

# WESTHORPE

## PARISH COUNCIL



Clerk to the Council  
Street Farm, Westhorpe  
Tel: 07926 223042

Minutes of the meeting of Westhorpe Parish Council held on Tuesday <sup>4<sup>th</sup> July</sup> ~~2 May~~ 2017 at 19:30 in the Village Hall. DR

In attendance:

Mr D Barker (Chairman), Mr S Caley, Mrs H Wilkinson, Mr S Christian, Mr R Lambert

Present:

C Kennedy (Clerk).

### Public participation

There were no members of the public present.

### 17.15 Apologies and approval of absences.

Apologies were received from Cllrs. Gladders and Cotgrove.

### 17.16 Declarations of interest

Cllr. Barker declared an interest in agenda item 13, as a Trustee of the Village Hall.

### 17.17 To consider requests for dispensations

Dispensation was granted to Cllr. Barker in relation to item 13.

### 17.18 To approve as accurate, the minutes of the Parish Council meeting held of 27 March 2017

Proposed by Cllr. Christian, seconded by Cllr. Lambert, approved by all and signed and dated by Cllr Barker.

### 17.19 To approve as accurate, the minutes of the Parish Council meeting held of 2 May 2017

Proposed by Cllr. Christian, seconded by Cllr. Lambert, approved by all and signed and dated by Cllr Barker.

### 17.20 To approve as accurate, the minutes of the Annual Parish meeting held of 3 May 2016

Proposed by Cllr. Wilkinson, seconded by Cllr. Caley, approved by all and signed and dated by Cllr Barker.

### 17.21 To approve as accurate, the minutes of the Annual Parish meeting held of 2 May 2017

Proposed by Cllr. Wilkinson, seconded by Cllr. Lambert, approved by all and signed and dated by Cllr Barker.

### 17.22 Progress reports arising from the meeting of 2 May 2017

#### 17.22.1 Dog Waste Bins

Cllr. Barker said that Westhorpe Trust are prepared to pay for the dog waste bins. The Clerk is in contact with Mid Suffolk District Council (MSDC) about authorised bins, locations and collections and will pass on details of costs to Westhorpe Trust once received, as well as circulating to the Council. Unanimous agreement, in principle, was given to Westhorpe Trust meeting these costs, subject to MSDC decisions.

#### 17.22.2 Street signage

The Clerk has reported damaged and fading signs to Suffolk County Council (SCC) via their website facility. Cllr. Barker suspected that the street signs (2 x Church Road, 1 x The Crescent, 1 x The Street) would not fall under SCC jurisdiction and is to check with MSDC Cllr. Roy Barker if the cost of these could be met by his Locality Award. The Clerk is to obtaining costings for these four signs.

### 17.22.3 Village sign

Cllr. Caley expressed concern that painting impregnated aluminium with the wrong paint would be a waste of time and resources. Cllr. Lambert suggested that washing the present sign may prove to be a solution. It was agreed that Paul Smith would be approached to use his scaffolding to wash the sign and take it from there. It was suggested that MSD Cllr. Barker might be approached for funding for this project, again using the Locality Award.

### 17.22.4 Wooden "Westhorpe" signs

The sign near Little Thatch was cleaned and painted by Mr Jeff Moore, the one at the Lodge Farm entrance was cleaned by Cllr. Barker. The Clerk confirmed that the sign towards Finningham would require more than a clean, but only the writing needed white paint. She will clean the sign and paint the lettering, if Cllr. Christian or Cllr. Barker already have some white paint available.

### 17.23 Community Emergency Plan

The amendment of contact details from Brian to Patrick was agreed and the plan was signed off by Cllr Barker. It was agreed by all that the signed off plan is the second stage, higher level plan. The Clerk is to upload it to the Village website and send the link to Cllr. Barker for circulation to the village. The Clerk will also ensure Sue Hull has a copy for the Village Hall, and that Westhorpe Hall has a copy.

