

MINUTES OF THE ANNUAL PARISH MEETING OF CONEY WESTON PARISH COUNCIL

HELD ON THURSDAY 5TH SEPTEMBER 2019 AT 7PM

PRESENT: Councillors: B. Hogg (Chair), C. Flood, D. Haycock, J. Ladell (Vice Chair), C. Garman, P. Clarke, G. Mihr, R. Salter (Clerk), County Cllr J. Spicer (part), Borough Cllr A. Smith (part) and 4 members of public.

	ACTION
1. Apologies: None	
2. Declarations of interest: None	
3. The draft minutes of the last meeting (8 th August) had been pre-circulated; were taken as read and approved. The July minutes were reviewed and actions had been completed or were on this agenda.	
4. Scheme of public speaking: One member of public asked if there was any funding to help the Bowls Club. They have replaced the roof of the Pavilion recently and also need new machinery which they don't have any funds for. AS advised that he does have some locality budget and asked if he could be sent a list of items that were needed and their cost. JS advised if she was sent a letter requesting funds towards the roof its likely she would have some funds. If funding is required from the Parish Council then a formal request needs to be made and this can be added to the agenda.	
PUBLIC PARTICIPATION SESSION BEGINS	
5. 1 Cllr Spicer reported that the Village Hall roof money had been sent and it was confirmed this had been received. She is still chasing regarding the re-painting the white lines at the Rushford Road junction. JS had not been informed by the County Council that a disabled bay had been requested and put in place in the Thetford Road layby. This will be discussed further at the residents meeting on Monday 9 th but JS clarified it is 'advisory' so not enforceable, and neighbours should have been consulted. The process of application is now under review so that in future the local councillors might be informed of an application and the consultation process is clearer.	JS
5.2 Cllr Smith reported that he had met with Havebury regarding the houses and land they own on Thetford Road. Any work agreed will have to be funded by both Havebury and private house owners. AS also confirmed there are currently two grass cutting contracts for this area, Havebury and W Suffolk's contractors. AS is trying to streamline this. AS outlined the West Suffolk Rural Taskforce which is a consultation that the Parish Council and individuals can respond to. There are some public meetings about this and notices will be put on the noticeboards and website regarding these. The consultation closes on the 30 th September.	CF/RS
5.3 Matters raised under scheme of public speaking from item 4 above - already covered in	
PUBLIC PARTICIPATION CEASES	
6 OPEN FORMAL P.C. MEETING: Matters for discussion (members progress reports/actions)	
6.1 Agree Councillor Roles. Some comments and clarification on this. DH asked Councillors to let her know when people moved into the village so she could	

<p>hand deliver a welcome letter. It was agreed that if a letter regarding hedges was needed GM would circulate for comment by email, a meeting was not required to agree it being sent out by the Clerk.</p> <p>The roles were formally adopted by all and Chris F will update the Parish Council Contact Details on the website with everyone's role.</p>	<p>CF</p>
<p>6.2 Village Groups</p> <p>6.2.1 BH will circulate the Rural Taskforce consultation to the village groups so they have the opportunity to respond. BH will draft a response for Councillors to review before its submitted by the Clerk.</p> <p>BH provided an update on the Village Hall roof replacement which is progressing satisfactorily.</p> <p>6.2.2 Remembrance Sunday and Poppy Wreath. BH confirmed a wreath had been ordered and we needed to agree a donation under Finance later in the meeting. BH would confirm whether the Legion were providing teas and coffees again this year.</p>	<p>BH BH/RS BH</p>
<p>6.3 Finance, Admin and Policies</p> <p>6.3.1 CG suggested that the policies to be reviewed/drafted for the next meeting be employment related, Grievance policy and Disciplinary Policy. CG to draft.</p> <p>6.3.2 BH advised that George and Dee Stewardson were stepping down from looking after the Play area after many years of doing this. He formally recorded thanks to them both for all their efforts.</p> <p>CG ran through a document with proposals regarding the playing field. The Playing Field Charity is currently dormant and needs to be re-established or transferred. The first stage in accordance with the Playing Field conveyancing document is to give at least 21 days notice of a public meeting to see if anyone wants to be a trustee of the Playing Field Charity and if not agree a way forward. RS to arrange a meeting date.</p> <p>6.3.3 The Village Hall Committee is well established but a couple of things to consider. The money that the Parish Council uses to pay the Village Hall insurance should be budgeted under S137 going forward. The Parish Council should also consider setting money aside within the budget that can be designated for village groups as decided by the Parish Council.</p> <p>A member of the Parish Council should be on the Village Hall Committee or have close liaison with them. This was unanimously agreed. BH to discuss with the Village Hall Committee Chair.</p> <p>6.3.4 There was a brief discussion about whether a hard drive or cloud storage be used for scanned documents. The preference was to use the cloud but it needed further clarification on GDPR and encryption.</p> <p>6.3.5 There was a discussion about banking arrangements and the way forward. It was agreed that the flexible savings account be closed, RS to write to Lloyds to do this. Then a new online Treasurers account would be opened and our existing account closed once that was setup.</p> <p>6.3.6 The new Parish Council insurance policy had been reviewed and it was agreed unanimously that we would increase our level of cover to £50,000 to £75,000. It was agreed to agree this for 3 years at an annual cost of £379.01.</p> <p>6.3.7 The Council reviewed the income and expenditure from 1 April 2019 to 30 June 2019 against the budget and confirmed that the bank reconciliation agrees with the bank statements. The training budget had all been used but it was agreed that if training was needed/available then it should still be attended. Councillors to let the Clerk know if they are interested in further Councillor Training that maybe held locally.</p>	<p>CG</p> <p>RS</p> <p>RS</p> <p>BH</p> <p>RS</p> <p>RS</p> <p>RS</p> <p>RS</p>

