

**MINUTES OF THE MEETING OF CONEY WESTON PARISH COUNCIL
HELD ON THURSDAY 4 MARCH 2021 AT 7.00PM
VIA VIDEO-CONFERENCING**

PRESENT: Councillors P. Clarke (Chair), S. Hindry (Vice Chair), C. Flood, J. Ladell, G. Mihr, County Councillor J. Spicer, District Councillor A. Smith, A. Morris (Clerk), a representative from the Coney Weston Bowls Club and 4 members of the public.

1. **Apologies for Absence:** Apologies received from Cllr Hogg. Cllr Haycock absent due to illness. **ACTION**

2. **Declaration of Interest:** Declaration of interest received from Chairman Cllr Clarke on item 18 'Bowls Club Grant (noted that this was **not** a pecuniary interest).

3. **To approve the draft minutes of the last Parish Council meeting (25 January 2021)**
The draft minutes of the Parish Council meeting held on Thursday 25 January 2021 had been previously circulated and were agreed – proposed by Cllr Clarke and seconded by Cllr Flood. Unanimously agreed.

4. **Scheme of public speaking about a particular agenda item - the representative of the Coney Weston Swan Bowls Club advised that he was happy to answer questions relating to item 18 but would not be making additional comments.**

5. **County Councillor's report**
To join in with the item 7 'Flooding in the Village'.
County Councillor Spicer reported that the paperwork relating to the locality budget for the Thetford Road Bungalow initiative has been done. Clerk to advise when funds received. **AM**

6. **District Councillor's report**
District Councillor Smith confirmed that, in his opinion, the level of £5m for public liability insurance for the appointed contractor for the Thetford Road Bungalow initiative would be sufficient. Havebury Housing have confirmed they have no objection to the Parish Council's preferred contractor carrying out the work. BACS remittance advice has been received for the £750 grant towards the cost of the work from Cllr Smith.
Guidance received from WSC regarding steps to follow coming out of lockdown will be circulated and the Chairman will pass this on to both the Village Hall and Bowls Club committees. **PC**

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Peter Clarke, Chairman



Andrea Morris, Clerk

7. **Flooding in the Village** – Cllr Spicer confirmed that Coney Weston is now a priority for ditch and drain work by Suffolk County Council.
Cllr Mihr outlined the 2 step plan for works – phase 1 for inspection, cutting roots, silt removal, some ditch clearance and cyclical cleansing of drains to be complete by 10 April. Work has been ongoing on this already. Phase 2 repair and/or replacement of drains likely in 2022.
All communication received from Highways has been forwarded to residents affected.
The Chairman reported that he has drafted a 'Ditch Management' policy and this had been circulated to the Councillors.

18. **Bowls Club Grant** – Cllr Hindry chaired this item due to the Chairman's previously declared non-pecuniary interest. Draft Key Performance Indicators (KPIs) had been drawn up and circulated in advance of the meeting.
Proposed to approve the KPIs and the second half of grant of £2,443 by Cllr Mihr, seconded by Cllr Ladell. Unanimously agreed.

8. Councillors' Reports

- 8.1. Website, Facebook page and publicity – Cllr Flood reported Facebook viewings up by 63% (253 people reached);
8.2. Planning and New residents – Cllr Clarke reported appeal to planning application at 4 Rushford Road has been received. Extra ordinary meeting scheduled for 23 March to discuss;
8.3. Village Groups, neighbourhood watch liaison and volunteer group – no comment received from Cllr Hogg;
8.4. Admin, Finance and policies – no comment received from Cllr Hindry;
8.5. Playing field liaison – Cllr Ladell reported that an application to the National Lottery fund for a £50k grant has been submitted;
8.6. Highways, hedges and footpaths, speed device – Cllr Mihr reported that a complaint regarding overhanging hedge in The Street has been closed as hedge cut. Batteries in speed device replaced. Cllr Mihr has booked a place on 'Talk About Speeding' seminar and will report back at next meeting.
8.7. Defibrillator, Volunteer group – Cllr Clarke hoped that work by the Volunteer Group could recommence after lockdown lifted.

GM

9. Finance Report and Draft Budget

- 9.1. Cllr Hindry proposed to accept previously circulated bank reconciliation and statements dated 1 March 2021. Seconded by Cllr Clarke. Unanimously agreed.
9.2. Cllr Hindry proposed authorising all payments listed on payment schedule as previously circulated.
9.2.1. Clerk salary £352.02
9.2.2. HMRC Clerk personal tax £88.20
9.2.3. Clerk expenses for toners £7.99
9.2.4. ICO data protection fee £35
9.2.5. Cllr Hogg reimbursement for Zoom £14.39
9.2.6. Cllr Mihr reimbursement for speed device batteries £45.13
Seconded by Cllr Clarke. Unanimously agreed.



