MINUTES OF THE MEETING OF CONEY WESTON PARISH COUNCIL

HELD ON THURSDAY 5TH MARCH 2020 AT 7.00PM

PRESENT J. Ladell (Chair), D. Haycock, B. Hogg, P. Clarke (Vice Chair), G. Mihr, S. Hindry, R. Salter (Clerk), Ward Cllr A. Smith (part) and 18 members of public.

	ACTION
1. Apologies: Cllr Flood & Cllr Spicer, personal reasons	
2. Declaration of Interest declared – Cllr Clarke regarding the Bowls Club	
agenda item 6.1.1.1 and Cllrs Ladell & Haycock regarding the Playing Field	
Committee agenda item 6.4.	
Councillors would not participate or vote on these agenda items. Cllr Haycock	
will present the playing field item but would not discuss or vote on this agenda	
items.	
Cllr Hindry declared a local non-pecuniary interest in the Listed Building	
Planning Application so could participate and vote.	
3. 2 The minutes from February 10 th 2020 were agreed and signed.	
4. 1 1 member of public to speak on the Bowls Club item, 6.1.1.2	
5.1 County Councillor J Spicer report given by the Clerk	
Cllr Spicer has met with SCC officers to discuss a low fence around the "green"	
by the Thetford Road bungalows. Although the process will be complicated,	
she is hopeful that it can be achieved and funded. The agreement is on the	
basis that it will be an "amenity value". To that end we should also consider	
enhancing the area with some new seating. Cllr Spicer asked to meet on site	JS/JL/PC/DH
with 2-3 parish councillors to discuss the details and decide how best to consult	00,00,00,00
with residents about the proposal. Clirs Clarke, Ladell and Haycock agreed to	
do this.	
Cllr Spicer thought the Parish Council had already agreed the principal – but	-
asked them to re-confirm. All agreed to re-confirm the commitment to this	
project.	
Cllr Smith will liaise with Havebury Housing regarding this and Councillors need	AS
to check what land will be covered by the fence.	73
It also needs to be confirmed with Cllr Spicer who is responsible for ongoing	JS
maintenance.	13
Clir Spicer confirmed she had checked the cross roads at Rushford end of village	
with the community engineer and showed her the damaged sign post	
Clir Spicer confirmed she was pleased with the cutting of the hedge up to the	
church but we still need to see what if anything we could do for this not to be	
an annual problem. No action was taken as the hedge and path are under	
control currently.	
Cllr Spicer advised she was providing a grant of £500 towards new bark	
chippings on the play area on the playing fields	
She asked if there had been any flooding, there are no new incidents that the	
Parish Council are aware of apart from the road into Barningham which has	
been closed this week.	
5.2 District Councillor A Smith provided an update	
Civil Parking Enforcement (CPE):	
CPE will soon become a focus for West Suffolk and the recruitment of "Traffic	
Wardens" is now complete and training has commenced. CPE begins in earnest	
in April and there will be an explanatory brief issued in the next 1/2 weeks, but	
the understanding is our Market Towns will be the focus with visits to Villages	

459 Peter Clarke Chair

Rowena Salter Clerk

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once a month, or on a request basis. The sole focus will be on "Highway" parking infringements. Police will still deal with obstructions. Council Tax: Historically, in their respective predecessor areas Forest Heath residents have traditionally paid less Council Tax than residents of \$t\$ Edmundsbury, West Suffolk District Council has now agreed to harmonise over 4 years meaning the "levelling up" process will be in the lifetime of this current administration. Inevitably, this will mean that there will be a differential between the rises needed across the new combined authority. To illustrate the point the following Band D council tax levels for 2020/21, for each of its predecessor areas, are: Forest Heath -£163,98 (an increase of £11.70, 7.7%). \$1 Edmundsbury -£183.78 – (an increase of £1.62, 0.9%). 6.1 Village Groups 6.1.1.1 The Bowls Club provided an update on progress in regard to the possible purchase of fand. The offer made to Greene King including legal costs and VAT is £64,800. Sport England are providing £49500 as a grant and subject to market valuation. Havebury Housing are providing £5000. This leaves a shortfall of £10,300. 3 options were presented – 1. The Parish Council meets the shortfall 2. The shortfall is jointly funded by the Bowls Club and the Parish Council. 3. The Bowls Club meets the shortfall 2. The shortfall is gointly funded by the Bowls Club and the Parish Council was asked to give their agreement to this option. There was some discussion about this, Greene King have not yet formally accepted the Bowls Club offer. There also needs to be discussion on the basis of an agreement for instance if the Bowls Club folds, want to sell the land etc. Clif Hogg proposed and Clif Mihr seconded that the Council agree in principle option 2 subject to the official acceptance of the offer by Greene King and the land valuation by Sport England. Further work will need to be done to agree how the Parish Council will find the money and working up an agreement between themselves and the Bowls Club		
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Council, there is a link from the Parish Council website to do this.		8
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Rowena Salter Clerk