<p>The November Parish Council meeting will consider the budget and all Councillors were asked to consider any training requirements they have and any other financial requirements for the following year so these could be reflected in the budget.</p> <p>6.3.8 The following cheques were authorised for signature:</p> <ul style="list-style-type: none"> • Clerk Salary £410.76 • Clerk Expenses – Land Registry Search and Mileage for banking £54.60 • Village Hall Car Park Lease £150 • Poppy Wreath £25 • Parish Council Insurance £379.01 	ALL
<p>6.4 Communications and Publicity including the website. CF advised that only one of the four relevant timetables for the village was actually on display. CF will print and laminate copies of all four and display on the bus shelter board and the noticeboard outside The Swan. She is trying to ensure there is at least one facebook update a week from the Parish Council.</p>	
<p>6.5 Planning DH advised that the West Suffolk Affordable Housing Supplementary Planning consultation was not relevant to us currently.</p>	
<p>6.6 Playing Field 6.6.1 There is still damage being caused currently at the Playing Field, the latch on the gate is currently broken. Whilst the management of the Playing Field is under review then any action to fix things needs to be taken and potentially paid for. The volunteer group maybe able to undertake maintenance as well. 6.6.2 Anti social behaviour correspondence – it was agreed to respond to a further email advising that this needed to be solved rather than moved to another location and the Playing Field would be looked at in more detail at a future public meeting.</p>	RS
<p>6.7 Hedges and Highways and local authority liaison 6.7.1 BH will share an email he has received about hedge cutting taking place in September so GM can follow this up. 6.7.2 GM reported the poor state of the finger post signs at Norwich lane and Rushford road crossroads to Suffolk Highways, and referred their lack of money response to JS. GM also reported that the fly tipping in Spaldings Chair Hill had been removed following his report to WSC. 6.7.3 The Parish Council had been asked to map the Grit Bins in the village and confirm if they needed refilling. Two have been located and both are full. The Clerk will map this and send back to the County Council</p>	BH/GM RS
<p>6.8 Defibrillator, Speed Device, Volunteer Group and Neighbourhood Watch Liaison 6.8.1 PC advised that the speed camera was facing into the village on Rushford Road again and if this showed no real speeding issue then we would just focus having the speed device on the roads into the village – Rushford Rd, Thetford Rd and The Street.</p>	
<p>7. CORRESPONDENCE RECEIVED BH had received a verbal request that a car boot sale be held on the Playing Field. This would be raised at the Playing Field public meeting.</p>	

The Clerk had received a formal request for £1000 to be paid as agreed at the July meeting towards the Village Hall roof. This was unanimously agreed and would need to added to the payment schedule for the November meeting.	RS
8. Date of next meeting. Parish Council Meeting 7 th November 2019. It was confirmed the January meeting will be held on Thurs 2 nd January 2020. There being no other business the meeting was closed at 21.20 hrs.	

DRAFT