

MINUTES OF THE ANNUAL MEETING OF CONEY WESTON PARISH COUNCIL

HELD ON THURSDAY 14th MAY 2020 AT 7PM VIA VIDEO CONFERENCING

PRESENT: Councillors: J. Ladell (Chair), C. Flood, D. Haycock, P. Clarke (Vice Chair), R Salter (Clerk), County Councillor J. Spicer (part), District Cllr A. Smith and 2 members of public.

	ACTION
<p>1.1 Cllr J. Ladell asked for nominations for new chair. Councillor Peter Clarke was proposed by Cllr Ben Hogg, seconded by Cllr Geoff Mihr, he indicated he was willing to stand and was unanimously elected the new Chair.</p> <p>Cllr J. Ladell asked for nominations for new Vice chair. Councillor Sue Hindry was proposed by Cllr Chris Flood, seconded by Cllr Diana Haycock, she indicated she was willing to stand and was unanimously elected the new Vice Chair.</p> <p>Cllr J Ladell expressed her thanks to Councillor Joanna Spicer, Councillor Andrew Smith, the Coney Weston PC Councillors and the Clerk. She then handed the meeting over to the new Chair Cllr Peter Clarke.</p> <p>He thanked Cllr J Ladell for stepping up to be Chair at the beginning of the year in what proved to be challenging times.</p> <p>1.2 Cllr P Clarke proposed that the Council reappoint R Salter as RFO, this was seconded by Cllr D Haycock and unanimously agreed.</p>	
2. Apologies: None	
3. Declaration of Interest - None	
<p>4. The draft minutes of the last meeting (5th March 2020) had been pre-circulated;</p> <p>There was a question on 6.5.1 and the status of the new bank account. This requires a visit to the bank as the account details have not been sent out despite the application being submitted. The Clerk will follow this up once lockdown has eased.</p> <p>There was also a query on the action regarding the Clerk's hours, this action was being carried forward as the agenda for the May meeting had been shortened, and Cllr Clarke will action.</p> <p>Cllr A Smith had a couple of actions he wanted to clarify. The first action 5.1 will be covered in Cllr Spicer's update at this meeting. 6.1.3 Cllr Smith and Cllr Mihr had been in correspondence about the hedges at the Rushford Road crossroads. The hedge has grown back again and Cllr Smith will follow this up. The same team that cut the playing field should be cutting outside 2/3 Rushford Road. If this is not being done then Councillors need to let Cllr Smith know.</p> <p>6.4.1/6.4.2 there was a typo in this point which has been amended.</p> <p>The minutes were unanimously approved.</p>	<p>RS</p> <p>PC</p> <p>AS</p>
5. No members of public to speak	
<p>5.1 County Councillor Spicer had provided the following report –</p> <p>I would like to put on record my thanks to Ben Hogg for his role as Chairman over the last few years – he was extremely effective and diligent at all times – and that has involved several difficult challenges for the Parish Council. I was pleased to be able to financially support the work on the village hall, bowls pavilion and recently help fund chippings for the play area. I wish the Bowls Club good luck in their efforts to secure their future. My thanks also to Rowena who is an excellent and efficient clerk.</p> <p>You have been receiving regular reports from Suffolk County Council on behalf of partners in Suffolk. Additionally I have sent some updates about what is</p>	




