

WHERSTEAD PARISH COUNCIL

Chairman: Cllr David Baldry

Parish Clerk: Vacancy

Minutes of the Parish Council Meeting of WHERSTEAD PARISH COUNCIL held in The Room on TUESDAY THE 11th Jan 2022 at 7:30pm.

Present: Councillors: Baldry, Coates, Blackwood and Loader

Parish Clerk: Covered by Cllr Coates

Public: No members of the public attended

Babergh and Suffolk Councillors: Cllr 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 7:36pm and welcomed everybody

2. Apologies for absence:

Cllr Gould, Cllr Cobb, Cllr Moyes

3. Dispensations: to consider requests

No dispensations requested

No declarations of Interest Offered

4. To approve the minutes of the Parish Council Meeting held on the 9th Nov 2021:

These minutes were approved by resolution.

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

No issues were raised.

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

a. District Cllr Gould's report had been shared with Cllrs

b. Letter from Cllr David Cobbold, Belstead PC, suggesting that WPC should consider applying for an official designation for the salt grass area on the boundary with Belstead. The Neighbourhood Planning team have been advised.

Action: Cllr Baldry and Cllr Coates to meet with Cllr David Cobbold and visit the site.

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

None.

7. District & County Councillors reports

Cllr Hudson SCC:

There is a significant amount of concern and discussion over the A14 Junction 55 proposals.

It was confirmed that Wherstead had submitted comments on the J55 proposal.

Cllr Hudson confirmed he would attend the meeting with Helen Lightfoot re- the parking on Bourne Hill. WPC are awaiting proposed dates from Ms Lightfoot in Highways.

The action to confirm ownership of the viewing platform on Bourne bridge is ongoing.

Cllr Hudson was advised of the application for development of the Walled Garden site.

Cllr Hudson invited any WPC Cllr to contact him on any issue he can be of assistance with.

8. Vacancies

a) Parish Councillor.

Jak Blackwood has been co-opted onto the Parish Council.

There is still one vacancy for a councillor and it was agreed to advertise this in the Parish Magazine.

The vacancy will be promoted at the two public meetings the Parish Council are hosting this week (14th and 15th Jan)

b) Parish Clerk and RFO

No applicants have been received so far.

The Advert is still running on the SALC website.

The job titles (Clerk and RFO) may be off putting for some potential applicants and the roles need to be explained to encourage applicants.

The posts to be advertised by:

- An Email, Social-media and Parish Mag (Parish Mag advert to be in a 'text box'.)
- Poster for Village hall and notice boards.

Action: Cllr Blackwood to produce the copy for the Parish Mag and the Posters.

Splitting the RFO and Clerk roles was also discussed and subject to financial constraints was considered favourably as an option.

9. On-going matters

a. Drainage Improvements Strand Field:

Ditch has been dredged, reprofiled, extended and the bund constructed.

Installation of the marker post and seeding of the bund has still to be complete.

Several residents have expressed that the drainage improvements are working well and are grateful for the work that has been undertaken.

b. Parking on Bourne Hill

Awaiting meeting with Highways.

c. Bourne Bridge tidy up

One small stretch of Bourne Bridge needs to be cleared of weeds.

Action: Cllr Baldry and Cllr Cobb to undertake final clear up.

d. Bin in Pannington Hall Lane

One incident of fly tipping has occurred and been reported to SCC.

The trial will run for 6 months and then SCC will discuss how to fund.

e. Street Lighting

Pannington Hall lane lights are unreliable

WPC cannot just leave lights 'not working' as they either have to be repaired or removed.

Action is with BDC to provide costings for options.

f. Broadband Proposal for The Room

This proposal needs more work, so is ongoing.

g. Planting in Church Lane

Four test sites have been planted at no cost to the Parish Council

h. Damaged fencing under Orwell bridge

Fencing has now been replaced by National Highways.

10. Financial Matters:

a. 2022~2023 budget

Version 7 of the Budget (attached to these minutes) was adopted by WPC

Proposer Cllr Baldry, Seconded Cllr Loader: Unanimous

The Budget includes expenditure to fund the salary for an experience Parish Clerk and Responsible Financial Officer.

b. Precept

The tax base (number of equivalent band D properties in the Parish) has been increased by Babergh & Mid Suffolk by 37 as new homes are constructed and sold on the Klondyke development.

