

Minutes of Westhall Parish Council**Monday 8th July 2024 at 7.30pm in Westhall Village Hall****Councillors Present:** Mr S Darch, Chairman, Mr C Baker, Mrs M Rogers, Mr J Lickman, Mr T Betts and Mrs A Donnachie (Clerk)**In Attendance:** Member of the public
Annette Dunning, Suffolk County Councillor
Beth Keys-Holloway & Geoff Wakeling – East Suffolk District Councillors

- 1 **Apologies and acknowledgment of absences:** Cllr P Langford sent his apologies due to work commitment which was accepted by the Parish Council. Cllr L McTaggart did not attend.
- 2 **To receive declarations of pecuniary, non-pecuniary interests and consider requests for dispensations:** None received.
- 3 **Public Forum to receive reports from members of the public, County and District Councillors:** Suffolk County Cllr Annette Dunning provided the Parish Council with her July Parish Report. **Action: Clerk to post report to website/noticeboard.**
General discussions on new Planning Policy updates (Item 8). Cllr Lickman highlighted problems with deleting of outstanding reports on Highways Reporting Tool. Cllr Dunning will look into the report of tree overhanging power lines. On the matter of fly tipping Cllr Keys-Holloways suggested following the link https://my.eastsuffolk.gov.uk/en/service/Flytipping_or_Litter_Report and using the option What3 Words app when reporting. You can also call on 0333 016 2000 or email customerservices@eastsuffolk.gov.uk. Cllr Dunning requested a copy of our Community Emergency Plan. **Action: Clerk to forward latest version..**
- 4 **Minutes of previous meetings:** Resolution passed minutes of Westhall Parish Council Annual General Meeting held on 13th May 2024 were correctly recorded. Proposed by Cllr Lickman and seconded by Cllr Rogers. **Action: Clerk to upload to website and noticeboard.**
- 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 9b (10/07/23) Road Signage damage: 30 mph signage faded. No change to this since last meeting. **Action: Cllr Lickman.**
Item 14 (May 2023) Erection of Signage: Request was made to erect signage on the footpath leading to properties 13 & 14 Meadow Close and which has been overlooked due to the change in service provider. **Action: Cllr Langford was not available to update – discuss at September meeting.**
Item 15 (13/05/24) East Suffolk in Bloom: Approval given for clerk to register to receive these free summer bulbs for possible planting around the Recreation Grounds. **Action: Clerk**
- 6 **Finance:**
- 6a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 30/04/24 to 28/06/24 submitted and approved. Parish Council current statement balance held at 28/06/24 was **£12,268.90**. A precept of £4,100 was received from East Suffolk Council for the year 2024/25. Payments over £100 were clerk salary and £209 annual subscription to SALC. Reconciliation checked against bank statements and approved by Council. Signed by Cllr Betts and Cllr Lickman.
- 6b **Approval of online payments:** Clerk Net Salary for June and July 2024 £338.68; HMRC PAYE £84.60; Clerk Stationery Expenses £25.54; Heelis & Lodge for Internal Audit £85. **Action: All approved and clerk to action online payments.**
- 6c **Review of 2023/24 Internal Auditors Report:** The report showed that the Parish Council had carried out effective and efficient financial administration and financial management for the year 2023/24. The Parish Council will comply with the recommendations with regards to the Council as Sole Trustees of the Recreation Ground Charity. Cllr Rogers proposed that the Council thank the Clerk/RFO for her hard work. **Action: Clerk to publish the Internal Auditors Report and the AGAR Pg 4 Annual Internal Audit report on our website.**
- 6d **CIL 2022/2023 Annual CIL report:** We hold a CIL payment of £526.05. Review spending options at next meeting. Following a letter from a resident, discussions were held on whether to look again at having a Neighbourhood Plan and how that would effect on any future CIL payments. Further enquiries to be made and review again at a future meeting.
- 7 **Matters Arising since last meeting: Suffolk Accident Rescue Service (SARS):** The Training event from SARS on CPR and AED Defibrillator use took place on 24th May with 14 residents attending. There were very positive responses from attendees on the presentation and guidance given by the Training Officers. Request for a

donation received. Proposed by Cllr Rogers and Seconded by Cllr Lickman a donation of £100 and unanimously approved to allow them to continue with their work. **Action: Clerk to action online payment.**

- 8 **Planning - Public Access Link** - <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 8a **New Planning Applications:** DC/24/2306/CON | Consultation - Temporary Holiday Site (16 nights, Maximum of units per night 75 including all tents and caravans) | Westhall Village Hall Mill Common Westhall Halesworth Suffolk IP19 8NT: It was agreed between the Parish Council that the number of units per night using the site was too high and that 20 would be more appropriate; that the access to the camp ground of so many vehicles could be detrimental to the condition of the car park surface along with the impact on the roads around the village. **Action: Clerk to submit comments on the Planning Portal.**
- 8b **Update on previous applications:** Decisions still pending for DC/23/1913/FUL Locks Road development; DC/23/4712/SCO – Westhall Farm and DC/22/4002/FUL – Generator at Fox Covert Poultry Farm.
- 8c **East Suffolk Planning Forum for Town and Parish Councils on 11th & 25th July:** Cllr Lickman will try and attend one of these forums.
- 8d **East Suffolk Planning Application Guidance for Healthy Environments – Planning Policy Update:** Noted and no comments received.
- 8e **New Guidance on Custom & Self Build Housing Development – Planning Policy Update:** Noted and no comments received.
- 8f **Lion Link:** Meeting between East Suffolk Council, Parish and Town Councils to take place on 22nd July on understanding local views on proposed onshore cable route and landfall. **Action: Cllrs Baker and Lickman to attend.**
- 9 **Review and Adoption of Westhall Emergency Plan:** Reviewed and Adopted. **Action: Clerk to distribute copies to Key Contacts and Volunteers and publish on website.**
10. **Governance Documents – Financial Regulations:** The Parish Council reviewed the latest updates to their financial regulations. Proposed by Cllr Lickman that these be adopted and seconded by Cllr Betts. **Action: Clerk to post to Website.**
- 11 **Digital Service – Moving to gov.uk domain:** The clerk attended a presentation by The Parish Council Domains Helper Service Team who support Parish Councils who are looking for more information on how to move to a .gov.uk domain. There are some benefits but also significant costs involved. No further action at present time.
- 12 **Correspondence received:**
- 12a **New SALC Highways information webpage published:** Upcoming Forums for Councils to follow.
- 12b **Invitation to Sizewell C Community Fund Event 11th and 16th July:** No one available to attend at present.
- 12c **Beccles meetings:** No one available to attend.
- 13 **Any Items of Information:**
- 13a **Speeding through village:** Reports received about speeding tractors and trailers. **Action: Cllr Darch will follow-up on this.**
- 13b **Fox Covert Poultry Farm:** Resident asking when the planters at the entrance to the site will be installed. **Action: Clerk to contact Gemma at Cranswick. Report/Update on ongoing issues received from Gemma at Cranswick was sent too late for meeting but circulated to Parish Councillors afterwards.**
- 15 **News Items for local media:**
- 16 **Meetings for 2024 at 7.30pm on 2nd Monday of every other month in the Village Hall:**
 9th September
 11th November – Annual Allotments Meeting followed by Parish Council Meeting

Meeting closed at 9.15 pm to be followed by a meeting of the Trustees for the Recreation Ground Charity.