

WESTHORPE

PARISH COUNCIL



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

Minutes of the meeting of Westhorpe Parish Council held on Tuesday 5 September 2017 at 19:30 in the Village Hall.

In attendance:

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

Present:

Jane Storey, Suffolk County Councillor

C Kennedy (Clerk)

Public participation

There were three members of the public present: Mr Jeff Moore, Mrs Alison Weston and Mr Richard Brown.

17.33 Apologies and approval of absences.

Apologies were received from Cllr Cotgrove.

17.34 Declarations of interest

Cllr. Cotgrove's interest in planning application DC/17/04391 was declared on his behalf.

Cllr. Barker declared an interest in the Joint Local Plan as landowner of a potential selected site.

Cllr Caley declared an interest in the Joint Local Plan as his land adjoins a potential selected site.

Cllr Lambert declared an interest in the Joint Local Plan as his land is opposite a potential selected site.

17.35 To consider requests for dispensations

Dispensation was granted to Cllrs. Cotgrove, Barker, Caley and Lambert.

17.36 To approve as accurate, the minutes of the Parish Council meeting held of 4 July 2017

A handwritten amendment was made to correct the date of the meeting and as such the minutes were proposed as accurate by Cllr. Christian, seconded by Cllr. Lambert, approved by all and signed and dated by Cllr Barker.

17.37 Progress reports arising from the meeting of 4 July 2017

17.37.1 Dog Waste Bins

Location:

Cllr. Christian confirmed that the PCC did not, in principle, oppose the location of a waste bin on the footpath sign in the churchyard, but that they did have some concerns with the responsibility of collection. The Clerk confirmed that this would be carried out by MSDC on a weekly basis for a fee of £35 per annum per bin. The other concern that the PCC raised was that a local resident did not wish the bin to be on the footpath that adjoined his land. Discussion was had as to an appropriate alternative and the verge opposite the Church was mooted. It was proposed by Cllr. Barker, seconded by Cllr. Christian and unanimously carried that Town Yard and Mr Marcus Gosling would be consulted as to this proposed location. Cllr. Christian proposed the location of the second bin to be by the footpath sign leading to Westhorpe Hall. This was seconded by Cllr. Wilkinson and was unanimously carried. The Clerk confirmed that she would pass on the locations to MSDC once they were agreed.

Mr Jeff Moore requested signs in the village reminding of the fines for dog fouling and requested a further bin at the entrance to the bridle path leading out of Westhorpe on the Wyverstone Road. The Clerk confirmed she would look into the costs of obtaining statutory signs reminding of penalty fines.

Costs:

It was agreed to submit a grant application to Westhorpe Trust for £250, being the costs of 2 dog waste bins at £173.04 + VAT with the remaining £42.35 to be spent on posts and post mix from Clarkes of Walsham.

Proposed by Cllr. Barker, seconded by Cllr. Gladders and was unanimously carried.

Installation:

Once the bins are purchased and the location near the Church agreed, Cllr. Barker suggested a working with a spade and some post mix could install the bins one Saturday.

17.37.2 Street signage

The Clerk reported that MSDC will pay for street signage that is "not fit for purpose", but confirmed that it was unlikely they would pay for the two "Church Road" signs. The Clerk confirmed that she would clean the signs and send photographs to MSDC both to obtain costs from them for replacing those that MSDC would not consider to be "no longer fit for purpose" and to start the process for having the other signs replaced at MSDC expense.

17.37.3 Village sign

Cllr. Lambert had cleaned the village sign to see what impact that would have. Cllr. Barker proposed £100 of the MSDC Locality Award be set aside for Paul Smith to paint the sign. This was seconded by Cllr. Christian and was unanimously carried.

17.37.4 County Councillor's Report

Jane Storey mentioned that her August report was quiet, due to summer. She reminded the meeting that there would be local roads closed with short, 15 minute, "rolling road blocks" for Stage 5 of the Tour of Britain on Friday 8 September. She reported that recruitment for the CEO of SCC was down to the last four candidates.

With regard to broadband provision, Jane confirmed that she would keep the pressure on but that she didn't have exact dates and numbers of when the village would have broadband. Cllr. Barker reminded her that he had a signed wayleave for fast broadband for the village with an undertaking that this would be in place by Christmas, at least to the corner by Cllr. Wilkinson's house. Mr Richard Brown expressed an interest to join forces with those beyond this point for a "self dig" proposal whilst BT were doing the work in the village, and although Jane reminded the meeting that the Council couldn't tell BT where to install, she said this was something she could certainly pass on to BT as it would be efficient and cost effective.