<p>happening to services provided by SCC (care of the elderly and vulnerable, child protection, schools, fire and rescue service, trading standards, waste disposal and highways.) I had planned to have a full update on all of these services but will have to wait until later in the week after the Prime Minister's address to us tonight and it may take a few days to announce any specific changes in Suffolk.</p> <p>There was one briefing I received this week that I thought would be of interest to some of you in light of national publicity. Personal Protection Equipment (PPE) since the start of the virus outbreak SCC have supplied 219 organisations (not the NHS) in Suffolk with :</p> <p>210,000 Facemasks 250,000 Gloves 170,000 Aprons 30,000 clinical waste bags</p> <p>We are working as closely as possible with all care home settings – but although we fund many of the placements we do not actually run any of them.</p> <p>Although we have made some progress towards improving the situation around the bungalows in Thetford Road we have not yet been able to consult on the emerging proposals to make some changes to the grassed area. Although this is a high priority for me, and I have allocated some funding, I believe it cannot be rushed as consultation and support will be needed. (Please see further comments below).</p> <p>Other highway outstanding issues are the signpost at the Rushford Road crossroads and the pavement round the bend near the village sign</p> <p>Both Barningham and Hopton Schools again look like being almost full for September but concerns about parking at both schools is a constant worry. Applications for SET Ixworth (the Free School) are at the maximum 120 for the forthcoming year. Please can you ensure all parents know that they must now "opt in" for school transport. Reminders are being sent by SCC</p> <p>Cllr Spicer advised that changes to the grassed area needed to be erected and owned by the Parish Council. Cllr Spicer will meet on site when possible with Cllr Ladell and Cllr Clarke. There will be a need to get a local quote and check the insurance cost as to whether it should be insured or not. It can be turned into a community asset, maybe with additional seating.</p> <p>Cllr Spicer also raised about the hedge cutting as now there can be no cutting till September. Cllr Mihr advised it was currently under control. This will be picked up outside of the meeting to try and proactively work with the landowners to resolve this.</p>	<p style="text-align: center;">JS/PC/JL</p> <p style="text-align: center;">GM</p>
<p>5.2 District Councillor Smith had provided the following report – Covid 19 seems to have dominated our lives since the turn of the year and I would like to use this annual report to provide a brief update to you on how West Suffolk is involved in some of the issues relating to this matter.</p> <p>Testing West Suffolk continue to work alongside the Department of Health and Social Care (DHSC) as well as the Army as they use our car parks in Haverhill and Newmarket for COVID-19 testing by appointment.</p> <p>Services</p>	

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Rowena Salter Clerk



<p>Our main priority remains to support our communities and businesses (processing business grants) while keeping the public and staff safe while following Government guidance. We are actively looking at our markets and how they might be reintroduced in a limited way to provide essential food produce. West Suffolk is of course known for its vibrant markets, which will hopefully before too long again help our recovering high streets. But paramount is still the safety of the public, and that the necessary measures can be introduced in a way that is both enforceable and keeps the required social distancing. We are, and will, be working with traders to look at how we might best do this with the capacity we have.</p> <p>Bin Collection</p> <p>We intend to reinstate the brown bin service from 1 June. This will include changes to rounds to help make it more efficient and robust to cope with any further reductions in staff. It also reduces mileage and fuel use so is more environmentally friendly. The announcement that the service is being reinstated has so far been well received by the public and we will be contacting subscribers to let them know of the 1 June date and any changes they may see. To compensate existing customers the subscription year will be extended by the period of the suspension.</p> <p>Meetings</p> <p>They held their first public virtual meeting 13th May. This was our Development Control Committee meeting, which I Chair. It went well with many people joining. We plan to be using virtual meetings to maintain necessary decision making and in doing so remain open, transparent and accessible to our residents as more meetings are broadcast live.</p> <p>Support for Community</p> <p>Our helpline to support the most vulnerable people during the coronavirus crisis has received more than 1,000 calls in West Suffolk.</p> <p>Cllr Smith expressed thanks to those who helped identify the possible recipients of the W Suffolk business grants.</p> <p>Cllr Smith advised he was not aware of any appeal relating to the Garlands Planning Application, which would have to be placed this month.</p>	
<p>6. Councillors were asked if they had any updates –</p> <p>Cllr Flood advised that she has been busy with communications, Facebook has been a good and quick way to disseminate information out at this time. There are now 60 followers.</p> <p>Cllr Ladell advised the playing field grass had been cut recently and confirmed it had been cut again today.</p> <p>Cllr Mihr advised the surface area at Rushford Road crossroads is broken up. This is in hand according to the Suffolk County Council website.</p> <p>Cllr Clarke advised the speed device is in Thetford Road but has no battery currently. It was felt it was not worth setting it up at this time due to the limited traffic.</p> <p>The Chairman advised a Complaints Committee has been formed to deal with an official complaint.</p>	
<p>6.1 Councillor Roles. The following roles were agreed –</p> <p>Cllr Haycock would continue to take responsibility for Planning and New Residents.</p> <p>Cllr Flood would continue to take responsibility for the website, Facebook and publicity.</p>	