In order to fund the salary for an employed Parish Clerk and Responsible Financial Officer the precept will be increased from £26.24 (50p per week) to £39.38 for a band D property within the Parish (76p per week).

It was proposed to set the precept to £5985 per annum
Proposer Cllr Baldry, Seconded Cllr Loader: Vote: Unanimous
Action: Cllr Baldry to complete and submit the precept forms.

CIL Projects

c. CIL Expenditure report

The drainage improvements to Strand field are almost complete and the invoice for the groundwork has been received (£4416.00 inc. vat). This is partially funded from a locality grant (£1000) with the remaining amount coming from the CIL fund.

d. CIL Project proposals:

Cllr Baldry has requested a quote for the repair of the raised flower beds at the bottom of Bourne Hill.

Action: Residents are to be encouraged to propose other CIL projects (must be infrastructure based).

e. Parish Infrastructure Investment Plan

Action: WPC to produce a PIIP plan.

11. Governance and Audit requirements

a. Internal Controls

It is believed this function is covered by the following policies.

Action: Cllr Coates to confirm the definition of Internal controls and ensure they are covered by the following headings.

b. Financial Risk Assessment

The '2021-2022 Finance Management Risk Assessment Wherstead draft V1', has been reviewed by WPC.

It was agreed that the current version can remain in use based on the review comments.

Action: Cllr Baldry to update the document as appropriate.

Action: All councillors to provide comments as to how the process can be simplified.

c. Standing Orders

The Standing Orders adopted on the 15th May 2018 have been reviewed by WPC.

It was agreed that these standing orders can remain in use based on the review comments.

Action: Cllr Coates to consult with SALC and update the document as appropriate.

d. Financial regulations:

The 2021.12.21 WPC Draft Financial – regulations have been reviewed by all members of WPC.

It was agreed that these financial regulations can remain in use based on the review comments.

Action: Cllr Loader to update the document as appropriate.

Action: Cllr Baldry to arrange for Cllr Loader to have access to SALC resources.

e. Asset Register:

The WPC Assets 20-21 draft has been reviewed by WPC.

It was agreed that this asset register can remain in use based on the review comments.

Action: Cllr Baldry to update the document as appropriate.

SCC have offered to undertake an annual inspection of the viewing platform.

Action: Cllr Baldry to confirm what insurance cover WPC have in place for the assets.

f. Finance and Audit committee

The proposal is to set up a committee rather than an Advisory Group.

A draft for the terms of reference has been prepared and reviewed.

Action: Cllr Loader to update the terms of reference.

The agreement to continue to use the current documents, whilst the updates take place was proposed by Cllr Coates, seconded by Cllr Baldry and approved unanimously.

12. Planning Matters

a. A14 J55 improvements and Anglian water pipeline

WPC has submitted comments on both these applications.

b. Walled Garden Application DC/21/06427.

Public meetings are arranged for 14th and 15th Jan 2021

A meeting with Pigeon has been arranged for the 18th Jan.

The text of a letter to Pigeon advising them of concerns with the current proposal was agreed.

The meeting had a wide ranging discussion on the appropriateness of the development, the implications of the Neighbourhood plan, questionnaire, 2006 Local Plan, and emerging JLP 2019 on the PC's position.

The Parish Council's response will be written after the meetings with the Public, and other stakeholders.

13. Neighbourhood Planning matters:

- a. Comments have been received back as part of the consultation.

Action: All Cllrs to comment on the review comments received.

14. Quiet Lanes:

SCC Have requested that Parish Councils undertake the work of attaching signs to the posts they will install. This has been agreed.

15. New Matters

None

16. Payments to consider: July 2021 payments

The following payments were approved by members Proposer Cllr Loader, seconded Cllr Coates.

Unanimous

Cllr Baldry and Cobb signed the cheques.

