

**Minutes of the Annual General Meeting
of Westhall Parish Council
Monday 9th May 2022 at 7.45 pm Westhall Village Hall**

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

In Attendance: Tony Goldson, East Suffolk District Councillor for Halesworth Ward

- 1 **Appointment of Chairman:** Councillors unanimously elected Chris Punt as Chair and he signed the Declaration of Acceptance of office.
- 2 **Apologies and acknowledgment of absences:** Apologies received from Suffolk County Cllr Annette Dunning
- 3 **Declarations of pecuniary and non-pecuniary interests:** Cllr Darch to Item 9.
- 4 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council Meeting held on 14th March 2022 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 8 (09/03/20) Purchase of dog poo bin, Church Hill: Siting of this bin to be confirmed following Suffolk Norse site visit at end of May – preferred site to be top of Church Hill. *Action: Cllr Baker and Clerk to liaise with Suffolk Norse on approved site.*
Item 12 (14/12/20) Fallen signpost at junction of Wangford Road/Butts Road: Collected by Suffolk Highways for repair and missing signpost at Junction of Wangford Road//Locks Road. *Action: Pending.*
Item 8 (10/01/22) Sicon Foundation: Hedge planting has now been carried out.
Item 7 (14/03/22) Pleasure Grounds & Car Park: Quote received re Car Park Risk/Responsibility for damage signage. Decision on siting of signs pending next meeting. *Action: Cllr Punt to speak to Westhall Community Council regarding siting of signage.*
Item 11a (14/03/22) Illegal Parking: Through communication with the football team parking problem appears to have been resolved for the moment but we will continue to monitor the situation.
- 6 **Finance:**
 - 6abc **RFO presented the Annual Accounts for year ended 31/03/22 including quantified significant Variances between 2020/21 accounts:** Accounts approved by Council and signed by Chairman.
 - 6d **Annual Governance Return 2021/22 (AGAR) Form 2:** Approved and signed by RFO and Chairman.
 - 6e **Accounting Statement:** Approved by Council and signed by RFO and Chairman.
 - 6f **Approval of bank reconciliation to year end 31/03/22:** Approved. Balance on account was £7636.75.
 - 6g **Approval of bank reconciliation to 28/04/22:** Approved. Precept payment of £4,009.95, CIL payment of £526 and grant for £600 were received this month which showed balance on account of £12,772.75.
Payroll Services Contract: SALC PAYE and payroll services contract for clerk approved.
 - 6i **Approval of online payments:** Approval for online payments of £301.46 to clerk for salary and homeworking allowance for April and May 2022 and £190.04 to SALC for 2022/23 subscription.
Action: All approved and Clerk to action online payments.
 - 6j **Pleasure Grounds & Car Park Recreation Ground Account:** The Annual Accounts for year ending 31/03/22 were presented and approved by Council and signed by Chairman. Balance brought forward from 01/04/21 was £328.55. Annual total receipts were £665.04 of which £500 was a grant from the Parish Council and total expenditure was £325. Balance as at 31/03/22 was £668.59. Bank reconciliation to 30/04/22 was £668.59. *Action: Clerk to submit end of year accounts to Charities Commission.*
 - 6k **Consider annual funding requests:** Council approved donation of £50 to the East Anglian Air Ambulance Service. *Action: Clerk to arrange online payment.*
- 7 **Review of Governance Documentation:**
 - Standing Orders
 - Financial Regulations
 - Risk Assessment & Management (Financial) for year 2022/23
All approved and adopted by Council. *Action: Clerk to post on website*
- 8 **Planning: Public Access Link -** <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 8a **New Applications:** None

8b Update on Previous Applications:

DC/22/0651/FUL Fox Covert Poultry Farm – Retrospective planning application: Following concerns raised by the Parish Council, Suffolk County Council Highways and Consultants visited the site and provided a swept path diagram showing that the largest HGV's allowable on UK roads will have sufficient space to turn in and out of the site. East Suffolk Planning have informed us that they are likely to recommend approval of the retrospective application due to their conclusion that there were no highway safety concerns.

- 9 Allotment Inspection Report:** Cllr. Rogers and Cllr. McTaggart carried out an interim allotment inspection on 19/04/22. They report that in general all 3 allotment areas are in order and ready for planting, ditches are clear and hedges cut and tidy. Noted that some plots have been amalgamated and if relinquished will need to be separated appropriately. Thanks go Shaun Darch and Bob McTaggart for their hard work. There are 2 whole plots and 1 half plot vacant at Locks Road. Full report on website and on notice board. *Action: Clerk to continue to advertise vacancies and publish Allotment Inspection Report on noticeboard and website.*

- 10 Annual Review and adoption of Westhall Community Emergency Plan:** Pending until next meeting. Mr John Lickman attended training on Rest Centres and would like an opportunity to run through the plan at the next monthly meeting which was approved. Annual inspection of equipment due to be carried out prior to next meeting. *Action: J Lickman & Clerk*

11 Queen's Platinum Jubilee Celebrations:

- 11a Celebrations over the 4 days Thursday 2nd June to Sunday 5th June** are being planned by Westhall Village Working Committee. Applications for grants towards the costs of these events were submitted and accepted. Cllr Tony Goldson, East Suffolk Councillor, granted us £600 from his Enabling Community Budget and Cllr Annette Dunning our Suffolk County Councillor granted us £645 from her Locality Budget.

- 11b Trebilee Project:** The Queen's Platinum Jubilee oak tree with commemorative plaque have been planted in the Recreation Ground.

- 12 Quiet Lanes Suffolk:** Cllr Langford reports that some of the posts and signs have been collected and he is waiting to be informed when the rest can be picked up. *Action: Cllr Langford to co-ordinate.*

- 13 First Aid/Defibrillator Training:** Quote for £440 received from the Ambulance Service to run training session for 12 people over 3 hours with a mix of practical and theory. *Action: Clerk to contact neighbouring Parishes who have defibrillators and enquire if they would be interested in joining in with training and sharing costs?*

- 14 Correspondence Received:** No comments to items received and no actions required.

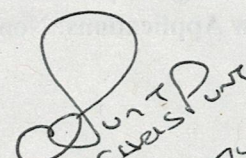
- 15 Reports from other organisations:** None

- 16 Any items of information:** CIL payments received from East Suffolk Council in the sum of £526.00. *Action: Clerk to put item on the Agenda for July meeting to discuss how we use this money.*

- 17 News Items for HCN and other media:**

- 18 Meetings for 2022 – 7.30 pm on 2nd Monday of every other month:**
11th July; 12th September and 14th November (+Annual Allotments Meeting)

Meeting closed at 9.30 pm


C. Punt
11 July 2022
2