

**Minutes of the Annual General Meeting
of Westhall Parish Council
Monday 13th July 2020 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/Responsible Financial Officer or RFO)

In Attendance: Members of the public

- 1 **Appointment of Chairman:** Mr Langford unanimously appointed and signed Declaration of Acceptance of Office. Cllr Punt nominated by Cllr Langford and seconded by Cllr Self as Vice-Chairman. Parish Councillors reminded to ensure that their Register of Interests is up-to-date.
- 2 **Apologies and acknowledgment of absences:** Cllr Tony Goldson; Cllr Alison Clackett
- 3 **Declarations of pecuniary and non-pecuniary interests:** None.
- 4 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council meeting held on 9th March 2020 are correct record.
- 5 **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:
 - 5a **Item 4 (09/9/19) Noticeboards:** The front noticeboard requires some maintenance.
Action: Cllr Lickman agreed to arrange varnishing works when weather permits.
 - 5b **Item 8 (09/03/20) Purchase of Dog Loo Bin, Church Lane area:** Pending.
Action: Chairman to contact Norse regarding the waste collection charge.
 - 5c **Item 7 (09/03/20) Tree Works:** Work due to commence September 2020.
Action: Cllr Lickman to liaise with contractors David McCarthy.
 - 5d **Item 5b (09/03/20) Recreation Grounds Maintenance:** Contract with Vertas cancelled from 1st April. A new contract agreed with Sean Darch to cut grass 12 times in the 2020 season at a cost of £25 per cut.
- 6 **Finance**
 - 6a **RFO's report on Accounts for year 2019/20** received and noted.
 - 6b **Financial Report by RFO:** Bank reconciliation of accounts from 27th March to 29th June 2020. Current balance held **£7,229.65**. Receipts included 1st instalment of our Precept and £100 donation from Cllr Tony Goldson towards Tony Whatling Memorial bench. No cheques/deposits outstanding and not appearing on Bank Statement. Report received, considered, approved and signed by Chairman.
 - 6c **Review of Annual Internal Audit Report:** Recommendations received, considered and noted. *Actions: Clerk to update governance documents to comply with current recommended standards for consideration and approval at future meetings.*
 - 6d **Review Year End Accounts:** Received, considered, approved by Council and signed by Chairman and RFO.
 - 6e **Approve Annual Government Statement:** Received, considered, approved by Council and signed by Chairman and RFO.
 - 6f **Approve Accounting Statements:** Accounts received, considered and approved by Council and signed by Chairman and RFO. *Action: Clerk to send Exemption Notice to Auditors; to publicise electors' right to inspect the accounts; place Year End Accounts on our website and noticeboards.*
 - 6g *See 6c above.*
 - 6h **Cheques signed to:** Clerk (May & June 2020) £217.00 (Salary £181 + Office Allowance £36); SALC 2020/21 Subscription £183.65; Internal Auditor fee £80.
 - 6i **Financial Report by Clerk re Recreation Ground Accounts:** Bank reconciliation from 1st April 2019 to 31st March 2020 showed a start balance of £1,407.07 with total receipts of £158.55, from allotment rents & bank interest; total payments of £266.73 wholly due to grass cutting costs and a balance held in bank account on 31st March 2020 of **£1,298.89**. Accounts duly received, considered and approved by Parish Council. *Action: RFO to submit Year End Accounts to Charities Commission.*

- 6j **Consideration of annual funding requests:** Agreed to donate £50 to Friends of Brampton Primary School towards purchase of laptops and sheltered seating area in playground.
- 7 **Planning:**
Applications received during lockdown period. Due to Covid-19 safety restrictions the Parish Council were unable to hold planning application meetings but details were circulated for comments and then submitted to East Suffolk Council.
- 7a DC/20/1578/FUL – New field access at Butts Road located north West of Oaktree Farm.
- 7b DC/20/1960/FUL – St Georges, Mill Common – solar panel installation on garage roof.
- 7c DC/20/2053/FUL – Single storey annex to Hillside, Bacons Green Road.
- 8 **Allotments:** All allotment sites now fully tenanted. Three half plots at Locks Road site are being used by Westhall Community Growing Project. Mid-season allotment inspections due to be carried out later in week. Covid-19 safety precautions on site remain in force. Plot holders to be made aware that parking of vehicles on site is only allowed for unloading of materials and equipment. *Actions: Cllr Lickman and Cllr Brown to carry out allotment inspections prior to next meeting.*
- 9 **Matters Arising since last Meeting:**
- 9a **Grass Cutting to local verges:** Consensus of the Parish Council was that Suffolk Highways should continue to cut the verges for road safety reasons.
- 9b **Fly tipping:** Fly tipping noted on Strawberry Lane has now been removed.
- 9c **Village Post Office:** Westhall Community Council continue their discussions with the Post Office regarding reopening of the post office branch in the village. Latest update is that due to restructuring activities, the Post Office will not be able to consider this until next year.
- 9d **Littering (Item 18b 09/03/20):** Complaint from resident about littering in Cox Common area. Parish Council had written to the owner of the construction site referred to and clearance works to control any future littering problems were carried out promptly.
- 9e **Changes to Parking arrangements in Halesworth:** From 6th April 2020 traffic management for parking passed from the police to the local authority. Free parking in Halesworth Town Centre is reducing from 1 hour to 30 minutes. This will have implications for locals using such services as the Post Office which often has large queues due to the closure of local banks and the Covid-19 restrictions. *Action: Chairman to contact Cllr Tony Goldson for clarification. Clerk to add item to Agenda for next meeting.*
- 10 **Correspondence received:**
- 10a **Sizewell C:** Application for a Development Consent Order to build and operate submitted to the Planning Inspectorate. Deadline of 30th September to comment. *Action: Chairman to continue to monitor the situation and provide an update at next meeting.*
- 11 **Reports from other Organisations:** None
- 12 **Any Items of Information:**
- 12a **Funding for The Racehorse Community Pub:** Chairman reports that following discussions with Cllr Tony Goldson, the pub is to receive funding of £1000 from Suffolk County Council to support the community initiative.
- 12b **Overgrown footpath past Paradise Farm:** Suffolk Highways section of the footpath. *Action: Cllr Lickman will report this.*
- 13 **Meetings for 2020:** 7.30 pm Monday 14th September; 9th November (+ Annual Allotments Meeting)

Meeting closed at 8.45 pm