

WHERSTEAD PARISH COUNCIL

Chairman: Cllr David Baldry

Parish Clerk: Jill Davis 07984733352

Minutes of the Parish Council Meeting of WHERSTEAD PARISH COUNCIL held in The Room on TUESDAY THE 13th JULY 2021 at 7:30pm.

Present: Councillors: Baldry, Coates, Cobb, Knibbs, Loader, Moyes and Head

Parish Clerk: Jill Davis - not in attendance

Public: 0

Babergh and Suffolk Councillors: Gould & Hudson (by telephone)

Abbreviations: **Cllr:** Councillor. **PC:** Parish Council. **BDC:** Babergh District Council. **SCC:** Suffolk County Council. **B/MSDCs:** Babergh/Mid Suffolk District Council. **CAS:** Community Action Suffolk. **SALC:** Suffolk Association of Local Councils. **LCPAS:** Local Council Public Advisory Service. **CEP:** Community Emergency Plan. **VDF:** Village Development Framework. **RoW:** Rights of Way. **TAG:** Tourism Action Group. **AONB:** Area of Outstanding Natural Beauty

The council and members of the public were reminded by notice and by the Chairman that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded. This *does not extend to live* verbal commentary.

1. Welcome by The Chairman

The Chairman opened the meeting at 7:34pm and welcomed everybody

2. Apologies for absence: to receive and not apologise

Jill Davis – Parish Clerk – leaving at the end of July 2021

3. Dispensations: to consider requests

No dispensations requested

Cllr Coates **Declaration of Interest** as committee member of Wherstead PCC – prior declaration submitted under Register of Members' Interests.

No other declarations of Interest Offered

4. To approve the minutes of the Parish Council Meeting held on the 30TH of MARCH 2021:

These minutes were approved by resolution.

5. To approve the minutes of the Parish Council Annual Meeting held on the 27TH of MAY 2021:

These minutes were approved by resolution

6. To approve the minutes of the Parish Council Extraordinary Meeting held on the 30th of June 2021:

These minutes were approved by resolution

7. Public Participation Session: for the public to talk to Cllrs about items only on the agenda

No members of the public present

8. Clerk's Report: Items received after publication of the agenda or for items needing discussion

a. District Cllr Gould report had been shared with Cllrs

9. Clerk's Correspondence Report: Items received after the publication of the agenda or for items needing discussion

No items

10. On-going matters

a. Quotes for Surface Water Flooding Works

Cllr Baldry is still to obtain 3 quotes for the Surface Water Flooding Work behind the Strand.

b. Damaged fencing under Orwell Bridge

Cllr Coates has received confirmation from Highways England that the damaged fencing directly under the Orwell Bridge will be replaced once the bearings work is complete – expected end September 2021.

Highways England have confirmed other repairs to fencing will be part of a maintenance program

It was agreed to erect a sign informing residents of the work to be completed.

c. Illegal Signs in Parish

Cllr Coates is currently reviewing the complex guidance issued by Suffolk County Council

d. Statutory Documents

Cllr Head completed in meeting and will email across to Parish Clerk

e. Cllr Head confirmed resignation withdrawn

f. Planting in Church Lane

Item discussed at meeting but not concluded

A preference was expressed by some councillors to split existing plants growing around the Parish

11. Financial Matters:

a. Annual zoom membership of £140 renewed

Proposed: Cllr Head

Seconded: Cllr Loader

Confirmed that the autorenewal has now been cancelled.

b. Annual Ionos payment of £45.60.

Proposed: Cllr Baldry

Seconded: Cllr Loader

- c. **Financial Risk Assessment**
Cllr Baldry has reviewed and will finalise once Parish Clerk vacancy filled
 - d. **Asset Photographs**
Cllr Baldry has taken photographs of all the assets listed in the Parish Asset Register
 - e. **Asset Register**
Cllr Baldry has updated the Parish Register and will finalise once Parish Clerk vacancy filled
 - f. **SALC payroll Service**
Set up of service and monthly fee of £12 agreed
Proposed: Cllr Loader
Seconded: Cllr Head
Confirmed that we will only be invoiced for months when SALC run the pay role, i.e. as we have only had Jill for 3 months, we will only incur £36.00 cost until new clerk is in place.
 - g. **Certificate of Exemption has been emailed to the External Auditor**
The members noted the resolution
 - h. **External Auditor has been informed of the figures for 2019-2020 being reinstated as the 2020-2021 Financial Figures could not be balanced**
The members noted the resolution
 - i. **Parish Clerks/RFO expenses – May, June, July 2021**
Expenses of £113.65 approved
Proposed: Cllr Loader
Seconded: Cllr Head
- 12. Planning Matters**
- a-i **To update members concerning Planning Applications (paper)**
Cllr Coates updated the members. Appendix WPC 1 attached
 - j. **Protocol for Pre-Planning engagement with Developers**
The item was discussed but not fully concluded at this meeting
Cllr Loader to update document based on review comments received and issue for final review.
- 13. Neighbourhood Planning Matters**
- a. **Consider approval of AECOM report**
Updated report due 16/07/21 – sign off date to be agreed
 - b. **Consider approval of Local List**
Dr Joff signed off and circulated 13/07/21
 - c. **Consider approval of Suffolk Wildlife Trust report**
Updated report still awaited
 - d. **Consider approving/debate of the 2nd draft of the NP plan**
Further meetings arranged 22/07/21 & 7th Aug to discuss and finalise
 - e. **Consider the creation of a Terms of Reference for the N/P Team**
This item was discussed but not fully concluded at this meeting
Cllr Coates to prepare the draft.
- 14. New Matters**
- a. **Consider implementing a First Responder in the Parish**
This item was discussed but agreed no further action at this time
 - b. **Cut back footpath from Bourne Terrace to Ski Slope**
Cllr Coates confirmed request submitted and works due to be completed within 20 days from 5th July.
 - c. **Framlingham Country Show Poster**
The date for submission to the Parish Magazine has closed
 - d. **Request for Fox's Marina for additional dog bin**
The item was discussed and rejected. There is an existing dog bin within 30m of the marina. Cllr Baldry to notify Fox's.
- 15. Payments to consider: July 2021 payments**
The following payments were approved by members. Cllr Knibbs, Baldry and Head signed the cheques.
1. 100773 BDC – Litter/Dog Bin £124.11 VAT £24.82 = £148.93
 2. 100774 Cllr Knibbs – Ionos = £45.60
 3. 100775 Cllr Knibbs – zoom = £143.88
 4. 100776 Cllr Loader – gift = £12.99
 5. 100777 Chelmondiston Parish Council = £10
 6. 100778 Chelmondiston Parish Council = £10
 7. 100779 Chelmondiston Parish Council = £10
 8. 100780 – Expenses (May, June & July 2021) = £112.99 VAT £0.66 £113.65

**The next meeting of the Parish Council:
TUESDAY 14th SEPTEMBER 2021 AT 7:30PM
WHERSTEAD MEETING ROOM**

The Chairman thanked all the members and closed the meeting at 9:23pm

Signed: