

**MINUTES OF THE MEETING OF
CONEY WESTON PARISH COUNCIL
HELD ON THURSDAY 6TH JULY 2023 AT 7.00PM
AT CONEY WESTON VILLAGE HALL**


PRESENT: Councillors Clarke, Craig, Flood, Francis (Minute-taker), Lock
County Councillor J. Spicer, District Councillor A. Smith
3 members of the public

Councillor Clarke, Vice Chair, opened the meeting at 7pm.

- | AGENDA ITEM | ACTION |
|---|---------------|
| 1. To receive apologies for absence and approve the reasons given – apologies were received from Cllr Mihr and the Clerk, both of whom were on annual leave | |
| 2. Declarations of interest - Cllr Clarke - Bowling Club, Cllr Francis - Village Hall. | |
| 3. To approve the minutes of the last Parish Council meeting held on 5th June 2023 - item 10.2 of draft being raised at this meeting as per Standing Orders at Agenda Items 17 a) and 17 b). The remaining minutes were agreed as a true record of that meeting - proposed by Cllr Clarke, seconded Cllr Lock and voted unanimously. | |
| 4. Scheme of public speaking – requests were received from 2 members of the public to speak on items 5 and 7.1. | |
| 5. County Councillor's Report –
<u>Flooding/Drainage issue</u>
Cllr Spicer referred to a detailed report (See Appendix 1) from the Suffolk Highways Maintenance Engineer, and because of the technical nature of the report Cllr Spicer committed to inviting the engineer to a village meeting at which interested parties would be invited for a Q&A session.
The length of time this process has taken is apparently due to difficulties in communicating the landowner's agent.
One member of the public raised the issue arising from the 2016 report which indicated a possibility of the drains being blocked with concrete. A copy of the report will be forwarded to Cllr Clarke.
A diseased sycamore near the memorial was highlighted in the report. Ownership is to be investigated by the Chair of the village hall. Cllr Smith will report to Cllr Spicer the relevance of the Local Plan. | BF
AS |


Peter Clarke, Vice Chair

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Cllr Bren Francis, Note taker

Highways - Cllr Spicer has queried why Coney Weston was not on the list for ANPR rotation list and awaits a response.

Pavement closure 30th August, B1111 at Stanton on the north side for re-surfacing. Closure will be just past Hillcrest down to A143. Signage may appear in Hopton advising. Some work to be carried out in Hepworth in August.

Arising from the recent RTA on the bend outside Town House, Cllr Spicer committed to look into improving the white line signage. JS

The issue with the pavement and fence on the bend possibly falling into the ditch was raised. A crack in the pavement has deteriorated - Cllr Francis will take photos periodically to monitor. BF

6 District Councillor's Report

Solar Farm project

This has still not been resolved by the officers, delay is due to landscaping comments on ecology from WSC contractor.

Natural England were referred to for comments. Norfolk County Council are due to respond regarding monitoring the bridge at Rushford – unknown as to whether it has started or is ongoing. The construction traffic would be disruptive for approx. 12 months on unsuitable roads. It has been 60 weeks in planning and it has not been resolved.

Glass bottle banks

Refer to item 12

WSC

There has been a change in administration, there is a mix of Labour, Lib Dems, Green and Independents, The Conservatives are the largest group but are not in control and are waiting for strategic direction.

17. Cllr Clarke, as Chair, brought forward the following item –

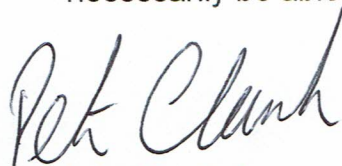
(a) to revisit the resolution unanimously voted on at PC meeting of 6th July 2023 (minute 10.2 refers) Clerk having received requests from 4 Councillors to do so (Standing Order 7(a) refers);

(b) to discuss and agree the frequency of Parish Council meetings including the budgetary effect of Clerk's salary and time.

a) Four councillors requested that this be revisited, note that normally motions are not re-visited for 6 months.

b) Proposal is to have a 6-month trial period of monthly meetings rather than bi-monthly. This will be reviewed in January 2024.

The proposal is to start monthly meetings from August 2023 through to December 2023. It was noted that not all Cllrs will necessarily be able to attend all meetings.



Peter Clarke, Vice Chair

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Cllr Bren Francis, Note taker

The arrangement will commence in August 2023 and will not include December 2023.

Proposed by Cllr Clarke, seconded by Cllr Francis; the vote was not unanimous - 3 Cllrs voted in favour and 2 against.

It was agreed to move the meeting dates to the last Wednesday of each month to enable maximum attendance,

Dates: Last Wednesday of each month, 30 Aug, 27 Sept (apologies from Cllr Smith), 25 Oct, 29 Nov

Proposed by Cllr Clarke, seconded by Cllr Lock and voted unanimously.

It was unanimously agreed that any additional hours worked by the Clerk would be paid at the normal rate.

7.1 Councillors Reports Defibrillator, village group liaison and volunteers – Cllr Clarke advised that a new Playing Field Sub Committee comprising Cllrs Lock (Chair), Clarke and Francis who will be working closely with the 3 remaining Trustees.

One member of the public was concerned about the condition of the playing field. She was advised that we are in the process of engaging a contractor to carry out the work required.

The security of the playing field was raised as an issue and it was acknowledged the locking system of the bollards is faulty. The sub committee committed to dealing with this decision. Cllr Lock to communicate with the Trustees.

Grass cuttings on the playing field - a notice had been sent advising of the fire risk to all adjoining residents.

