

**MINUTES OF THE ANNUAL MEETING OF CONEY WESTON PARISH COUNCIL
HELD ON THURSDAY 3rd MAY 2018**

PRESENT: Councillors: B. Hogg, C. Flood, M. Gooderson, D. Haycock, J. Ladell, D. Stewardson. Borough Cllr. A. Smith, R. Jay (Clerk) and six members of the public.

1. ELECTION OF CHAIRMAN: Cllr Hogg was nominated by Cllr Haycock, seconded by Cllr Flood; Cllr B. Hogg was unanimously elected as Chair. Nominations for Vice Chair were requested: Cllr Ladell was nominated by Cllr Haycock, seconded by Cllr Hogg, Cllr Ladell was elected to the post by unanimous vote.

2. Apologies were accepted from County Cllr J. Spicer and Cllr P. Clarke.

3. Cllr Hogg welcomed Cllr Gooderson to his first meeting. The past contribution from Mr C. Pelling to the Council particularly relating to traffic data provision and the emergency plan was recognised with thanks. Cllr Hogg was pleased to note the attendance of five residents and confirmed that the scheme of public speaking was operative; there were no requests to speak on any agenda items at this point.

4. Declarations of interest: None.

5. The minutes of the last meetings (March 1st and the Extra ordinary meeting of 20th March) were approved by Council and signed by Chair and Clerk.

6.1 County Cllr Spicer had submitted a progress statement about the scheme to alleviate flooding adjacent to the 388 Bomb Group memorial site; project planning appears to be making good progress, most of the funding is secured.

6.2 Borough Cllr Smith's report had been previously circulated; one important factor being the written confirmation that the Section 106 cash can be used for the village hall roof project. Further comment on the revised planning consultation DC/18/0281/HH (Fairview, Thetford Rd) is now due following referral at the last meeting, see 8.1.2 below.

OPEN FORMAL MEETING: Matters arising for discussion (progress reports/actions)

7.1 Traffic calming scheme for Rushford Rd: Highway engineers have confirmed that there is insufficient space between highway and ditch to accommodate 'traffic calming gates', an enhanced road painting scheme and crossroads warning sign was considered the most likely outcome. The 'Give Way' safety signs have still not been properly repaired or replaced as requested, the fingerpost direction sign needs repair or renewal; Cllr Hogg will progress these outstanding matters. BH

7.2 Land fronting Thetford Rd bungalows: A recent site meeting with County, Borough and Parish officials failed to identify a safe, fundable solution that might be acceptable to both residents of the bungalows and pedestrians that use the path, which becomes soiled by mud and on occasions is partially flooded. It was agreed to invite the residents to an informal meeting with the working group of Parish Councillors, to find a way forward.

Chair B. Hogg

Clerk R. Jay

7.3 Consider feedback suggestions from the Annual Parish Meeting:

7.3.1 Erect a Cul- De- Sac sign at the entrance to Paddock Farm: It was resolved to request this from the Borough Council.

7.3.2 Provide Gym equipment for senior residents: this suggestion was considered at length last year, it was thought unlikely that worthwhile funding could be arranged for this fiscal year.

7.3.3 Schedule more frequent but shorter Parish Council meetings: after consideration, it was agreed that the six established core dates in Jan, March, May, July, Sept and Nov, will remain extant; additional meetings could be considered for Feb, April, June and October dates scheduled and meetings held when required; all meetings to be on first Thursday of the month if called and publicised as usual. This would be discussed in more detail at the governance meeting on 31st May.

7.3.4 Recognition of the armistice ending World War One: The requested flypast was agreed as a good idea for remembrance Sunday, but time is rather short to make such arrangements. It was agreed to thoroughly research the named personnel honoured on the Memorial and an event theme developed to coincide with the wreath laying ceremony at the village hall this year. - All

7.3.5 Organise a monthly 'Tidy Tuesday' volunteer group to work on footpaths, verges, road signs etcetera: This was generally well received, it was agreed that a structured work plan is needed to target specific projects, which need not necessarily be based only on Tuesdays; suggestions were invited before the next meeting. - All

7.3.6 Remove the low bollard from the footpath joining Paddock Farm to Thetford Rd: This is a trip hazard after dark, it was agreed that, if a bollard is necessary, then one of standard height with reflectors should replace it. - BH

7.3.7 Clean the pavement from Hall Farm to the Memorial Crossroads: This may be included under item **7.3.5** above.

7.4 Bus shelter repair: The work has been allocated to a local contractor; release of the job awaits receipt of the insurance excess charge of £100 for which an invoice has at last been received, see item 8.3 below.

7.5 War Memorial renovation project: This is all set to commence after the visit from the U.S.A. of three WW 2 veterans from the 388th Bomb Group scheduled for the end of May. Hosting and publicity arrangements for that visit to be managed through the chair.

Post meeting note: It was suggested that the Parish Council might wish to present a Clarke's Penny Whistle to each of the veterans and a member of the public agreed to organise purchase of the whistles - BH

7.6 Communicating with residents about routine planning consultations: It was agreed to defer this item due to the unavoidable absence of Cllr. P. Clarke.

B. Hogg Chair

R. Jay Clerk

MATTERS FOR DECISION:

8.1.1 Planning consultation DC/18/0524/TPO to thin oak tree crown at Shortlands, Swan Lane, this was approved.

8.1.2 Planning consultation DC/18/0281/HH Fairview, Thetford Rd, the revised scheme with improved visibility to the highway was approved.

8.2 To authorise the contractual increment to Clerk's salary: It was resolved to approve this with effect from 1st May 2018.

8.3 The following cheques were authorised for payment:

- SALC annual subscription £177.46
- SALC Payroll service for six months £21.60
- Suffolk Cloud website hosting for 12 months £100.00
- Home Repair Network (insurance excess) £100.00
- Three Ways garden grant £35.00
- Administration expenses March – May £48.90

8.4 To agree the audited Parish Council accounts to 31st March 2018. The pre-circulated documents were agreed and signed by Chair and Clerk.

8.5 To complete the Annual Return (AGAR) pages 3,5 & 6 for year ended 31st March 2018. The questions at Section 1 Annual Governance Statement were answered as follows for each question: 1. Yes, 2. Yes, 3. Yes, 4. Yes, 5. Yes, 6. Yes, 7. Yes, 8.yes,9. n/a then signed by Chair and RFO. The Section 2 Accounting Statements were agreed and signed by Chair and RFO.

As both gross income and gross expenditure were below the threshold of £25,000 and all other conditions had been met; it was resolved that the Council is able to certify itself exempt as there is no requirement to have a limited assurance review. The Certificate of Exemption (page 3 of AGAR) was completed for despatch to the external auditor.

9 Correspondence received since publication of agenda: Nil

10 Matters to be brought to the attention of council since agenda publication: nil

11 Date of the next meeting confirmed as 31st May 2018

There being no other business, the meeting was closed at 20:45hrs.

B. Hogg Chair

R. Jay Clerk