<p>CLlr Hogg would continue to take responsibility for village group and the volunteer's group, and will also take on Neighbourhood Watch liaison. CLlr Hindry will take on responsibility for admin, finance and policies. CLlr Ladell would continue to take responsibility for Playing Field liaison. CLlr Mihr would continue to take responsibility for Highways, Hedges and Footpaths, and will also take on the speed device. CLlr Clarke would continue to take responsibility for the defibrillator and the volunteer's group. CLlr Flood will update the roles on the website.</p>	CF																		
<p>6.2 Recruitment Policy This document had been previously circulated. One further comment was made about when a councillor is co-opted and whether they join the meeting. If it was a one agenda meeting then this would not be possible. The Clerk will reword this and send round for review. This document was unanimously agreed.</p>	RS																		
<p>7.1 The Clerk advised the internal audit was being undertaken by SALC at the moment. A report will be sent out once the audit is complete. 7.2 The spreadsheet for income and expenditure April 2019 to 29 February 2020 had been recirculated due to a number of errors, along with the bank statement for that period. These errors had been highlighted to Councillors and they unanimously agreed this could now be signed off with those changes made. 7.3 The spreadsheet for 2019/20 year end had been circulated along with the bank statement for this period and Councillors unanimously agreed this could be signed off. 7.4 The spreadsheet for income and expenditure from 1 April 2020 to 30 April 2020 had been circulated along with a cheque tracker and bank statement. This is the format that will be used for future financial recording. Councillors unanimously agreed this could be signed off. 7.5 The Clerk ran through the payment schedule as a number of items had been paid for already but needed to be minuted. The following cheques were authorised and will be signed -</p>	RS																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">Village Hall Insurance - 1st April 2020 - 31st March 2021</td> <td style="width: 15%; text-align: center;">£502.59</td> <td style="width: 50%;">cheque agreed & in 2019/20 financial year but to be signed off at next meeting as this was not on the agenda</td> </tr> <tr> <td>ICO Data Protection Fee - 6th March 2020 -5th March 2021</td> <td style="text-align: center;">£40</td> <td>cheque agreed & in 2019/20 financial year but to be signed off at next meeting as this was not on the agenda</td> </tr> <tr> <td>SALC Payroll 6 months upto 31st March 2020</td> <td style="text-align: center;">£27</td> <td>Paid at start of April but to be signed off at next meeting</td> </tr> <tr> <td>Web Hosting Invoice - April 1st 2020- March 31st 2021</td> <td style="text-align: center;">£110</td> <td>Paid at start of April but to be signed off at next meeting</td> </tr> <tr> <td>SALC Subscription - April 1st 2020- March 31st 2021</td> <td style="text-align: center;">£183.98</td> <td>Paid at start of April but to be signed off at next meeting</td> </tr> <tr> <td>R Salter Expenses (Paper)</td> <td style="text-align: center;">£3.75</td> <td>Paid at start of April but to be signed off at next meeting</td> </tr> </table>	Village Hall Insurance - 1st April 2020 - 31st March 2021	£502.59	cheque agreed & in 2019/20 financial year but to be signed off at next meeting as this was not on the agenda	ICO Data Protection Fee - 6th March 2020 -5th March 2021	£40	cheque agreed & in 2019/20 financial year but to be signed off at next meeting as this was not on the agenda	SALC Payroll 6 months upto 31st March 2020	£27	Paid at start of April but to be signed off at next meeting	Web Hosting Invoice - April 1st 2020- March 31st 2021	£110	Paid at start of April but to be signed off at next meeting	SALC Subscription - April 1st 2020- March 31st 2021	£183.98	Paid at start of April but to be signed off at next meeting	R Salter Expenses (Paper)	£3.75	Paid at start of April but to be signed off at next meeting	
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Playing Field Insurance 1st April 2020 - 31st March 2021	£322.00	Paid at start of April but to be signed off at next meeting	
R Salter Expenses (Zoom monthly cost - April 2020)	£14.39		
R Salter Salary - March & April 2020	£618.76		
Cllr Hindry will be signing the financial paperwork in her admin finance role.			
8. Correspondence – none received			
9. Date of next meeting confirmed as Parish Council Meeting on July 2 nd or possibly a week or two later dependent on whether we can meet in the village hall by then. There being no other business the meeting was closed at 20.00 hrs.			

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Rowena Salter Clerk