17.38 Considered planning matters:

17.38.1 New applications

DC/17/04391 – application to carry out works to fell one Corsican pine protected by tree preservation order MS58/G1 | Thornglade, Church Road, Westhorpe IP14 4SY.

17.38.2 Decisions or other planning matters

None.

17.38.3 Bacton Middle School

Nothing further reported at this time.

17.39 Location of Parish Council noticeboard

Cllr. Barker reported that Mr John Gomer had cleaned and restored the old noticeboard and it would be ready for installation in the near future. Cllr. Barker is to request the assistance of the Council to install this following direction from Paul Weston to ensure no damage to Village Hall amenities.

17.40 MSDC Locality Award application

It was suggested that the following amounts be applied for:

£100 for some sort of lectern for the Village Hall

£100 to paint the village sign

£100 for restoration of the notice board

£50 toward posts and post mix for the dog waste bins

£250 to obtain new street signs that MSDC did not think "unfit for purpose"

Cllr. Barker requested the Council's authority to complete the application, with the assistance of the Clerk, on the Council's behalf. Cllr Gladders proposed, seconded by Cllr. Christian and was unanimously carried.

17.41 Annual Audit

The Clerk reported that there were two outstanding items on the audit. An incorrect box had been ticked on the annual return and there had been no risk assessment review. It was confirmed by the previous Clerk that whilst the risk assessment had been reviewed and agreed, it had not been minuted. The Auditor confirmed the cost for amending the annual return would be £30, but as there was no evidence of reviewing the risk assessment, non-compliance with legislation would still apply. The Auditor also confirmed that there was no financial penalty for non-compliance, only that the Council's quality status would be affected, which in real terms meant very little. As such it was unanimously declared that non-compliance with the audit would save £30 to no detrimental effect.

It was confirmed that next year we would not be required to undertake an external audit as Council's with income and expenditure under £25,000 fall outside the new legislation.

17.42 Clerk's Report, account balances and requests for payment

17.42.1 The Clerk reported balances as of 4 August 2017 of £2182.69 in the current account and £1342.88 in the savings account.

17.42.2 Suffolk County Council's Emergency Planning Officer had contacted the Clerk following the filing of the Community Emergency Plan enquiring whether an old analogue phone would be useful with the plan as she had one available. The Council unanimously decided against.

17.42.3 The Clerk had spoken with Barclays Bank, Eye Branch who confirmed that they only required a letter from the authorised account signatories in order to change the address details on the two bank accounts. The Clerk will draft a letter for signature by Cllrs. Barker and Lambert.

17.42.4 The Clerk reported that the Insurance cover for the Council fell due for renewal on 30 September 2017. Whilst she didn't have the exact figure, the previous year's premium was £235.36. The Council unanimously agreed that this premium must be paid and the Clerk agreed to obtain the renewal figure from the insurer and raise a cheque for Cllrs. Barker and Lambert to sign before the end of the month.

17.43 Correspondence for information

17.43.1 Village Hall Hire Fees

The Clerk raised a cheque for £42 for payment of the Village Hall fees (Invoice No. 1050) from March 2017 to July 2017. This was signed by Cllrs. Barker and Lambert.

17.43.2 Babergh and Mid Suffolk Joint Local Plan

Questions were raised regarding the plan. Was the Parish Council to respond to the consultation or was it for individuals to do so? What was 5% in real terms? Who decided on the suggested plots? What sort of homes? Cllrs. Barker and Caley agreed to attend the drop in meeting in Elmswell on Monday 2 October 2017 and report back what is required of the Parish Council. Cllr. Caley suggested there might be alternative, more appropriate sites within Westhorpe. The Clerk agreed to put the poster up on the Church notice board.

17.43.3 HMRC payment for PAYE

The Clerk requested approval of payment of £40 to Her Majesty's Revenue and Customs, being PAYE for the Clerk's salary for the second quarter July to September 2017. This was unanimously approved to avoid any tax implications and signed by Cllrs. Barker and Lambert.

17.44 Clerk's report on urgent decisions since the last meeting.
There were no decisions to report.

17.45 Questions to the Chairman
There were no questions to the Chairman.

17.46 Date of the next meeting
7 November 2017 at 19.30 in the Village Hall.

There being no further business, the Chairman closed the meeting at 21:18.

Camilla Kennedy, Clerk to Westhorpe Parish Council.

D. S. Baston.
7.11.2017