

Minutes of Westhall Parish Council**Monday 11th November 2024 at 8 pm in Westhall Village Hall****Councillors Present:** Mr S Darch, Chairman, Mr C Baker, Mr P Langford, Mrs M Rogers, Mr J Lickman, Mrs L McTaggart and Mrs A Donnachie (Clerk)**In Attendance:** Member of the public: 1

- 1 **Apologies and acknowledgment of absences:** Annette Dunning, Suffolk County Councillor and Beth Keys-Holloway & Geoff Wakeling – East Suffolk District Councillors were unable to attend due to other commitments. Cllr T Betts not in attendance.
- 2 **To receive declarations of pecuniary, non-pecuniary interests and consider requests for dispensations:** None submitted.
- 3 **Public Forum to receive reports from members of the public:** None received.
- 4 **To Receive reports from County and District Councillors:** Parish Reports received prior to the meeting. The Parish Council had no comments on these reports. **Action: Clerk to post reports to website/noticeboard.**
Highways Issues (were to have been discussed with County & District Councillors) The village sign at junction of Noller's Lane and Butts Road has been knocked over along with various other signage damage around the village and reported to the Highways department who have classed these a non-urgent. Agreed to seek a quote from Highways Department to repair the village sign or if not then gain approval to carry out the work using a private contractor. **Action: Cllr Langford to approach Suffolk Highways.**
- 5 **Fox Covert Poultry Farm:** Jemma Gooch-Boags who is the Environmental Manager for this site was unable to attend our meeting but sent her apologies and the following update. Nothing to report as yet on the generator noise assessment. There had been 1 report of flies recently which was investigated but no evidence of a fly infestation was found on the site. The retrospective planning application pertaining to the water tank and emergency back-up generator is ongoing.
- 6 **Minutes of previous meetings:** Resolution passed minutes of Westhall Parish Council Meeting held on 9th September 2024 were correctly recorded. Proposed by Cllr Rogers, seconded by Cllr Lickman and signed by Chairman. **Action: Clerk to upload to website and noticeboard.**
- 7 **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. No further action at present.
- 8 **Finance:**
- 8a **Bank reconciliation:** Bank reconciliation of accounts for Westhall Parish Council from 30/08/24 to 29/10/24 submitted. CIL monies of £616.50 were received. Parish Council current statement balance held at 29/10/24 was **£11,597.31**. Payments over £100 were clerk salary and allowance and Parish Council Insurance for 2024/25 of £214. Reconciliation checked against bank statements and approved by Council. **Action: Clerk post on website/noticeboard**
- 8b **Approval of online payments:** Clerk Net Salary for Oct and Nov 2024 £338.48; Home Office Allowance Oct & Nov 2024 £36; HMRC PAYE £84.80; SALC Payroll £27; CAS Website Hosting £60; ICO subscription £35; Hall Hire for 2024 £127.50; Strimmer parts £66.93. Payments checked against invoices. Approval proposed by Cllr Lickman and seconded by Cllr Langford and approved by all. **Action: Clerk to action online payments.**
- 8c **Budget at Half Year 30/09/24:** This showed that all spend is within budget.
- 8d **Draft Budget 2025/26:** Clerk/RFO presented the draft budget for consideration prior to final approval along with a setting of our 2025/26 Precept at our January meeting.
- 8e **CIL Payments:** Total sum of CIL currently held is £1,142.55. Discuss spending options at our next meeting.
- 8f **Adoption of General Update in National Pay Rates for Local Authority Payees:** The Council noted the NJC Scales applicable to the Council had been uplifted by national agreement and agreed to adopt the scales as amended. The Clerk's salary will be amended and backdated to 1st April 2024. Approval proposed by Cllr Lickman, seconded by Cllr Langford with all in favour.
- 9 **Matters Arising since last meeting:** None

- 10 **Planning - Public Access Link** - <https://publicaccess.eastsuffolk.gov.uk/online-applications>
- 10a **New Planning Applications: DC/24/3294/FUL – Becks End Farm – Construction of dwelling house:** The Parish Council had no objections to this application.
- 10b **Update on previous applications:** Decisions still pending for DC/23/1913/FUL Locks Road development and DC/22/4002/FUL – Retrospective application for water tank and emergency backup generator at Fox Covert Poultry Farm.
- 10c **NALC Legal Update:** Advice on Councillors speaking at planning enquires presented to Council.
- 11 **Annual Inspection of Assets:** Cllr Lickman carried out this inspection and presented his report. Some minor repairs required which will be carried out in Spring 2025. Cllr Lickman will carry out strimming of vegetation around grit bins and dog waste bins. Replenishment of grit bins will be carried out by Suffolk Highways.
- 12 **East Suffolk Planning Alliance (ESPA) Community Engagement Meeting on 03/10/24:** Cllr Langford submitted a number points on behalf of the Parish Council, mainly aligned to infrastructure improvements aligned to development and the complexity of Nationally Significant Infrastructure Projects (NSIPs). An example would be an upgrade by Anglian Water to the local sewerage plant to accept the effluent from the Locks Road development. There are no conditions imposed on Anglian Water by the Local Planning Authority to compel the upgrade before the Locks Road development is completed.
- 13 **Joint Emergency Planning Workshops in October:** Cllr Langford attended.
East Suffolk District Council – Emergency Planning Workshops: A volunteer from the Westhall Community Emergency Plan attended.
General Correspondence Received: All correspondence received distributed to the Parish Council with items of public information posted to our website and noticeboards. No further action required.
- 15 **Any Items of Information:**
- 15a **Sizewell C Community Forum on 09/10/24:** Cllr Rogers and Cllr Lickman attended and presented their notes from this meeting. The forum covered current requirements for Sizewell C Community Funding; Education, Apprenticeships and Employment opportunities. A number of surveys are being carried out, for example archaeological and wildlife habitats in order to mitigate disturbance and noise, along with traffic monitoring in several affected villages. There was an extensive question and answer session led by Parish Councils. Both Councillors will endeavour to attend future forums.
- 15b **East Suffolk Council's Solar & Insulation subsidies:** Information for residents. **Action:** Clerk to upload this information to our website and place on the noticeboards.
- 16 **News Items for local media:** No items to be submitted at this time.
- 17 **Set dates for 2025 Meetings:**

Meetings for 2025 at 7.30 pm on 2nd Monday of every other month in the Westhall Village Hall:

13th January

10th March

12th May (Annual Parish Meeting followed by the AGM)

14th July

8th September

10th November (following Annual Allotments Meeting).

Meeting closed at 9.15 pm