1. Cheque no. 100789 Five Castles Parish Mag £209.00
2. Cheque no. 100790 Ian Theobald Raised Beds £80.00
3. Cheque no. 100791 D. Baldry Raydon Xmas trees x2 £144.00
4. Cheque no. 100792 Helen Refreshments Tree Decorating/Carols £23.43
5. Cheque no. 100793 Sarah Knibbs Xmas tree decorations £41.37
6. Cheque no. 100794 Holmes Plant and Construction £4416.00
7. Cheque no. 100795 Onesuffolk.net village website £60.00

The next meeting of the Parish Council:

TUESDAY 15th March at 19.30

WHERSTEAD MEETING ROOM

The Chairman thanked all the members and closed the meeting at 9:45pm

Signed:

Appendix 1: Financial Summary: Wherstead Parish Council

| Balance | Opening Balance April 2021 | | Closing Balance Dec 2021 | |
|--------------------------|-------------------------------|-------------------|--------------------------------|--------------------|
| 00957763 Current account | 7th April | £ 5,559.17 | 24th Dec | £ 46,097.08 |
| 30523593 Savings | 28th April | £ 3,083.09 | 25th Dec | £ 3,083.33 |
| 60957828 savings | 28th April | £ 573.78 | 26th Dec | £ 573.81 |
| Total | | £ 9,216.04 | | £ 49,754.22 |

| | |
|-----------------------------------|--------------------|
| Calculated current Balance | |
| Annual Opening balance | £ 9,216.04 |
| Annual Income | £ 50,980.23 |
| Drawn expenditure this year | £ 10,442.23 |
| Calculated current balance | £ 49,754.04 |

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|--------------------------------|---------------|
| Audit Check | |
| Bank Statement Closing balance | £ 49,754.22 |
| Calculated Balance | £ 49,754.04 |
| Variance | £ 0.18 |

Your balances on 24 December 2021

Business Current Accounts

| | |
|--|-------------------|
| Business Current Account Statement | £46,097.08 |
| | |
| Sort Code 20-44-51 • Account No 00957763 | |

Business Savings Accounts

| | |
|--|------------------|
| Business Premium Account | £3,083.33 |
| | |
| Sort Code 20-44-51 • Account No 30523593 | |
| Business Premium Account | £573.81 |
| | |
| Sort Code 20-44-51 • Account No 60957828 | |

This is the end of your account summary.

This statement includes two CIL payments for the Klondyke development. One from the last financial year and a second from this financial year. The CIL payments can ONLY be spent on infrastructure projects.

Details of the £95 additional grant from BDC (19/4/2021) is required.

Copy of V7 Budget:

| | | |
|---|-----------------|---|
| 2022~2023 Budgets | | |
| Council day to day expenditure | | |
| BHIB Ltd - PC insurance 2021-22 | 400.00 | |
| SALC subscription 2021-22 | 190.00 | |
| Five Castles Parish Magazine | 600.00 | Assume 4 x £150 |
| SCC Street Lighting | 530.00 | |
| BDC Dog Bin waste collection | 150.00 | |
| Ionos Email addresses | 46.00 | |
| Printer Ink / Paper / Office consumables | 100.00 | |
| SALC internal audit review | 292.80 | |
| Limited Assurance review (PFK LittleJohn) | 288.00 | |
| Web | 60.00 | |
| JT Gardening | 80.00 | |
| Parish Clerk & RFO | 5,170.24 | Salary, SALC Payroll, Working from Home allowance, expenses |
| Training | 100.00 | |
| WPC Clerk's Computer | 500.00 | New lap top plus software |
| | | |
| Day to Day Total | 2,836.80 | |
| Day to Day including clerk and PC cost | 8,507.04 | |

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|---------------------------|---|--|
| Neighbourhood Plan | | |
| | - | |

| | | |
|------------------------|--------|--|
| Covid Fund | | |
| Christmas Trees | 150.00 | |
| Wherstead Park tickets | - | |
| Zoom Licence | - | |

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|-------------------------|--|--|
| CIL Budget | | |
| Bourne Hill Flower Beds | | |
| Village Sign | | |

| | | |
|------------------------------|---|--|
| Bourne Bridge Project | | |
| None | - | |

| | |
|-----------------------------|-----------------|
| Total Budgeted spend | 8,657.04 |
|-----------------------------|-----------------|

<End>