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Cllr Hogg raised the problem of dog fouling particularly on the Thetford Road	
bend, round to the village sign. An article would be put in the Parish News and	
Cllr Flood would be asked to make up some more signs which could be put	RS
round the village.	CF
6.1.4 Cllr Clarke advised that someone had gone to use the defibrillator but	
thought they were not allowed to use it because of the green tag. The green	
tag is there to show if the device has been tampered with and can be broken	÷
when the defibrillator needs to be used. A sign has now been put up to advise	
people of this.	
The latest speed device figures are on the website. The battery on the device	
does seem to be deteriorating and may need replacing soon. These cost	
approx. £100 each.	
The Volunteer group met for another successful time on Sat Feb 2 nd . The next	
scheduled meeting is 2 nd May. It is likely the Playing Field Committee will	
request some help to lay the bark when it is delivered but no date is fixed yet as	
the weather needs to improve.	
Neighbourhood Watch signs had been bought and needed to be put up. Cllr	
Clarke will check on the status of this	PC
6.2 Policies	
6.2.1 Health and Safety Policy – it was agreed that we would separate	
volunteers out from contractors. Contractors need to 'demonstrate they hold	
the adequate and appropriate level of Public Liability insurance.'	
A new point will be added into say - The Village has a volunteer group that	
meet approx. once a quarter and the Parish Council Insurance has Public	
Liability insurance to cover this. All Councillors agreed these changes. The	RS
Clerk to publish.	N3
Social Media Policy – it was agreed to take out the Parish Council website and	
email from the list. There was separate discussion about email and Councillors	
agreed we did not need a separate policy about this. Guidance had been issued	
about having a separate Parish Council email address, most councillors have	
done this and Councillors agreed they would ensure they are following this	
guidance in terms of their devices at home being password protected.	
A few amendments to the document were made, it was felt the Local Code of	
Conduct covered a number of the points. All Councillors agreed these changes.	-
The Clerk to publish.	RS
6.2.2 It was agreed the recruitment policy would be worked on by the Clerk and	RS/SH
Cllr Hindry as it needed some work doing to it, and an update copy circulated	
prior to the May meeting for sign off then.	
The Clerk flagged there is a requirement to have some GDPR policies about	
date retention, breach etc. Many Parish Councils don't seem to have these	
policies either. It was agreed we would see what the SALC Internal Audit raised	
about this and take action then.	
6.2.3 Cllr Clarke gave an update on the Community Emergency Plan. If this is	
needed/wanted then it needs a refresh and discussion about how it works in	
practice. It was agreed that it would be raised at the Village Meeting as it is a	
Community plan and therefore the Community should be involved in	
developing it. Cllr Clarke to make sure it is on the agenda for the village	PC
meeting.	
6.3 Planning	
6.3.1 DC/20/0199/TPO It was agreed the Parish Council supported this and the	
Clerk would send the response back.	RS



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6.3.2 DC/20/0255/LB It was agreed the Parish Council supported this and the	RS
Clerk would send the response back.	
6.4.1 & 6.4.2 Cllr Haycock requested on behalf of the Playing Field Committee	
that the Parish Council pay their insurance policy as a grant and also cover the	
grass cutting costs too. The insurance figure is £322.86 as at January 2020 and	
the grasscutting has ranged from around £550 up to £700 depending on how	
many cuts are needed. Both were agreed unanimously.	
Cllr Haycock also advised that £500 had been allocated from the County	
Councillor and District Councillor towards the bark chippings.	
6.5	
6.5.1The application for a new bank account had been submitted but nothing	
further has happened. It was agreed to put this on hold for now but the Clerk	RS
to follow up when possible.	
6.5.2 Risk Assessments, these had been previously circulated and the document	
was agreed.	
6.5.3 Asset Register – there was some discussion around why we using	
insurance values, the format of this document would be checked and	
recirculated by email for Councillors to agree.	RS
6.5.4 Internal Control Document – it was agreed to change the external audit	
text to 'The Council does not need to have an external audit unless it decides	
to. As it is under £25,000 it can exempt itself under the Annual Governance	
and Accountability Return.'	RS
Reference will be made to the existing Standing Orders and Financial	
Regulations adopted by the Parish Council.	
6.5.5 Suffolk Local Code of Conduct, this had been previously circulated and the	
document was agreed.	
6.5.6 The income and expenditure from 1 April 2019 to 29 th Feb 2020 was	
agreed, including the VAT reclaim.	
6.5.7 The payment schedule was agreed and signed off and cheques signed for	
Clerk Salary £479.22	
 Clerk Expenses £26.10 	
The Clerk had become aware from training this week we should be paying the	
Information Commissioners Office Data Protection Fee of £40. It was agreed	
the Clerk could progress this and a cheque would be signed off for expenses.	RS
Village Hall Insurance was due this month, the Clerk will be provided with the	
information shortly and it was agreed that a cheque could be raised for this.	
No. 100 and 10	
It was unanimously agreed that no further action would be taken regarding the	
HMRC response to the Council's query about claiming VAT back from the village	
hall roof project.	
It was unanimously agreed that the 2 clerical errors on the budget could be	
changed.	
7. Correspondence received	
The recent budget correspondence was discussed. It was agreed that the	
Clerk's hours could be discussed at this meeting with the public present.	
The Councillors were happy with the current situation, hours have been	
approved and signed off at the meetings. There will be a proposal put together	
by the Chair for the next meeting to agree if the Clerk's contract should be	JL
changed to 5 hours or accept that it's a flexible arrangement where the Clerk	
gets paid for the hours worked.	
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	Other items had been covered in the meeting and a draft response would be	RS
	written and circulated to Councillors for review.	
	A member of public had asked if anyone wanted to help with any tree planting	
	in the village. Some village groups might be interested in this but the concern	
	was ongoing maintenance. The amenity area near the bungalows maybe a	
	possible location too. The Clerk can pass on details if anyone wants to take this	
	forward.	
	8. Date of next meeting Thurs 14 th May	
-	The meeting closed at 21.20pm	