

WESTHORPE

PARISH COUNCIL



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

Minutes of the meeting of Westhorpe Parish Council held on Tuesday 10 July 2018 at 19:30 in the Village Hall.

In attendance:

Mr D Barker (Chairman), Mr S Caley, Mr S Christian, Mrs H Wilkinson, Mr I Cotgrove, Mrs D Gladders

Present:

C Kennedy (Clerk)

Public participation

There were 3 members of the public present.

18.17 Apologies and approval of absences.

Apologies were received from Cllr. R. Lambert.

18.18 Election of Chair and Vice-Chair

The agenda for the meeting erroneously stated Election of Councillors, not the Chair and Vice-Chair. Cllr. Gladders proposed David Barker continue as Chair, Cllr. Christian seconded and all were in favour. Cllr. Christian proposed Steve Caley continue as Vice-Chair, Cllr. Wilkinson seconded and all were in favour.

18.19 Declarations of interest

No declarations of interest were made.

18.20 To consider requests for dispensations

No dispensations were required to be granted.

18.21 To approve as accurate, the minutes of the Annual Parish Council meeting held of 8 May 2018

The Clerk highlighted that she had not named residents in the minutes to avoid Data Protection issues, the Chair proposed agreement with this and all were in favour. Going forward this will be the Council's policy. Cllr. Christian agreed to be the "Pothole Reporting Officer". Cllr. Gladders proposed the minutes as accurate, seconded by Cllr. Caley and approved by all. They were signed and dated by the Chairman.

18.22 To approve as accurate, the minutes of the Parish Council meeting held of 8 May 2018

Cllr. Gladders proposed the minutes as accurate, seconded by Cllr. Caley and approved by all. They were signed and dated by the Chairman.

18.23 Progress Reports

18.23.1. Dog Waste Bins

A resident wished to re-register her objection to the siting of the dog waste bin opposite the Church. She felt it to be unsightly, not on a footpath, opposite a resident's drive and next to a listed monument (the telephone box). She felt it would be better placed either next to the footpath sign at the entrance to Town Yard or further out to the west of the village, by the Kells House footpath sign.

It was agreed by all that the dog waste bin opposite the Churchyard has had an impact in reducing the amount of dog fouling on the verges of Church Road, and that to move it further out to the west of the village would prove detrimental, as fewer walkers use that route. It was also noted that the footpath sign at Town Yard is on a bank, which inhibits access, the alternative "flat spot" being the location for weekly collection refuse bins for Town Yard.

The possibility of a further dog waste bin by Westhorpe Hall was mooted and it was suggested to purchase a green bin for installation outside the Church and to move the red bin to Westhorpe Hall. It was agreed that when the green bin was purchased, that would be its location.

18.23.2. Village Sign

No further action.

18.23.3. Broadband

The Chair confirmed that he had received notification that superfast broadband would be in the village in 5 to 6 weeks. He was not sure why it would take this long, nor was he confident that this would actually be the case. He agreed that he would ask his contact at BT Openreach why it would take a further 5 to 6 weeks and Cllr. Caley suggested copying in the local MP.

18.24 Planning Matters

18.24.1 New applications

DC/18/02313 - Land south side of Westhorpe Road, Finningham

It was agreed to object to the application for two reasons: on basis of highways, as the new development would increase traffic on a road which is already too narrow, particularly when there are parked cars in the road; and due to the dominating impact on the entrance to Finningham from Westhorpe Road/Saracens Hill. The Clerk is to register these objections before the deadline of 16 July 2018.

18.24.2 Decisions or other Planning Matters

DC/18/02142 – Erection of Stable Block, Kells House, Church Road, Westhorpe, Suffolk.

The application was granted on 10 July 2018.

Mr George Wells of Hartog Hutton approached the Chair in June 2018 regarding a proposal for a planning application for the land opposite the village hall, owned by D Black & Co Limited. He wished the Parish Council to hold a meeting to discuss the proposal. The Chair was concerned that the Council should not be put in a difficult position and must act impartially, given the proximity of Cllrs. Caley and Lambert, and that he is a landowner in the village. As such he had asked the Clerk to approach the Monitoring Officer at BMSDC, Emily Yule, and request advice.

Ms Yule confirmed that the Council could help to facilitate a forum for public discussion, but to be cautious and have no association with the proposal (as a council, not as individuals) while in the informal stages. Once the application is filed and the procedure becomes formal, Ms Yule confirmed that the three Councillors with disclosable pecuniary interests would not be able to participate in the Council meeting. She said that whether they are required to leave the meeting altogether would be outlined in the Standing Orders for Westhorpe Parish Council.

The Clerk reported that she did not have a copy of the Standing Orders and Cllr. Cotgrove suggested she approach BMSDC and ask if they have a copy on file. If not new Standing Orders would need to be approved, but the procedure for doing this would need to be clarified, given the interests of the three Councillors.

