

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 15th March 2022 at 7:30pm.

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

Parish Clerk: Covered by Cllr Coates

Public: Mr A. Myers

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 7:38pm and welcomed everybody

2. Apologise for absence:

Cllr Blackwood.

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 11th Jan 2022:

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

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

a. Litter Pick:

Agreed to hold a litter pick on Sunday the 10th April, 9.30 start in The Room for Bacon Butties.

- Cllr Blackwood to create a poster for distribution by Parish Email and possible flyer.

- Cllr Coates to confirm availability of The Room with G.Silwood.

- Cllr Loader to purchase food and drink

- Cllr Baldry to arrange for collection of litter after the event.

b. Bin in Bourne Terrace:

Action: Cllr Coates to write to Bellway requesting to know if litter / dog waste bins will be provided by woodland.

c. Double Decker Bus parking

The double decker bus which has been parking on Bourne Hill and by the end of The Street has now moved on.

7. District & County Councillors reports

Cllr Hudson SCC:

Parking on Bourne Hill: Cllr Hudson will support the request for a meeting with Helen Lightfoot (SCC Highways) to arrange meeting to discuss parking options on Bourne Hill.

Wifi in The Room: Cllr Hudson agreed to support the installation of Wifi in the Village Hall and will fund the capital expenditure.

Action: Cllr Coates to write to the Co-Op updating them with the information Cllr Hudson is supporting the project.

Junction 55 improvements:

Cllr Hudson is receiving a lot of concerned correspondence about the proposals. Pinewood intends to hold public meetings (some have been postponed due to covid).

Action: Cllr Coates to forward the Parish's response to the junction improvement proposal to Cllr Hudson.

Bourne Bridge:

Action: Cllr Baldry to write to Cllr Hudson about the ownership of parts of Bourne Bridge.

8. Vacancies

a) Parish Councillor.

Andy Myers has agreed to join the Parish Council Team and will be co-opted on before the next meeting.

b) Clerk RFO:

Action: Cllr Loader to produce a clear advert, with pay rate and role for distribution. The Parish Email list will be the main route, but flyers may also be used.

The vacancies will also be advertised at the Saturday Parish Meeting on the 7th May.

(Consider contacting other local Parish Councils).

9. On-going matters

a. Drainage Improvements Strand Field:

Structural work complete, landowner and farmer informed, concrete marker post installed. Bund just requires re-seeding.

Payment:

The first cheque written to Pay Holmes Groundwork (100794) was returned by the bank as suspected fraud. Cllr Baldry spoke with the bank and resolved the issue and a second cheque was written (100796), unfortunately this was also returned by the bank as suspected fraud.

Cllr Coates personally paid the invoice and has claimed the amount back from the Parish Council, cheque 100799.

b. Parking on Bourne Hill

Cllr Hudson is chasing to arrange the meeting with Helen Lightfoot (Highways).

Cllr Cobb has copies of all recent correspondence from residents on this matter including the suggestion to limit commercial parking.

c. Wifi in The Room

The Co-Op have been contacted and asked if they would be able to support the installation by providing the data capacity with the Parish funding the capital expenditure cost.

d. Bin in Pannington Hall Lane

The bin was damaged in recent high winds and has been replaced.

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

Costings for options to upgrade / remove street lights where presented:

- Upgrade from Sodium to LED ~ £550
- Removing lamp ~ £565
- Upgrade from Sodium to LED + Telecell ~ £610

Cost savings on the annual operating costs and a reduction in the carbon footprint can be achieved.

It is believed that work on the lamps can be paid for from the CIL fund

Action: Cllr Coates to confirm if CIL can be used.

Action: Cllr Coates to cost and put forward a number of options

Affected residents will be canvassed before any action is taken.

f. Adoption of Woodland in Belstead

It was agreed not to pursue this and Ian Poole (NP Consultant) has confirmed it would not be included in the NP.

10. Financial Matters:

a. Statement on Financial position:

The current financial position was presented and a variance of 0.18p was noted. The financial summary is attached to these minutes.

b. Bank Mandates

Cllr Baldry has arranged for the bank mandates to be updated, removing legacy Cllrs and Clerks and adding Cllr Coates as a signatory.

Telephone / online banking has also been enabled.

c. VAT Receipts

Motion to release invoices to Helen to complete the VAT return, minus the receipt for the flowers (as receipt cannot be found) was proposed by Cllr Baldry and seconded by Cllr Cobb.

Unanimously agreed.

The financial regulations require the parish finances to be checked and signed off.

Action: Cllr Cobb will check and sign off the accounts (if agreed).

CIL Projects

d. CIL Expenditure report

Strand field drainage improvements is complete except for re-seeding.

Action: Cllr Baldry is completing the CIL report.

e. CIL Project proposals:

Cllr Baldry has obtained a quote to renovate the surround to the flower border at the bottom of Bourne Hill.

Action: Cllr Baldry and Coates to meet with supplier and discuss details of project.

f. Parish Infrastructure Investment Plan

Action: WPC to produce a PIIP plan.

11. Governance and Audit requirements

a. Financial Risk Assessment

Motion to adopt the Financial risk assessment following review, Version Draft A Jan 2022.

Proposed Cllr Coates, seconded Cllr Baldry: Unanimous

b. Standing Orders

Motion to adopt Standing Orders following review, Version Feb 2022

Proposed Cllr Coates, seconded Cllr Baldry: Unanimous

c. Financial regulations

Motion to adopt Standing Orders following review, Version 2

Proposed Cllr Loader, seconded Cllr Baldry: Unanimous

d. Assets register

Adopted at last meeting.

Action: Cllr Baldry to confirm version number.

e. Finance and Audit committee

Ongoing action to establish the committee.

12. