

MINUTES OF THE ANNUAL PARISH MEETING OF CONEY WESTON PARISH COUNCIL

HELD ON THURSDAY 7TH NOVEMBER 2019 AT 6.30PM

PRESENT: Councillors: J. Ladell (Chair), C. Flood, D. Haycock, C. Garman, G. Mihr, R. Salter (Clerk), County Cllr J. Spicer (part), Borough Cllr A. Smith (part) and 19 members of public.

	ACTION
1. Apologies: Cllr P. Clarke & Cllr B. Hogg	
2. Declarations of interest: Cllr Ladell (Chair) agenda item 6.1.1.1. It was agreed that Cllr Haycock would Chair this item.	
3. The draft minutes of the last meeting (5 th September) had been pre-circulated; were taken as read and approved. The September minutes were reviewed and actions had been completed or were on this agenda.	
4. Scheme of public speaking: 1 member of the public expressed her thank to Cllr Spicer and Cllr Smith for their funding towards the Bowls Club. She requested that the Parish Council consider a donation of £200 towards the Bowls Club. The Chair advised a formal written request would need to be made and it could be added to the agenda of the next meeting. 2 members of public to speak on the Planning Application agenda item 6.1.4.1	
PUBLIC PARTICIPATION SESSION BEGINS	
5. 1 This item was covered after item 6.1.1.1 when Cllr Spicer arrived at the meeting. Cllr Spicer reported that the repair to the pavement on the Thetford Road bend is scheduled but is a big job. The white lines should have been repainted on the Rushford Rd/Norwich Lane junction. The boundary changes could be discussed in January as the consultation on this will be postponed till after the election. Cllr Spicer does not expect this to affect Coney Weston. School transport is being reviewed, anyone affected should contact Cllr Spicer. The signpost at Rushford Road/Norwich Lane remains broken. There is no money to repair this but it was queried if any other funding is available. Cllr Spicer could fund this, RS to formalise this request with her. The Parish Council has received some correspondence regarding the hedge between the American War Memorial and the village that has overgrown the hedge. In Sept/Oct letters were sent to several landowners and they have till Fri 8 th Nov to comply. Cllr Spicer was going to contact a local farmer about cutting the hedge, it is currently not a high priority for Suffolk County Council but she is following it up. A letter from the Parish Council to the landowner would be helpful. It was agreed Cllr Flood will send an email. Money has been given towards the village hall roof and the Bowls Green roof. Cllr Spicer had followed up about the size of the disabled parking place in the parking layby on Thetford Road. The County Council don't want to shorten the bay as the size is set by national guidelines and is only advisory. There is no objection to putting a low rail around the County Council land in front of the Thetford Road bungalows. Cllr Spicer is planning to meet with a SCC Engineer at the site to discuss this further.	<p>JS/RS</p> <p>JS</p> <p>CF</p> <p>JS</p>

<p>5.2 Cllr Smith reported that he had a response from Havebury Housing following the residents meeting earlier in the Summer. There shouldn't be parking on the grass. There was still no solution despite various efforts to try and resolve the issues.</p>	
<p>5.3 Matters raised under scheme of public speaking from item 4 above - already covered.</p>	
<p>PUBLIC PARTICIPATION CEASES</p>	
<p>6 OPEN FORMAL P.C. MEETING: Matters for discussion (members progress reports/actions) It was agreed unanimously at this stage that Standing Order 3x would be suspended for this meeting as it was likely to run over the 2 hour time limit.</p>	
<p>6.1.1 Village Groups 6.1.1.1 Village Hall Roof Grant Update. A further request had been made for an additional £1000 in retrospect as the Village Hall Roof has been completed. After some discussion there was no agreement from Councillors on this so it was postponed to the January agenda. A clearer request and financial information needs to be provided in order to discuss and agree this. 6.1.2 Finance, Admin and Policies – all covered later on the agenda. 6.1.3 Communications and Publicity including the website. Cllr Flood advised about 10 people a day are looking at the website. 70% from the UK, 10% from the US. Facebook is going well and 25-35 people view each of the posts. 6.1.4 Planning 6.1.4.1 Planning Application DC/19/1750/OUT Cllr Haycock outlined this planning application and the concerns related to it: Its outside the village line and would set a precedent Crow Street is unadopted and the access onto Thetford Road is close to a bend. There is concern about the impact on sewerage. There is an agricultural tie on the land and the properties would be marketed not used for agricultural uses. The area is a wildlife haven. The only amenities in the village are a pub and a very limited bus service. A number of members of public expressed their agreement with these points. Cllr Smith is also the Chair of the Development Control Committee. He advised that referring to the Rural Vision 2031 Coney Weston was an infill village with limited amenities and this planning application did not meet the criteria. It is outside the settlement boundary and not an exception site. The Councillors discussed this briefly and there was unanimous agreement that the Parish Council object to this planning application. The following comments would be made – It is outside the village development area and Coney Weston is an infill village. It is out of character with the village. There are power lines across the area which could be a concern.</p>	<p>BH</p>

