## MINUTES OF THE MEETING OF CONEY WESTON PARISH COUNCIL HELD ON THURSDAY 1 SEPTEMBER 2022 AT 7.00PM AT CONEY WESTON VILLAGE HALL

PRESENT: Councillors Clarke, Craig, Flood, Ladell, Macdonald, Mihr (Chair)

County Councillor J. Spicer, District Councillor A. Smith 1 member of the public A. Morris (Clerk).

Councillor Mihr, Chairman, opened the meeting at 7pm.

## **AGENDA ITEM**

**ACTION** 

- To receive apologies for absence and approve the reasons given none received.
- 2. **Declarations of interest** Cllrs Craig & Clarke on any item relating to the Coney Weston Swan Bowls Club.
- 3. **To approve the draft minutes of the last Parish Council meeting** held on 11<sup>th</sup> August 2022 these had been previously circulated and were unanimously agreed as a true and correct record of that meeting.
- 4. **Scheme of public speaking** (public participation about a specific agenda item) none received.
- 5. County Councillor's report Cllr Spicer reported the following: Flooding - works required by Highways appear to be increasing and these works are now likely to be scheduled for next year. The jetting work that has been carried out has meant that any heavy rain has receded quicker than previously. If there are any significant issues relating to flooding in the next 6 months then these will be dealt with. The signpost at the Rushford Road crossroads has been ordered. The hedge adjacent to Coney Weston Hall is still impeding on the footpath - Cllr Mihr advised that 3 letters have been sent to the landowner but no response to date and the issue has been logged 3 times on the Highways reporting tool. Cllr Spicer advised that SCC has appointed a new Community Engineer and she will be visiting CW with him on 21st September and they will review the hedge at that visit. Grass cutting at the 3ways triangle - Cllr Spicer asked for a formal request to Suffolk Highways asking for this to be added to the County Council list for cutting next year.

Cllr Flood agreed to maintain the grass in front of the old telephone exchange building in The Street.

Fencing around Thetford Road bungalows – Cllr Clarke is pursuing a possible addition to the existing knee-rail fence.

Cllr Clarke asked for advice on rights of way down Crow Street. He has made enquiries with CC and was advised it is a private road. Discussion took place around adopting the road as a right of way – Cllr Spicer

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Geoff Mihr, Chair

Andrea Morris, Clerk

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PC

PC

outlined the process of adopting a road as a right of way and to have it added to the definitive map. Parish Council has written to the landowner asking for clarity on the current status but no response has been received. Cllr Spicer suggested that this is added as a separate item on the next Agenda for the Parish Council to fully discuss.

6. **District Councillor's report** – regarding the conveyancing issue of the playground land, Cllr Mihr advised that solicitors Ward, Gethin Archer based in Watton are working on this but it may take some time. Cllr Smith advised that he still has a sum of £500 in his locality budget earmarked for the playground. Cllr Clarke will let Playing Field Committee know and the Chairperson will contact Cllr Smith.

PC

Cllr Mihr, as Chair, moved the next item forward:

13. To review and approve candidate for co-option to fill 1 casual vacancy on the Parish Council – an application to fill the casual vacancy left by the departure of Cllr Duncan has been received by Brenda Francis. Mrs Francis's application was proposed by Cllr Mihr, seconded by Cllr Flood and unanimously accepted by the Council. Clerk will ensure that an Acceptance of Office and a Register of Interests forms are completed.

Clerk

## 7. Councillor's Reports

7.1 **Defibrillator, village and volunteer groups** – the village defibrillator has been removed due to a software issue. A replacement machine has been installed and is working well. An advertisement has appeared again in the Parish magazine for defibrillator training.

The turnout for the past 2 volunteer group sessions has been disappointingly low. Discussion took place on how best to attract volunteers – suggestions included looking after a small section of the village each and the wearing of high visibility vests to recognise the work they do. Cllr Clarke will draft an email to the volunteers seeking their involvement in a new method of working. Cllr Mihr will draft a letter of thanks to those volunteers who have worked on areas in the village previously.

PC GM

- 7.2 **New residents, community engagement** Cllr Craig now looks at Rightmove to see which properties are being sold so she can welcome new residents to the village.
- 7.3 Environmental initiatives, neighbourhood watch liaison Cllr Clarke reported that he has received an email from Suffolk Neighbourhood Watch (NW) advising that as we have not appointed a NW Co-ordinator we are no longer part of the NW scheme.
- 7.4 **Website**, **Facebook page and publicity** Cllr Flood reported that the NW page on our website has been updated to advise that the Parish Council do not have a NW Co-ordinator at the moment and seeking people who may be interested. The Playing Field page needs an update and Cllr Flood has contacted Emma Clifton to provide this. Facebook 369 visitors in the last month up by 158 on the previous month.

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Geoff Mihr, Chair

Andrea Morris, Clerk

7.5 **Planning, monitoring of notice boards** – Cllr Ladell reported no new planning applications have been received.

A quote for the replacement of 2 village noticeboards has been received. Clerk suggested approaching local colleges for their help.

Clerk

- 7.6 **Highways, hedges and footpaths, speed device** recent speed data has been forwarded to the local CEO. Still waiting for the loan of an ANPR camera which may be in the autumn. Discussions on speed calming measures and signs which are cost prohibitive.
- Cllr Flood proposed to accept previously circulated bank reconciliation and statements dated 24<sup>th</sup> August 2022. Seconded by Cllr Ladell. Unanimously agreed. Cllr Mihr proposed authorising all payments listed on payment schedule as previously circulated: Admin payments (not itemised due to GDPR) - £383.10
- 9. To review the following CWPC policies:
  - 9.1. Health and Safety Policy as previously circulated. Agreed to adopt in current format no revisions.
  - 9.2. Recruitment Policy as previously circulated. Amendments required to update links and contact information.

Clerk

- 10. To discuss grass cutting in the village already discussed at item 5.
- 11. **To discuss status of village hall painting** Cllr Clarke reported that enquiries are continuing between Keith Lewis and Bury Archives regarding minutes. No further updates at this time.
- 12. To approve Councillor training (2 modules) for Cllr Macdonald proposed by Cllr Mihr, seconded by Cllr Clarke and voted unanimously. Also approved is training for Cllr Francis (TBA) Clerk to book both. Proposed by Cllr Mihr, seconded by Cllr Clarke and voted unanimously.

Clerk

- 14. To consider any correspondence received and matters for Council's attention since publication of the agenda – Clerk advised Council of the following:
  - (a) Option to opt out of the SAAA central external auditor appointment arrangements – CWPC, as a smaller authority, will not opt out; Insurance – our insurance premium for the 2022-23 year is due 1<sup>st</sup> October. When quotes are in they will be circulated for approval.

Clerk

- 15. Staffing matters revision of Clerk's terms of employment session held 'in camera'. Council considered issues relating to the Clerk's contract of employment and decisions were agreed. 4.5 extra hours for July and August for Clerk also approved. Amendments proposed by Cllr Mihr, seconded by Cllr Craig and voted unanimously.
- Date of next meeting Thursday 3<sup>rd</sup> November 2022 at 7pm in the Village Hall

Chair closed the meeting at 9.00pm

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Geoff Mihr, Chair

Andrea Morris, Clerk