

**MINUTES OF THE ANNUAL MEETING OF  
CONEY WESTON PARISH COUNCIL  
HELD ON THURSDAY 10<sup>th</sup> MAY 2023 AT 7.00PM  
AT CONEY WESTON VILLAGE HALL**

**PRESENT:** Councillors Clarke, Craig, Francis, Macdonald & Mihr (Chair)

County Councillor J Spicer  
District Councillor A. Smith  
2 members of the public  
A. Morris (Clerk).

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

**AGENDA ITEM**

**ACTION**

**1. Election of Chair** - Outgoing Chair, Cllr Mihr, asked for nominations for the role of Chair for the year. Cllr Clarke nominated to re-elect Cllr Mihr for the Chair role for the forthcoming year. Seconded by Cllr Francis. The vote was unanimous.

The Clerk asked Cllr Mihr to sign an Acceptance of Office form for this position which he duly did.

**2. Election of Vice Chair** – Cllr Mihr asked for nominations for the role of Vice Chair for the year and nominated Cllr Clarke to be re-elected for the role. Seconded by Cllr Macdonald. The vote was unanimous.

The Clerk asked Cllr Clarke to sign an Acceptance of Office form for this position which he duly did.

**3. Apologies for absence** – apologies had been received from Cllr Flood due to annual leave. Apologies accepted.

**4. Declarations of Interest** – declaration of interest was declared by Cllrs Clarke & Craig on items relating to the Playing Field. Cllr Francis declared an interest in items relating to the Village Hall.

**5. To approve the draft minutes of the last Parish Council meeting held on 23<sup>rd</sup> March 2023** – proposed as accepted as a true record of that meeting by Cllr Mihr, seconded by Cllr Clarke and voted unanimously.

**6. Scheme of public speaking** – none received.

**7. County Councillor's Report** – Cllr Spicer advised that the new signpost had been erected at the crossroads just outside the village.

Cllr Mihr confirmed that recent flooding had subsided. Major drainage works are planned, have been designed and budget available but waiting landowner's permission to dig a ditch to commence works. When consent is received the scheme can be programmed.



Cllr Mihr raised the issue of the fence that is falling into a ditch at the top of the village which has been reported to SCC and is still awaiting repair. Cllr Spicer will raise with Andy Moore; meanwhile, Cllr Macdonald agreed to talk to the landowner to see if consent can be given to repair/prop the fence and post up.

JS  
NM

**8. District Councillor's Report** – Cllr Smith advised no further progress or decision on the planning application for a solar farm at Firsfield. Information is needed from Norfolk County Council (monitoring of the bridge at Rushford) and also ecology reports.

Cllr Smith has liaised with Cllr Francis on the issue of the re-siting of the bottlebank at the Village Hall. Cllr Francis will give an update at item 9.4

Cllr Smith confirmed that he has been re-appointed as District Councillor for Bardwell (uncontested) in the May election. Conservatives, however, lost their overall majority.

Cllr Macdonald asked Cllr Smith what the engineering works taking place on Rushford Road were for – this is the installation of a new telecoms mast under a general permitted development order.

**Cllr Spicer left the meeting at 7.20pm**

### **9. Parish Councillors' Reports**

9.1 Cllr Clarke confirmed that the defibrillator has been checked and is now registered with the national database which means the ambulance service is aware of it and can direct people to it.

There is some concern on the Trusteeship of the Playing Field Committee – Cllrs Clarke and Francis agreed to set up a meeting with the current Trustees to see if the Parish Council can help/advise on a way forward.

PC  
BF

9.2 Cllr Craig reported that the coronation event was a success – the meeting offered their thanks for her considerable work and effort and to the work of the Coronation Committee and village groups.

9.3 Cllr Flood absent so no report received on website/social media.

9.4 Cllr Francis advised that all Village Hall events are now on the PC website. Additionally, a new Craft Club has formed and a village 'cinema' is in the planning stage.

The village hall committee will be introducing a new hiring agreement and a concessionary hourly rate for the Parish Council. All bookings of the hall will be subject to a fee in order to raise funds.

Cllr Francis confirmed that she has taken advice from Cllr Smith on the relocation of the bottlebank and that planning permission will be submitted to WSC for the location of the bank. Signage has been erected asking residents to consider the timing of using the facility so as not to disturb nearby houses.



Geoff Mihr, Chair

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Andrea Morris, Clerk

Cllr Smith advised that the original position of the bank was done through a planning consent order in 2008.