<p>Access onto Thetford Road is a concern. There is a lack of infrastructure to support new housing.</p> <p>6.1.5 Playing Field Cllr Ladell advised that a lot of repairs are needed to the wooden play equipment and new bark will need to be laid. This will be followed up by the Parish Council once the Playing Field meeting take place next week.</p> <p>6.1.6 Hedges and Highways and local authority liaison. Cllr Mihr advised he has been in contact regularly with Suffolk County Council about the overgrown hedges.</p> <p>6.1.7 Defibrillator, Speed Device, Volunteer Group and Neighbourhood Watch Liaison. Some funding had been requested by the Neighbourhood Watch group. This will be discussed in the budget but a formal request to the Parish Council would need to be made so this could be a future agenda item.</p> <p>The latest speed data is on the website.</p>	
<p>6.2.1 Policy Review – Disciplinary and Grievance Policies. No changes to the previously circulated documents. These were agreed unanimously.</p> <p>6.2.2 It was agreed the policies for the next meeting would be Grants and Complaints. RS to draft.</p> <p>6.2.3 Cllr Garman had requested confirmation that a Responsible Employer File existed. RS confirmed it did, a probationary period confirmation letter hadn't been written but RS had been re-affirmed as RFO in May and it will be signed off as part of her appraisal. This should be kept by the Parish Council Chair.</p> <p>6.2.4 Recent power cuts had highlighted that the Community Emergency Plan was not upto date. It was agreed to remove from the website until it was updated.</p> <p>A working group would be setup including Cllr Clarke, Cllr Haycock and Cllr Mihr. A revised document would be brought to the January meeting if possible, Cllr Clarke to co-ordinate.</p> <p>Cllr Garman advised that there are plans available on the web that could be used at a template and we should work in partnership with West Suffolk Council's Emergency Plan team.</p>	<p style="text-align: center;">RS</p> <p style="text-align: center;">PC</p>
<p>6.3 Playing Field meeting format and management. It needs to be raised that there is work needed on the play equipment. Need to discuss with villagers about how the playing field is managed. This should be on the agenda for the January meeting. Meeting starts at 6.30 and Cllr Hogg would be asked to Chair.</p>	
<p>6.4 Financial report and Draft Budget</p> <p>6.4.1 Update on alternative banking arrangements and the way forward. RS advised that an application for online banking was underway and once all the signatories had signed then</p> <p>6.4.2 Hopton cum Knettishall Parish Council had asked to share the printer as RS is working as the Clerk for them as well as Coney Weston. After some discussion it was agreed this would be provided free but RS would record how much printing she is doing.</p>	

<p>6.4.3 Discuss proposed draft Budget for 2020/21 RS outlined the budget, there were increases in training and subscriptions. Some updates were needed to the column for estimated spend by March 31st. Grass cutting should be a Section 137. There was some discussion about reserves and support for village groups. There was no agreement about allocating to the PCC. Other village groups could request money if needed and they would be considered, but it was agreed £3000 would be held in reserves for this and legal fees if needed. RS to review the admin costs in the budget. RS to update the budget and recirculate.</p> <p>6.4.4 Internal audit for 2019/20. It was agreed that we opt for an internal audit and that SALC be approached to carry out the audit.</p> <p>6.4.5 To review the income and expenditure from 1 April 2019 to 30 September 2019 against budget and to confirm that the bank reconciliation agrees with the bank statements and sign off. All agreed and signed off by Chris Garman, including last meetings bank reconciliation. RS to check the status of the Village Hall Car Park payment as it was not on the reconciliation.</p> <p>6.4.6 The following cheques were authorised for signature:</p> <ul style="list-style-type: none"> • Village Hall – Already signed £1000 • Election costs – Already signed £21.34 • W Suffolk Grass cutting £541.00 • Clerk Salary £410.76 • Clerk Expenses £1.90 <p>All agreed and signed off by Chris Garman, including last meetings payment schedule.</p>	<p>RS</p> <p>RS</p> <p>RS</p>
<p>7. Correspondence received and matters for Council’s attention GM to draft a letter to the resident who had complained about the hedge.</p>	<p>GM</p>
<p>8. Date of next meeting. Parish Council Meeting Thurs 2nd January 2020. There being no other business the meeting was closed at 21.00 hrs.</p>	