### 17.24 Considered planning matters:

#### 17.24.1 New applications

None.

#### 17.24.2 Decisions or other planning matters

a.i. 1346/17 | Erection of a two storey and single storey side and front extensions. Render and decoration to existing external walls | 1 The Crescent, Westhorpe IP14 4SX was granted by delegation.

#### 17.24.3 Bacton Middle School

Nothing further to report at this time.

### 17.25 Location of Parish Council noticeboard

Cllr. Barker reported that he still had the old notice board. It was agreed by the Councillors that the most practical location for this noticeboard was outside the Village Hall. Cllr. Barker confirmed that he would contact the Village Hall Committee for permission to position the noticeboard there. Subsequent discussions were had about the condition of the old noticeboard and Cllr. Wilkinson suggested that John Gomer might be prepared to either renovate the present noticeboard, or make a new one along similar lines. Cllr Christian is approach Mr Gomer. It was agreed in either instance the noticeboard would need to be freestanding. It was again agreed that it might be possible to obtain a donation for this from MSD Cllr. Barker's Locality Award. One further point mentioned was that there should be a definite space for Parish Council matters, and that if more lighthearted "flyers" encroached on that space, then these should be removed.

### 17.26 Agree dated of future Parish Council meetings

Future meetings were agreed for 5 September 2017, 7 November 2017, 9 January 2018, 6 March 2018 and 8 May 2018. The Clerk confirmed that the Village Hall was available at these times.

### 17.27 Frequency of payments for hiring of Village Hall

It was agreed to pay for the hiring of the Village Hall every six months in arrears. A cheque for the 27 March 2017, 2 May 2017 and 4 July 2017 meetings will be raised at the next meeting. The Clerk is to obtain an invoice for payment from the Village Hall Committee in time for the next meeting.

### 17.28 Clerk's Report, account balances and requests for payment

17.28.1 The Clerk reported balances as of 4 April 2017 of £1546.69, with £204 of uncashed cheques, in the current account and £1342.20 in the savings account.

17.28.2 The Clerk requested approval of payment of £80 to Her Majesty's Revenue and Customs, being PAYE for the previous Clerk, Cat Clarkson's first quarter salary. This was unanimously approved on the basis that this would mean that Cat would only receive £120 of any monies owed to her.

This prompted a discussion regarding future PAYE issues and it was unanimously agreed that Ladywell Accountancy Services would take back control of this. Cllr. Barker will email Lynn Shephard.

Cllr. Barker also reported to the Council that a Southampton firm of Auditors had been in touch with Sue Hull in the previous fortnight. They were trying to contact the Parish Clerk, but could not find any details so contacted the Sue as the Chair of the Village Hall Committee. Sue was able to put them in touch with the previous Clerk, Cat Clarkson, and Cllr. Barker reported that the matter is now settled.

**17.29 Correspondence for information**

There was no correspondence to report.

**17.30 Clerk's report on urgent decisions since the last meeting.**

There were no decisions to report, but the Clerk did report that she had been to the sales pitch by Westcotec for speed warning signs organised by MSD Cllr. Barker. The basic unit (containing the flashing sign, 2 batteries, 1 charger, bracket and clips) costs £2625 excl VAT. For data collection would be another a further one off cost of £250 – it was suggested by MSD Cllr. Barker that this unit could be subsidised by Locality Funding and possible SCC, but there are other items that the Parish Council wish to approach him with for that funding. The Clerk is to circulate more detailed notes to Councillors.

**17.31 Questions to the Chairman**

Cllr Wilkinson expressed concern at the tree opposite the Village Hall that hangs over the road and, more importantly, the power lines. Discussion was had as to whether this tree was on Kennedy or Black land, but Cllr Wilkinson's concerns were duly noted.

**17.32 Date of the next meeting**

5 September 2017 at 19.30 in the Village Hall.

There being no further business, the Chairman closed the meeting at 20:42.

Camilla Kennedy, Clerk to Westhorpe Parish Council.



5-9-2017,