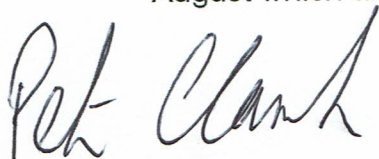
ML

7.2 New residents, village initiatives – Cllr Craig
Cllr Craig advised that there were no updates.

7.3 Website, Facebook page and publicity – Cllr Flood advised that the most popular posts were the Swan quiz and BBQ night. A query was raised about the appropriateness of promoting the pub events – perhaps opening the floodgates for other businesses. Suggested the Clerk seek advice from Jim Friend at SALC.

Clerk

7.4 Community Development & the Village Hall – Cllr Francis advised that it is intended to convert the bus stop to be used to store sandbags and to attach a water butt to provide water for the flowers at the village sign; other initiatives include a 'community store' where surplus vegetables, for example, could be picked up with an honesty box in situ.
Village Hall – tea and cakes, BBQ and then no events in August which allows for a spring clean.



Peter Clarke, Vice Chair

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Cllr Bren Francis, Note taker

The inner door lock has been changed, with plans to have a keypad with a lock for the outer door to allow access to the Book Exchange and batteries. Codes will be available via committee members and a contact list will be displayed.

7.5 Planning, monitoring of notice boards

Monitoring will be added to Cllr Flood's responsibilities. Cllr Lock has offered to take over Planning. Cllr Clarke explained what the role entails.

7.6 Neighbourhood watch, ecology and Speedwatch coordinator – no updates

7.7 Highways, hedges and footpaths, speed device – No updates.

Cllr Clarke, as Chair, moved item 9 forward.

9 To acknowledge and note the resignation of Councillor Macdonald effective 16th June 2023.

The council would like to thank Cllr Macdonald for his work with the Parish Council, Neighbour Watch and Speedwatch.

It was proposed that Neighbourhood Watch and Speedwatch and Ecology be removed from the Agenda and website. Cllr Clarke will contact Mr Macdonald to see if he's still interested in maintaining his role with Neighbourhood Watch.

PC

8 Financial Report

8.1 To review income and expenditure from 1st April 2023 - 18th June 2023 to against budget and to confirm that the bank reconciliation agrees with the bank statements and sign off; proposed by Cllr Clarke, seconded by Cllr Francis and voted unanimously.

8.2 Sign off payment schedule and authorise payments:

8.2.1 Victoria Waples – Internal Audit report for the financial year 2022-23 - £125.00, VAT £0.00, total £125.00

8.2.2 Clerk - salary for the months of - total £502.24

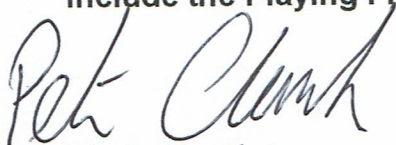
8.2.3 HMRC - personal tax payment for Clerk for the above months – total £112.60

Proposed by Cllr Clarke, seconded by Cllr Lock and voted unanimously.

10 To note the use of Clerk's Delegated Powers, as follows:

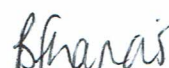
10.1 Reimbursement to Cllr Mihr for the cost of stationery item (HDMI cable) - £9.17, VAT £1.83, total £11.00 (receipt received)

11 To record and approve amendment to the Asset Register to include the Playing Field land registration.



Peter Clarke, Vice Chair

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Cllr Bren Francis, Note taker

Noted. Proposed by Cllr Clarke, seconded by Cllr Lock and voted unanimously.

12 To consider an application and funding of a Planning Application on behalf of the Village Hall for the siting of the bottle banks and shed.

It was clarified that the application is for retrospective permission to move the bottle banks, and build a shed for storage. This was not to approve the plans as they have not been submitted to Planning yet. The purpose is to submit the application on behalf of the village hall to benefit from the Parish Council discount.

Detailed discussion will take place when the formal application has materialised. It was agreed that the Parish Council will not be funding this application; the initial fee will be reimbursed by the village hall. Cllr Lock expressed a concern that by agreeing to submit the application in the name of the Parish Council without prior sight of it, we were in effect supporting it unread. It would place the council in a difficult position if objections are subsequently raised on formal review. Councillors noted this observation.

The process of the Parish Council applying on behalf of the village hall is legally allowed and elaborated on in Appendix 2 paragraph 8 of LTN21 (see attached)

Proposed by Cllr Clarke, seconded by Cllr Flood – the vote was not unanimous - 3 voted in favour and 1 against.

13 To approve renewal of Society of Local Council Clerks (SLCC professional body) membership at a cost of £80.00.

Proposed by Cllr Clarke, seconded by Cllr Craig and voted unanimously.


14 To review the current version of the Emergency Plan.

Cllr Francis has updated the Plan, and new updates need to be incorporated. Cllr Clarke suggested we adjourn this until the next Clerk meeting.

15 To consider funding for the village sign flowers

A new volunteer has taken over this task. The process for the volunteer to receive recompense will be checked by the Clerk. Clerk

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Peter Clarke, Vice Chair


Cllr Bren Francis, Note taker

Meeting duration at 2 hours - Standing order 3(x) requires a majority vote to extend the time.
Cllr Clarke proposed a further 10 minutes seconded by Cllr Francis.

16 To consider the Public Space Protection Orders (PSPOs) survey.

Currently this survey does not appear to be relevant to our village, but if that changes then we will re-visit.

18 To consider any correspondence received and matters for Council's attention since publication of the agenda.

An email has been received regarding the bottle banks and the shed, but it is more appropriate for discussion when the planning application has been received. Clerk to respond and to refer to item 12 and explain the rationale. Clerk

19 Date of next meeting – Wednesday 30th August 2023 at 7pm in the Village Hall.

Cllr Clarke, Chair, closed the meeting at 9.07pm



Peter Clarke, Vice Chair

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Cllr Bren Francis, Note taker