tree.**

**7 Planning:**

**7a Oak Tree Farm, Cox Common Application DC/19/4064/FUL:** *Submission of responses ended 8<sup>th</sup> November.*

Due to insufficient time to hold a public meeting to discuss the planning application, the Chairman submitted a response as an individual making two observations submitted as part of the original planning application. Though the application states there is no intention to provide additional pedestrian or vehicle access the Planning, Design and Access statement clearly states a proposal for new field access and track off Butts Road. Clarity sought on whether or not there will be no change on access to site and requesting a pre-condition prior to any works, that improvements are made allowing clear visibility for vehicles leaving the site.

**7b Land off Church Lane:** Concerns from residents regarding building works on site. The Planning & Enforcement Officer visited the site confirming that this construction is in accordance with planning permission DC/12/0782/FUL granted for revised submission – use of land for equestrian purposes and erection of associated stables and storage barn (revised location). The permission remains valid and the structure is permitted within this permission.

**7c Cox Common Bungalow:** Noted that this property is to be sold by auction on 12<sup>th</sup> December.

**8. Public Rights of Way:** Definitive map and statement for the former rural district of Wainford which includes Westhall was updated on 11th June 2019. <https://www.suffolk.gov.uk/assets/Roads-and-transport/public-rights-of-way/Westhall.pdf> . For further information contact Tel: 01473 264747.

**9. Sizewell C Stage 4 Public Consultation:** Chairman forwarded the following comments to EDF: Park and ride at Darsham will not be retained after the construction phase. Reconsider retaining part of the facility for increased parking for those using East Suffolk railway line and provide legacy benefit for Darsham. Provision of electric vehicle charging points. Improvements to other N Suffolk stations to accommodate local employees.

**10 Policing:** Cllrs Baker & Lickman attended the October Halesworth Police Locality meeting. Partner funded PCSO's discussed at our meeting this evening but decided that the costs would not be feasible for our small parish.

**11 Westhall Parish Council Website:** New regulations on digital accessibility has come into effect requiring all local councils to make their websites and mobile apps accessible for users with a disability. Clerk has been advised by the company who host our website that at present we are meeting the requirements.

**12 Correspondence Received:**

**12a Halesworth Police Locality Meeting:** Next meeting 25<sup>th</sup> November 2-3pm in Council Meeting Room, Halesworth. **Action: Cllr Baker to attend.**

**12b Community Partnership Workshops for Halesworth, Beccles & Bungay:** Taking place 5.30pm 11<sup>th</sup> November which clashed with our meetings.

**12c East Suffolk Norse:** New contact details for Norse (providers of domestic refuse and litter bin emptying in East Suffolk. Main telephone number is now : 0345 402020 and email address: [esn.info@ncsgrp.co.uk](mailto:esn.info@ncsgrp.co.uk).

**12d Monitoring Officer at East Suffolk Council:** Information on Co-option of Committee Members. Legislation allows for a parish council to appoint co-opted committee members following certain guidelines.

**12e Local Boundary Commission for England: Electoral review of Suffolk:** An electoral review looks at the way the voters of a council's area are split and how many people will be in each county division. A review is carried out to determine whether towns, cities and parishes are given fair and equal representation at county level. Info on their website <https://www.lgbce.org.uk/all-reviews/eastern/suffolk>

**12f For members of Westhall Community Emergency Plan Group - Practical & Theory Rest Sessions 2019-20** are available. If interested contact the Clerk for further details.

**12g Suffolk Constabulary:** Public Safety Advice Sheets following an increase in thefts from vehicles East Suffolk. **Action: Clerk to post these on website.**

**12h Notice of General Election on 12<sup>th</sup> December 2019.** Notice put up on our board and website Friday 8<sup>th</sup> November.

**12i Town & Parish Council Forum Planning Forum:** To discuss key changes/updates within the Planning Service. **Action: Clerk to book places for Cllr Lickman and Cllr Punt for forum on Friday 24<sup>th</sup> January at Melton.**

**12j Update from Halesworth Town Clerk – Free Parking Halesworth Town Centre:** Thanking us for our contribution to the scheme. Currently our contribution has been ring-fenced until ongoing negotiations with East Suffolk Council are concluded, in the meantime, free parking will continue in the Thoroughfare car park. Should the Council decide not to ask for contributions from businesses, our contribution will be returned.

**13 Reports from other Organisations:** None

**14 Any Items of Information:**

**14a Concerns by adjoining neighbours of the Millennium Field asking if we could reduce the height of two poplar trees.** **Action: Cllr Lickman to obtain opinion on condition and safety of trees from tree surgeon.**

**15 News Items for Halesworth Community News:** Commemorating the life of Mr Tony Whatling with condolences to his family; Police Safety Advice following increase in thefts from vehicles; Village Hall Car Park.

**16 Meetings for 2020:** 7.30 pm Monday January 13<sup>th</sup>; March 9<sup>th</sup>; May 11<sup>th</sup>; July 13<sup>th</sup>; September 14<sup>th</sup>; November 9<sup>th</sup>.  
**Meeting closed at 9.30 pm**