Peter Clarke, Chairman

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Andrea Morris, Clerk

10. **Clerk's use of Delegated Authority, Section 1 for item 9.4.6** – noted.

11. **To approve Clerk's extra hours** as previously circulated. Proposed by Cllr Clarke. Seconded by Cllr Mihr. Unanimously agreed.

15. General Data Protection Regulations

- a) General Privacy Notice – as there are amendments to be made it was agreed to defer accepting this policy to the next meeting.
- b) Document & Data Retention Policy – Cllr Clarke proposed to accept this policy as previously circulated, seconded by Cllr Flood. Unanimously agreed.
- c) Data Protection & Information Management Policy – Cllr Hindry proposed to accept this policy as previously circulated but with minor amendments to be edited by the Clerk, seconded by Cllr Clarke. Unanimously agreed.

12. **To review progress in addressing actions arising from 2019/20 Internal Audit** – Clerk to edit taking out actioned points in red. Proposed to accept report in edited format and agree that all actions had been completed by Cllr Hindry, seconded by Cllr Clarke. Unanimously agreed.

AM

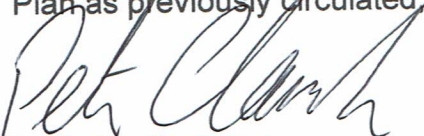
13. **Internal Audit for 2020/21** – this item was moved to private session and 2 members of the public were annexed to the waiting room.
Declaration of interest received from Cllr Hindry (noted that this was **not** a pecuniary interest). Cllr Hindry has worked in a professional capacity with all 3 of the individual or bodies asked to submit a quote.
 Clerk recommended appointing Trevor Brown for the 2020/21 Internal Audit based on the quotations and other information received which had previously been circulated. Proposed by Cllr Clarke, seconded by Cllr Flood. Unanimously agreed. The 2 members of the public were readmitted to the meeting and advised of the decision made.


16. Parish Council Employment Policies –

- a) Homeworking Policy – Cllr Clarke proposed to accept this policy as previously circulated, seconded by Cllr Mihr. Unanimously agreed.
- b) Expenses Policy – Cllr Clarke proposed to accept this policy as previously circulated, seconded by Cllr Flood. Unanimously agreed.
- c) Sickness & Absence Reporting Policy – Cllr Clarke proposed to accept this policy as previously circulated, seconded by Cllr Ladell. Unanimously agreed.
- d) Equal Opportunities Policy – Cllr Clarke proposed to accept this policy as previously circulated, seconded by Cllr Mihr. Unanimously agreed.

14. **Emergency Plan** – Cllr Clarke advised that Cllr Mihr had produced a first draft of this document and advised that in its current format it is work-in-progress. Cllr Clarke proposed that the Council adopts the concept of the plan, seconded by Cllr Flood. Motion agreed.

17. **Risk Assessment Plan** – Cllr Clarke proposed to adopt the Risk Assessment Plan as previously circulated, seconded by Cllr Mihr. Unanimously agreed.


 Peter Clarke, Chairman


 Andrea Morris, Clerk

19. **Parish Council publicity for Parish Magazine** – Cllr Hindry stated that it is important that we take every opportunity to publicise what we do on behalf of our community. Not all residents have internet facilities and therefore the Parish magazine forms a vital communication tool. Cllr Hindry volunteered to take on the role of publicising Parish Council meetings and information through the magazine.

ACTION

SH

20. **Thetford Road Bungalow project** - Cllr Clarke gave thanks to Cllr Smith for increasing his grant for this project to £750.

a) Item 20.1 for the approval of the quote of £1,550 from C&C Fencing and item 20.2 for the balance of £690 for the project to be met from Council funds were proposed by Cllr Hindry, seconded by Cllr Flood.
Unanimously agreed.

b) The ongoing maintenance of the project to be the responsibility of the Parish Council was noted.

21. **Correspondence received since publication of agenda** – none.

22. **Date of next meeting** – the Annual Meeting of the Council – **Tuesday 4 May 2021** but an Extra ordinary meeting will be held on Tuesday 23 March 2021 at 7pm.



Peter Clarke, Chairman

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Andrea Morris, Clerk