

**DRAFT MINUTES OF MEETING OF CONEY WESTON PARISH COUNCIL  
HELD ON THURSDAY SEPTEMBER 1<sup>ST</sup> 2016**

**PRESENT:** Councillors: B. Hogg (Chair), P. Clarke, P. Fleig, C. Flood, D. Haycock, J. Ladell, D. Stewardson. R Jay (Clerk) and eight members of the public.  
In attendance: Lauren White-Miller from the Borough Council.

1. Apologies: County Cllr J. Spicer, Borough Cllr P. Wade.
2. Cllr Hogg welcomed everyone to the meeting and confirmed that the scheme of public speaking was operative; Requests were received to speak on agenda items 7.1, 7.2 and 7.6.
3. No declarations of interest were made by councillors.
4. The minutes of the last meeting (7<sup>th</sup> July) were approved as a true record and signed by the Chair and Clerk.
5. Although not present it was reported that County Cllr Spicer had been in regular contact with the council ref. item 7.1 and Borough Cllr Wade reported prior to the meeting, that The Swan Public House was now registered as a community asset.
6. The Families and Communities Officer from the borough Council gave a brief presentation explaining her role supporting councillors and communities to identify projects and assets of importance to the local area; some possible sources of grants and/or funding were also indicated.

OPEN FORMAL MEETING (matters arising for discussion and progress reports)

**7.1 Flooding in the street:** Several residents expressed total dissatisfaction at the lack of progress to complete the investigation of the drain system commenced in July. It was noted that County Council highways staff have agreed to return and complete their investigation on 12<sup>th</sup> September. The idea that any remedial work to prevent further flooding must wait for inclusion in fiscal year 2017/18 budget was considered as unsatisfactory. It was resolved to press for urgent action once the County Council's report is published. Direct local action was suggested during the public forum; it was explained that highway matters are a County Council responsibility. Cllr Hogg to write to the County Council expressing Dissatisfaction. Action Cllr Hogg.

**7.2 Vehicle speed recognition sign:** It was resolved to select a model capable of recording and displaying vehicle speed. Cllr Clarke will determine costs for inclusion in FY17/18 budget meeting in November. It was agreed to make use of a scheme currently supported by Suffolk Police, which offers occasional short term use of a similar device by various communities in rotation. Action Cllr Clarke.

**7.3 Finger Post Signs:** It was confirmed that these signs to locate the Village Hall and defibrillator should be installed at the chosen locations by November.

**7.4 Consider proposals to revise the format of the Annual Parish Meeting (APM):** It was resolved by unanimous decision to arrange separate dates for the APM and the Annual Parish Council meeting for 2017 to facilitate a greater public involvement in the APM. Amended proposals are to be presented for decision at the next meeting. The format of the Annual Parish Council meeting, usually held in May each year will not be effected. These meetings may be called during the months of April or May. Cllrs Clarke and Flood to consider alternatives and report. Action Cllrs Clarke and Flood.

**7.5 Village War Memorial:** Cllr Clarke proposed that the War Memorial surrounds be refurbished and planted to include some small shrubs, which would enhance the visual appearance of the site. Cllr Hogg outlined a recently announced scheme from Historic England (formerly English Heritage) to record, register and preserve all WW1 memorials by the centenary year of 2018 marking the end of World War One. Cllr Hogg offered to lead the project for both enhancement and possible listing, which should become active during 2017 once a schedule of works and budget estimates are determined and approved. Action Cllr Hogg.

**7.6 Control of hedges obstructing highways, pavements and footpaths:** It was resolved to adopt the amended policy document presented by Cllr Clarke; it was further agreed to deliver a letter to all households explaining the new proactive approach towards solving this recurring problem, which has recently generated numerous complaints from pedestrians and drivers. Cllr Hogg will originate a letter which is to be delivered by hand within the next few days together with the policy detail document. Templates for further letters to be drafted. Action Cllrs and Clerk.

**7.7 Clerk's report:** This is included at minute 9.3

#### MATTERS FOR DECISION:

8.1 Planning: DC/16/1538 TPO Friday Cottage, to lift the canopy of a Walnut tree – returned without comment

8.2 Planning: DC/16/1731 TPO Mulberry House, reduce canopies of trees in rear garden- returned without comment.

**8.3 To consider inter-meeting activities by Councillors:** It was resolved for expediency that when an issue is identified it will be allocated and researched by Cllrs and if possible actioned prior to a formal Council meeting or where a formal decision will then need to be made information/proposal to be reported to the next meeting for decision. Action all Cllrs and Clerk.

#### 9. FINANCE.

9.1 The following cheques were authorised by the council and signed.

- £30 to SALC for Clerk's training workshop No.2
- £41.86 for Clerk's expenses July/Aug.

- £365.22 for Parish Council insurance was approved but not signed until presentation of invoice for the third year of a fixed term agreement is received.

9.2 Internet banking arrangements were approved for quarterly payments to HMRC and for Clerk's salary.

9.3 **Financial report:** The external audit for year ended 31<sup>st</sup> March 2016 has been completed, copies of the 'notice of completion' were on display from 9<sup>th</sup> to 26<sup>th</sup> August. No matters were brought to the Council's attention by the external auditors.

Clerk has reclaimed £123 from the transparency fund for computer software purchased last year. The sum of £150 annual rental had been received from the Village Hall Committee to pay the car-park lease.

The current account balance after presentation of approved cheques will be £2381.93

The committed and identified expenditure to 31<sup>st</sup> March is forecast at £2800, which will be funded in part by a transfer from the reserve account.

9.4 **Risk assessment audit:** This is not due until October, when Cllrs Hogg and Stewardson will complete the task questionnaire. Action Cllrs Hogg and Stewardson.

10. **Correspondence:** Letter via Email referring to pavement obstructions from hedges in the Street. The matter has been addressed at minute 7.6

11. **Matters to be brought to the Council's attention:** It was announced that the Village Hall committee wish to organise a Fete on the playing field in June/July 2017; It is hoped that all village organisations will participate in this event.

Suffolk Association of Local Councils (SALC) have published a programme of various training courses for councillors and clerks, this was circulated prior to the meeting; Cllr Hogg encouraged participation. Clerk will book courses on request.

A vote of thanks was recorded for the voluntary team led by Cllr Stewardson, who have repaired, and painted all the children's play equipment during the past few months.

Cllr Haycock reported that two more welcome letters with accompanying local information had been delivered and were well received by the new residents.

Date of the next meeting was confirmed as November 3<sup>rd</sup> at 19:00hrs.

There being no further business, the meeting was closed at 20:40hrs.