9.5 No report submitted.

9.6 Cllr Macdonald advised that the Neighbourhood Watch volunteers are uncertain about the role of this initiative and the value that it adds to the village. Discussion took place on the role of social media (Nextdoor in particular) in keeping the local residents aware of incidents and events in the village. Cllr Macdonald agreed to liaise with Cllr Flood on the viability and effectiveness of setting up a presence on Nextdoor for the Parish Council. Speedwatch – Stanton Parish Council are willing to lend CWPC their speed gun for practice. No feedback has been forthcoming from other Parishes to join with CWPC on a Speedwatch initiative. Research confirms that Speedwatch groups are folding due to no follow-up by police after letters being sent to speeders. Cllr Macdonald will investigate the possibility of installing physical speed calming measures in the village with Cllr Spicer. NM NM

9.7 Cllr Mihr reported that the speed indicator device is working well and regularly returns reports of between 48% and 55% of vehicles travelling through the village are doing so at speeds above 35mph. Recently printed speed awareness stickers for bins are being distributed throughout the village.

**Cllr Mihr agreed to move item 16 forward.**

**16. To discuss the need for an assessment for affordable housing in the village** – this item was raised at the Annual Parish Meeting on 20<sup>th</sup> April. Cllr Smith advised that a Housing Needs Survey would need to be carried out in order to assess this. This involves a questionnaire to every household in the village and would come at a cost to the Parish Council. Community Action Suffolk (CAS) can do this – Cllr Smith will send contact details for CAS to the Clerk. AS

**Cllr Smith left the meeting at 8.10pm**

- 10.1 Cllr Clarke proposed to accept the previously circulated bank statement, reconciliation, income and expenditure from 1<sup>st</sup> April 2023 to 27<sup>th</sup> April 2023 – seconded by Cllr Mihr and voted unanimously.
- 10.2 Cllr Clarke proposed approving all payments on schedule as previously circulated, seconded by Cllr Mihr and voted unanimously:
- 10.2.1 SALC (payroll services for 6 months ending 31<sup>st</sup> March 2023), £22.50, VAT £4.50, Total £27.00
- 10.2.2 SALC Annual subscription - £207.61, VAT £0.00, total £207.61;
- 10.2.3 Cash advance for Coronation Events £750;
- 10.2.4 Suffolk Cloud – website hosting for 2023-24 £120, VAT £0.00, total £120.00;

  
Geoff Mihr, Chair

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Andrea Morris, Clerk

10.2.5 Andrea Morris, Clerk salary for the months of March & April 2023  
£478.29

10.2.6 HMRC – Clerk personal tax for the months of March & April 2023 £106.40

11. **To note and approve bank statement, bank reconciliation and cashbook for the financial year 1st April 2022 – 31st March 2023 as previously circulated** – proposed by Cllr Francis, seconded by Cllr Clarke and voted unanimously.

12. **To note and approve Parish Council Asset Register for the year ended 31st March 2023 as previously circulated** – proposed by Cllr Mihr, seconded by Cllr Craig and voted unanimously.

13. **To note and approve Coney Weston Council Internal Controls for the financial year 1st April 2022 to 31st March 2023 as previously circulated** – proposed by Cllr Mihr, seconded by Cllr Francis and voted unanimously.

14. **To approve the appointment of an Internal Auditor as detailed in quotes previously circulated** – the Clerk gave an outline of the 3 quotes received and it was proposed by Cllr Francis to accept the quote from Victoria Waples for the Internal Audit function for the 2022-23 financial year. Seconded by Cllr Clarke and voted unanimously.

15. **Report on the Annual Village Meeting held on 20th April 2023** – Cllr Mihr thanked Cllr Francis for her help in organising the Village Hall for the event. Ideas and feedback from the meeting (a) what to use the bus shelter for – storing sandbags, shelving for produce, installation of a water butt (b) solar lights at the raised beds area in Thetford Road (c) cycling group

Discussion took place on Chapman's lorries driving through the village – Cllrs Mihr and Francis will review the original agreement with Chapmans.

GM  
BF

Cllr Mihr to liaise with Cllr Flood on updating the website with village groups information.

GM

17. **To discuss and agree the replacement of 2 village noticeboards** – 3 quotes as previously circulated were discussed. Unanimously agreed to accept quote at £335.00 for 2 noticeboards submitted by Roger Blake. Cllr Clarke to liaise with Mr Blake.

PC

18. **To consider any correspondence received and matters for Council's attention since publication of the Agenda** – the Clerk advised that an application for the Councillor vacancy from Mr Mark Lock had been received and circulated to all elected Council members. Cllr Francis proposed to approve the application, seconded by Cllr Macdonald and voted unanimously. The Clerk had Mr Lock sign an Acceptance of Office form in her presence. A Register of Interests form was also given for completion.

**19. Date of next meeting** – an Extra Ordinary Meeting of the Council will be held on Monday 5<sup>th</sup> June 2023 at 7pm in the Village Hall for the purpose of approving Annual Governance Report and Internal Audit for the financial year 2022-23.

Cllr Mihr, Chair, closed the meeting at 9pm.

Andrea Morris  
Clerk & RFO  
18<sup>th</sup> May 2023

  
Geoff Mihr, Chair

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Andrea Morris, Clerk