

**Minutes of Westhall Parish Council**  
**Monday 14<sup>th</sup> June 2021 at 7.30 pm Westhall Village Hall**

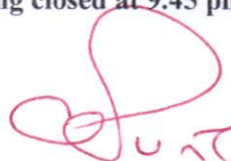
**Councillors Present:** Mr C Punt (as Chairman), Mr P Langford, Mr C Baker, Mrs L McTaggart, Mrs L Brown and Mrs A Donnachie (Clerk)

**In Attendance:** Cllr T Goldson, District Councillor & Suffolk County Councillor Annette Dunning

1. **Apologies and acknowledgment of absences:** Mr J Lickman. It was noted that Cllr S Self has resigned from her post as Parish Councillor due to work commitments. *Action: Clerk to commence the procedure for filling a casual vacancy.*
2. **Declarations of pecuniary and non-pecuniary interests:** None
3. **Address from our newly elected County Councillor Annette Dunning:** Cllr Dunning attended to introduce herself to the Council and to offer her assistance should we require this in the future.
4. **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council meetings held on 17<sup>th</sup> May 2021 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:  
**Item 4 (09.09.19) Noticeboards:** The front noticeboard requires some maintenance. *Action: Cllr Lickman will carry out varnishing works.*  
**Item 8 (09/03/20) Purchase of dog loo bin, Church Hill:** Pending. *Action: Cllr Lickman has contacted Suffolk Norse and will update at our next meeting.*  
**Item 13b (14/09/20):** Missing dog loo bin Cox Common. *Action: Cllr Lickman has contacted Suffolk Norse and will update us at our next meeting.*  
**Item 9 (14/09/20) Bus Shelter Repairs:** Part of the wood structure has rotted. *Action: Pending. Cllr Lickman to update at our next meeting.*  
**Item 7c (14/12/20) Consultations:** East Suffolk Council Affordable Housing Supplementary Planning Document, Initial Consultations. *Action: To be discussed further when a new planning document received.*  
**Item 12a (14/12/20) Fallen signpost at junction of Wangford Road/Butts Road:** Collected by Suffolk Highways for repair. *Action: Pending. Cllr Lickman to update at our next meeting.*  
**Item 8 (8/03/2021) Memorial to Tony Whatling – Dedication Ceremony:** Due to Government restrictions being extended until 19<sup>th</sup> July it was decided to postpone the Dedication Ceremony until the restrictions change. *Action: Cllr Punt will inform the family, Revd. Phil Miller and update on Facebook*  
**Item 8 (17/05/21) Quiet Lanes Suffolk:** Consultation period ends this week and we await the outcome. Funding for signage costs should then be available for discussion at our next meeting.
6. **Finance:** (Preparation for end of year accounts, budget in preparation for internal audit)
  - 6a Received and approved RFO's report on Accounts for year 2020/21
  - 6b 2020/21 Year End Accounts were approved and signed by Chairman
  - 6c Annual Governance Statement was approved and signed by Chairman
  - 6d Accounting Statements previously signed by RFO, approved and signed by Chairman
  - 6e Bank reconciliation of accounts for Westhall Parish Council from 31/03/21 to 31/05/21 approved and signed by Chairman. Current statement balance held **£10,199.27**, note that this year the full precept of £4,013 has been paid in one instalment.  
 Bank reconciliation of accounts for Recreation Ground from 26/02/21 to 31/03/21 along with 2020/21 year end accounts were approved by Council and signed by the Chairman. Bank reconciliation of accounts for Recreation Ground from 31/03/21 to 28/05/21 were also approved by Council and signed by Chairman. Current statement balance held **£328.50**. *Action: Clerk to submit Recreation Ground Accounts to the Charity Commission.*
  - 6f Approval of online payments or cheques signed and for signature since last meeting: None. It has been noted that the defibrillator unit is not functioning. Purchase of replacement pads and lithium battery approved which will be paid from our restricted funds. *Action: As this is urgent Cllr Langford to immediately source and submit invoice for reimbursement.* Internal Auditor costs were approved at £80. *Action: Clerk to formally appoint Mr Trevor Brown as our internal auditor.*
  - 6g Consider annual funding requests: A donation of £50 to the East Anglian Air Ambulance Charity was approved.
7. **Planning: Public Access Link** <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 7a New Applications - None
- 7b Update on Previous Applications – Reviewed and no comments or matters arising at this time.

- 8 **East Suffolk Community Partnership: Bungay, Beccles and Halesworth area:** The Chairman joined his first ESCP zoom meeting this evening. A number of projects have come forward for funding consideration. **Action: The Chairman to forward the minutes of the meeting to all councillors when received.**
- 9 **Matters Arising since last meeting:**  
Appointment of a Vice Chair – Cllr P Langford proposed by Cllr Punt and seconded by Cllr Brown.  
Parish Councillors Register of Interests – All Parish Councillors reminded to ensure their entry in the Register is up-to-date.
- 10 **Correspondence Received:**  
EDF Sizewell C Project – Notice of proposed changes consultation 11<sup>th</sup> June to 12 July 2021. **Action: Clerk to place poster on noticeboard and website.**  
Discovering Suffolk – Fingerpost Plaques – Project raising awareness of Suffolk's countryside by promoting local outdoor activity across Suffolk. Looking for local volunteers to attach plaques on existing right-of-way fingerposts. **Action: Clerk to submit interest to participating in this project.**
- 11 **Any items of information:** None
- 12 **News items for HCN and other media:** None
- 13 **Progress on Internal Implementation Plan** – Adoption of governance documents to comply with current recommended standards prior to internal audit: Updated documents discussed and approved for adoption. **Action: Clerk to forward to Internal Auditor and publish on website.**
- 14 **Meetings for 2021 at 7.30pm on 2<sup>nd</sup> Monday of every other month:** 12<sup>th</sup> July; 13<sup>th</sup> September and 8<sup>th</sup> November (+ Annual Allotments Meeting). *(All subject to change due to Covid-19 government guidelines)*

Meeting closed at 9.45 pm

 12<sup>th</sup> July 2021