The Clerk is to approach BMSDC to ask if they have a copy of the Standing Orders, and if not she is to revert to Ms Yule for guidance. She is also to approach Ms Yule for guidance on how to conduct a Parish Council meeting when there are only four councillors. The Clerk will also contact SALC to see if they would be in a position to offer advice on both these issues.

The Council agreed that the Chair would communicate to Mr Wells that the Parish Council are not prepared to be involved with the proposal in the informal stages.

Cllr. Gladders and the Chair both informed the meeting that the village list should not be used by the Parish Council to promote Hartog Hutton's development proposals, and all were in agreement.

18.25 District Councillor's Report

District Councillor Roy Barker stated he had little to report, but did suggest that the Chair communicate to the village the danger of fire in this dry weather.

He also informed the meeting that applications for Locality Awards for 2018/9 could now be made, and that he is particularly interested in funding activities. The Clerk is to forward the application documents to the Indoors Bowling Club and the Village Hall Committee.

18.26 County Councillor's Report

None was given.

18.27 Clerk's Report, account balances and requests for Payment

As at 4 June 2018 the current account balance was £3,277.23 and the savings account balance £1344.46, and the Clerk confirmed that there had been no movement on these accounts since then. The Clerk highlighted that the savings account should have a balance of £1,500, in case of an election. It was agreed that £155.54 should be moved to the savings account once it was certain that there were the funds available.

The Clerk presented cheques for payment to MSDC for erection of the street sign THE CRESCENT (£61.14), HMRC for the Clerk's PAYE (£40.00) and to the Clerk for her salary from January 2018 to July 2018 (£320.0) and these were duly signed by Cllr. Barker. The Council had agreed that the Clerk could obtain signature on these cheques from Cllr. Lambert prior to the meeting due to his absence, and this she had duly done.

The Clerk informed the meeting that Barclays Bank had rejected their application to amend the Parish Council Bank Mandate, as the present mandate was now out of date. As such a new mandate was signed by the Chair and Cllrs. Wilkinson and Caley (Cllr. Lambert having signed the mandate prior to the meeting) to make provision for two new signatories on the Parish Council accounts, namely Cllrs Wilkinson and Caley.

It was confirmed that the remaining £290.67 Locality Award 2017/8 money would be given to the Village Hall for indoor activities equipment, as promised at the last meeting and requested by email on 28 March 2018 by the Chairman of the Village Hall Committee.

18.28 GDPR

The Clerk had prepared a Policy Document, Privacy Notice and Information Audit. She suggested that as the Chair send emails to the village list, both he and the Clerk should be the registered Data Protection Officers for Westhorpe Parish Council. This was proposed by Cllr. Caley, seconded by Cllr. Gladders and all were in favour. The Clerk is to register them accordingly. The Privacy Notice was updated to include this information.

The Clerk requested confirmation of the details of the Information Audit and it was agreed to include historical minutes in the audit, to err on the side of caution.

The Clerk will upload all three documents to the website and the Chair will circulate the Privacy Notice to the village.

18.29 BMSC Locality Awards 2018/9

This was discussed by the District Councillor in his report.

18.30 SALC Membership

The Clerk confirmed that the annual membership for SALC was £135.65. Before a decision is made to become a member, the Clerk is to ascertain if SALC are able to offer advice regarding the problems of the creation of and voting on Standing Orders in the present circumstances, and the procedure for conducting a meeting with only four Councillors.

18.31 Good Neighbours Scheme

The Chair of the Village Hall Committee confirmed that the joint Bacton, Cotton, Wyverstone scheme had agreed that Westhorpe could join them. She had drafted a letter which she hoped the Chair would send from the Parish Council outlining the scheme and its requirements. These requirements included 7 volunteers to man the phones 09:00 to 17:00 as well as volunteers to offer the required assistance. Cllr. Caley stated that Westhorpe residents already do a lot for each other informally, and suggested there was a danger of losing that informal help once a formal scheme was joined. Cllrs. Gladders highlighted that we already know who the vulnerable are, and Cllr. Christian told the meeting that Westhorpe Trust already offers more than financial support. It was agreed that the village already supports each other a lot and that this scheme did not need to be pursued.

18.32 Correspondence for information

Correspondence had been forwarded by email, and none considered worthy of discussion.

18.33 Clerk's report on urgent decisions since the last meeting

There was nothing to report.

18.34 Questions to the Chairman

There were none.

18.35 Date of the next meeting

Tuesday 4 September 2018.

There being no further business, the Chairman closed the meeting at 21:15.

Camilla Kennedy
Clerk to Westhorpe Parish Council.

D. S. Barber
4/9/2018