

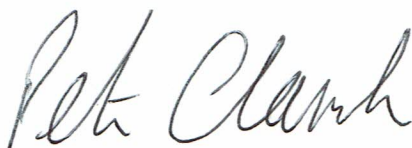
**MINUTES OF THE MEETING OF CONEY WESTON PARISH COUNCIL
HELD ON THURSDAY 7 JANUARY 2021 AT 7.00PM
VIA VIDEO-CONFERENCING**

PRESENT: Councillors P. Clarke (Chair), S. Hindry (Vice Chair), C. Flood, D. Haycock, B. Hogg, J. Ladell, G. Mihr, County Councillor J. Spicer, District Councillor A. Smith, A. Morris (Clerk) and 6 members of the public.

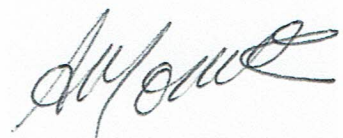
ACTION

1. **Apologies for Absence:** None received.
2. **Declaration of Interest:** None declared.
3. **To approve the draft minutes of the last Parish Council meeting (22 December 2020)**
The draft minutes of the Parish Council meeting held on Tuesday 22 December 2020 had been previously circulated and were agreed – proposed by Cllr Clarke and seconded by Cllr Mihr. Unanimously agreed.
4. **Scheme of public speaking about a particular agenda item - 5 members of the public requested to speak at items 8.1, 8.2, 14 and 17. Chairman agreed and advised that items 14, 16 and 17 would be brought forward.**
5. **County Councillor's report**
To join in with the items on flooding and Thetford Road bungalows.
14. **To discuss flooding in The Street**
Chairman gave an overview of the recent flooding situation that occurred on 23 December 2020. Suffolk County Council (SCC) had removed the excess water by tanker and three vehicles had cleared blocked drains at the location. Comments received from members of the public:
 - although WSCC had checked the drain chambers, that would not resolve the ongoing issue and that the drains and the underground pipes needed to be cleared, not just in The Street but through the whole village;
 - ditches and gullies need to be cleared;
 - drains need to be properly serviced, SCC only seem to clear the leaves from the chambers. The majority of drains cannot be rodded manually as they are blocked by rubble and, therefore, we urgently require new drains;
 - a supply of sand for villagers to fill their own bags.

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Peter Clarke, Chair



Andrea Morris, Clerk

County Councillor Spicer offered apologies on behalf of SCC that the maintenance had not been thorough enough. She also commented that drivers who drove too fast through the flooded areas had not helped and that flood boards to warn drivers may be provided by SCC. Cllr Spicer is currently waiting to hear of major drainage work projects scheduled to take place by SCC and will try to have Coney Weston added to that list but would not envisage any work to be done this year. There is a 'scoring list' of areas in Suffolk where drainage work is prioritised and she will advise what constitutes a priority.

ACTION

Cllr Hindry pointed out that this is an issue for the whole village and that home owners have the responsibility of maintaining ditches that run through or along the boundary of their land.

JS

Cllr Clarke suggested issuing a leaflet for all residents reminding them that if they do have a ditch or gully that is in, or crosses, their property for them to clear them as a community responsibility – he will draft this for approval next week along with a letter to SCC Highways department outlining what we urgently need them to do.

JS

PC

16. To consider the Thetford Road Bungalow Project Report

Cllr Clarke advised that we have reduced the Parish Council's projected spend to £690. Cllr Hindry thanked Cllrs Spicer and Smith for their financial contributions and Cllrs Clarke and Ladell for their work on the project. Cllr Spicer reminded the meeting that an information sheet needs to be circulated to the nearby residents. Cllr Clarke reminded Cllr Smith that approval is still required from Havebury Housing Partnership for the contractor appointed to carry out the work.

AS

Cllr Hindry proposed accepting the proposal and this was seconded by Cllr Mihr. Unanimously agreed.

County Councillor Spicer left the meeting at 19:50.

17. To review progress of conditions to be met prior to the 2nd payment to the Bowls Club

A representative of the Bowls Club confirmed that it is now the owners of the site including the land behind and formally thanked the County Councillor, District Councillor and the Parish Council for their help and assistance with this project. The constitution of the club had been amended to allow a member of the Parish Council and a member of the Playing Field Committee to attend and vote at the Bowls Club's Annual General Meeting (AGM). The next AGM is due on 21 October 2021. The community benefits would be discussed at a meeting of the working group, set up between the Parish Council and the Bowls Club organised for the following week.

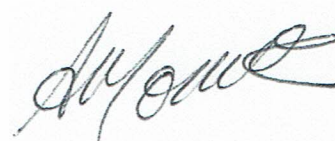
6. District Councillor's report

District Councillor Smith asked that he be advised if there was any way he could help with the flooding problems.

