

Minutes of Westhall Parish Council
Monday 12th September 2022 at 7.30 pm in The Racehorse

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

In Attendance: Members of the public.

- 1 **Apologies and acknowledgment of absences:** No apologies received for formal approval of absence.
- 2 **Declarations of pecuniary and non-pecuniary interests:** None.
- 3 **A Public Forum to receive reports from County and District Councillors and for members of the public to raise issues or matters of concern was then commenced prior to formal start of the Parish Council Meeting.**

There were no reports to present from County or District Councillors.

Fox Covert Poultry Farm: Residents from Cox Common, Westhall attended the meeting to help the Parish Council to understand the issues, monitor progress against actions and to assist where they can in resolving issues arising from the poultry site. To allow everyone to move forward we first require to obtain the following reports relating to the chicken farm - East Suffolk Environmental Health report; Enforcement Action report; Noise and Vibration Survey report produced by the operators of the poultry farm business and a building control /inspectors report on the final build before use. *Action: Cllr Punt will endeavour to chase these reports and keep residents and our District Councillor Tony Goldson updated.*

Cllr Darch wished us to minute our thanks to Cllr Punt for the work he has been doing to assist the residents with this issue.

- 4 **Minutes of previous meeting:** Resolution passed minutes of Westhall Parish Council Meeting held on 11th July 2022 are a 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: Ongoing. *Action: Cllr Baker and Clerk.*
Item 7 (14/03/22) Pleasure Grounds & Car Park Warning Signage: Decision made to place signage on posts in carpark. *Action: Cllr Darch will source suitable posts. Clerk to order 2 signs.*
Item 8 (10/01/22) Sicon Foundation: Fruit tree planting pending. *Action: No Action at present.*
Item 13 (09/05/22) First/Aid Defibrillator Training: To obtain updated training costs from East of England Ambulance Service since previous quote almost 6 months ago. *Action: Cllr Langford*
Item 10 (11/07/22) Quiet Lanes Suffolk: Signage is now available and awaiting collection from Suffolk Highways in Ipswich to be installed on posts by volunteers. *Action: Cllr Langford to progress this.*
Item 11a (11/07/22) Parking in passing place, Locks Road: Advice received from the Police. No further action at present.
- 6 **Westhall Community Emergency Plan (WCEP) – Rest Centres:** Mr John Lickman, Co-ordinator for this Plan has completed both courses on Community Rest Centres and gave an overview of when and how we organise a Rest Centre. The Village Hall would become the Rest Centre in the event of a local or major disaster along the coast. We would need to be prepared to assist the East Suffolk District Council Emergency Planning Office and the Police who will be responsible for the Rest Centre operation. *Action: Clerk to forward WCEP contact details to Plan Co-ordinator: Cllr Langford will request the Emergency Planning Officer to provide a map showing location of properties in our area.*
- 7 **Finance:**
- 7a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 30/0/06/22 to 26/08/22 submitted and approved. Parish Council current statement balance held at 26/08/22 was £11,160.83
 Bank reconciliation of accounts for Pleasure Grounds & Car Park from 30/06/22 to 26/08/22 was £668.64.

- 7b **Approval of online payments:** £354.24 Clerk Salary, Home Allowance for June & July 2022 and for and Antivirus software; £29.99 for laptop repairs & mileage £22.50; *Action: All approved and Clerk to action online payments.*
- 7c **Review of Half Year Accounts & Budget:** The RFO presented the half year financial report and review of our budget which remains within our spending limits. *Action: Clerk to set up Oct meeting with Parish Councillors to set 2023/24 budget.*
- 7d **Donations:** Approval given to donate £100 to our local Parish Church, St Andrews Parochial Council towards their insurance costs. *Action: Clerk to action online payment.*
- 7e **Annual Insurance:** Four quotes were obtained for consideration. Council approved the Zurich Insurance quote which was cost effective and appropriate for our needs. *Action: Clerk to action insurance and online payment of £214.*
- 8 **Planning:** No current planning applications for consideration.
- 9 **Matters Arising since last meeting:**
- 9a **Fly Tipping:** A local landowner has requested the support of the Parish Council to prevent litter, garden waste and building material being dumped on his land behind Meadow Close. The area in question is where the footpath comes between the houses and which he has not cultivated to allow people to walk their dogs, etc. If this becomes a recurring problem then he will have no option but to put the land back under cultivation. Fly tipping is an illegal act and should be reported by calling the Police on 101 so that this crime can be investigated. *Action: Chairman will contact East Suffolk Council regarding putting up signs and contact the owners of properties in the immediate area.*
- 9b **Parking on Recreation Ground:** To avoid damage to the grounds due to unauthorised parking, especially in wet weather, the Council is considering erection of a barrier and gate across the entrance. *Action: Cllr Darch will present a design plan and costing for discussion at our next meeting.*
- 10 **Correspondence Received:** Circulated and no actions required.
- 11 **Report from other organisations:** None
- 12 **Any Items of Information:**
- 12a Report from member of the public that the dog poo bin after the level crossing has a broken lid. *Action: Clerk will contact Suffolk Norse regarding replacing this.*
- 12b Clerk reports that damage has been sustained to the front panel of one of our noticeboards. *Action: Clerk to arrange a repair.*
- 13 **News items for local media:** *Action: Clerk to submit relevant items.*
- 14 **Meetings for 2022 at 7.30pm on 2nd Monday of every other month in the Village Hall:**
14th November the Annual Allotments Meeting followed by the Parish Council Meeting.

Meeting closed at 9.45 pm