

WESTHORPE

PARISH COUNCIL



Parish Clerk
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Minutes of the virtual Zoom meeting of Westhorpe Parish Council held on Tuesday 4 May 2021 starting at 7.53 pm. This meeting immediately followed the Annual Parish Meeting which started at 7.00 pm via Zoom.

Present: Cllrs David Barker; Steve Caley; Robin Lambert; Ian Cotgrove; Steve Christian; Richard Brown; Cllr Mrs Diane Gladders

In Attendance: MSDC Cllr Andrew Mellen; 10 members of public; Mrs Julia Dunncliffe (Clerk)

1. **Appointment** of Chair: Cllr Gladders proposed Cllr Barker; Cllr Cotgrove seconded – unanimously agreed.
2. **Appointment** of Vice Chair: Cllr Brown proposed Cllr Caley; Cllr Cotgrove seconded – unanimously agreed.
3. **Apologies** and approval of Absences: None
4. **Declarations** of interest and Dispensation considerations:-
Cllr Barker – Agenda items 10.1 and 10.4
5. **Minutes** of previous Meeting held on 2 March 2021 having previously been circulated and taken as read were considered, unanimously approved and signed.
6. **MATTERS** Arising from 2 March 2021 Meeting:-
 - 6.1 Litter Pick – as per Chairman’s report at Annual Meeting earlier this evening.
7. **Speed** Indicator Device (SID) – Chairman update – covered in Chairman’s report and discussions by all those present at the Annual Meeting held earlier this evening. Site meeting to be arranged by Chairman.
8. **Suffolk** County Councillor report – None
9. **District** Councillor report – see attached.
10. **Planning** Chaired by Cllr Caley:- Considered:-
 - 10.1 **New Application**:- DC/21/02383 – Cllr Caley had carried out a site visit with Patrick Barker and advised the application had slightly changed so there would be no overnight traffic between 11.00 pm and 6.00 am comments – unanimous no objection provided there was no extra traffic.
 - 10.2 **Planning Re-consultation**:- DC/21/00366 – Clerk had re-submitted comments 9.4.21 “the new site plan still did not make provision for safe access”. Cllr Mellen confirmed this application had been called in to Committee and that a representative from Westhorpe Parish Council could present comments. Cllr Mellen to confirm date when this application was going to Committee.
 - 10.3 **Planning** Decision:- DC/21/00816 – Granted.
 - 10.4 **BMSDC Joint Local Plan** (JLP) Cllr Caley reported that all comments received had been submitted with the JLP for independent examination by the Secretary of State. Views hopefully expected by September 2021. Preparations needed to be made to support any representation made by Westhorpe PC and he, Cllr Caley was prepared to carry this out in conjunction with David Hemy so that a pro-active approach can be taken.
 - 10.5 **NALC** Planning ‘model design code’ – Clerk confirmed comments were submitted 12.3.21.



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11. **Annual Governance Statement and Accounting Statements 2020/21 (AGAR – annual audit)**
 - 11.1 Internal Audit had been carried out by Cllr Gladders 29.3.21. David Barker thanked Cllr Gladders for doing this.
 - 11.1 (i) To comply with audit trail and Physical Asset Register, Cllr Barker agreed to check the three benches and keep an eye on the bus shelter. Cllr Mellen agreed to look into the possibility of providing some money towards maintenance/replacement of the bus shelter as it is used by the public - and report back to the Council.
 - 11.1 (ii) Also agreed that as a result of this internal audit and prior to every Parish Council meeting a copy of the current cash book and bank statement would be circulated to all Councillors for approval at the meeting.
 - The adoption of the Internal Audit was subsequently unanimously approved and confirmed.
 - 11.2 AGAR submission 2020/21 -This had been signed by the Chairman, Cllr Gladders and the Clerk. It was unanimously approved and confirmed for submission to the external auditors PKF Littlejohn.
12. **Finance**
 - 12.1 Proposed by Cllr Gladders and seconded by Cllr Caley that the following payments were approved and confirmed – unanimously agreed.
 - (i) chq 100411 – clerk printer cartridge refund - £81.98
 - (ii) chq 100412 – SALC sub - £155.86
 - (iii) chq 100413 – SALC clerk training – 26.4.21 – finance and audit module - £30.00
 - 12.2 Income Noted:-
 - (i) 9.4.21 Parish Precept - £1225.00 (first half)
 - (ii) 16.4.21 BMSDC – Parish Grant Payment 2021/22 - £51.00
 - 12.3 Bank Balance as at 31.3.2021 – Business current account - £5065.06 and
Business savings account - £1505.04
13. **Correspondence** – None
14. **Questions** to the Chairman:-
 - 14.1 Cllr Gladders – request for fines for dog fouling signs x 3 – clerk to liaise with BMSDC
 - 14.2 Cllr Caley advised he had been approached about the persistent nuisance of noisy dogs. He had suggested keeping a diary to build up evidence to submit to the Local Authority.
 - 14.3 Cllr Caley - SID – Was Traffic Technology able to offer more advice on location of posts? Chairman hoped it could be resolved via SCC so they can pay for it.
 - 1.4 Sue Hull – re defibrillator on Village Hall. She would like someone else she could share with how it worked and the records made. Cllr Richard Brown offered to help with this.
15. **Date** next meeting:- Tuesday 6 July 2021 in the Village Hall at 7.30 pm.

Meeting closed 8.31 pm.

Julia Dunicliffe
Westhorpe Parish Clerk