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Peter Clarke, Chair



Andrea Morris, Clerk

7. Councillors' Reports

- 7.1. Village Groups – Cllr Hogg advised nothing to report. On Neighbour Watch he has spoken to the co-ordinators and updates are going on to our website. New signs will be erected after Covid-19.
- 7.2. Communications & Publicity – Cllr Flood advised that the Parish Council's Facebook page has been viewed 1,312 times and asked for items of community benefit and photographs that could be added to Facebook and the website.
- 7.3. Planning & New Residents – Cllr Haycock advised no updates.
- 7.4. Playing Field – Cllr Ladell advised that the playing field and play area remain open during lockdown and that 4 gardens that back onto the playing fields had been flooded by water from the fields.
- 7.5. Hedges, highways & footpaths – Cllr Mihr advised that discussion is still ongoing with the speed device company regarding the battery life and the cost of replacing same. A property owner had been advised that Suffolk County Council had been contacted about the overgrown hedge as no action had been taken nor response received to either of the letters sent by the Parish Council. Cllr Flood advised that she has reported the potholes by the American War Memorial to the Highways department.
- 7.6. Defibrillator – Cllr Clarke advised no updates.

8. Finance Report and Draft Budget

8.1. A member of the public spoke on items 8.1 and 8.2. It was noted that a substantial increase in the precept had been proposed from £6,080 this current year to £8,743 in the year 2021/22. Councillors were asked to attempt to reduce the increase and a number of suggestions were made including reducing the budget level set for salaries, additional hours for the Clerk and voluntary groups and sundries with the cost for the Thetford Road bungalow project being instead taken from the ear-marked village groups reserve. It was suggested that a longer term strategy was needed to even out the 'ups and downs' in the precept demand which the Chairman agreed with. Cllr Hindry gave rationales for the figures. Cllr Haycock stated that the election reserves were there if we needed an election, but wondered whether they needed to be so high and Cllr Mihr pointed out that the parish council had been advised to include this increased level in the budget.

Cllr Clarke proposed the adoption of the draft budget as previously circulated and Cllr Hindry seconded this. Unanimously agreed.

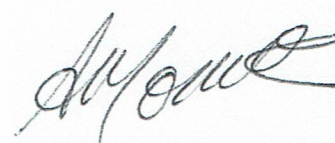
8.2. Cllr Clarke proposed to accept the precept as previously circulated and Cllr Flood seconded this. Unanimously agreed.

8.3. Cllr Clarke proposed to accept the income and expenditure and bank reconciliation as previously circulated and Cllr Hindry seconded this. Unanimously agreed.

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Peter Clarke, Chair



Andrea Morris, Clerk

8.4. To sign off payment schedule as previously circulated:

- 8.4.1. £289.72 for Clerk salary for November and December. Proposed by Cllr Clarke and seconded by Cllr Mihr. Unanimously agreed.
- 8.4.2. £72.20 for Clerk Tax. Proposed by Cllr Clarke and seconded by Cllr Haycock. Unanimously agreed.
- 8.4.3. £14.39 to Ben Hogg for Zoom subscription for the month of December 2020. Proposed by Cllr Clarke and seconded by Cllr Haycock. Unanimously agreed.

9. To approve payment of 7hrs 30 mins extra hours for Clerk

Proposed by Cllr Clarke and seconded by Cllr Flood. Unanimously agreed.

10. To approve 'view only' access to online bank account for Clerk

Proposed by Cllr Clarke and seconded by Cllr Hindry. Unanimously agreed.

11. To note the submission to the Pensions Regulator

Noted.

12. To approve the amended Asset Register

It was noted that the bench associated with the Thetford Road Bungalows with a nominal value of £1 as it was gifted was missing off the bottom of the register.

Amended register proposed by Cllr Clarke and seconded by Cllr Haycock. Unanimously agreed.

13. To discuss the requirement for an Internal Audit for the 2020/21 year

The Clerk suggested to have an audit carried out locally for the year in question. Cllr Hindry offered to supply some contacts for this while the Clerk will clarify with SALC what qualifications or certifications are required for an auditor to carry out a local authority audit. To be discussed at the next meeting.

SH
AM

15. To consider the status of a Community Emergency Plan

Cllr Clarke advised that we ought to have a list of names of people who residents might contact in the event of an emergency. Cllrs Ladell and Haycock stressed that it is important for all Councillors to be aware of a problem in the village when it arises – contact by phone or email would be preferable – a list of Councillor's names and telephone numbers, together with numbers for County Council, West Suffolk Council, Highways, utilities etc. Cllr Clarke proposed leaving this until the next meeting and ideas could be shared on email meanwhile.

18. Correspondence received since publication of agenda – none.

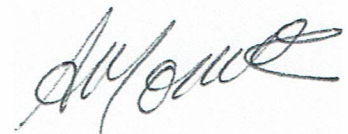
19. Date of next meeting- Thursday 4 March 2021 at 7:00pm.

Chairman closed the meeting at 21:00.

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Peter Clarke, Chair



Andrea Morris, Clerk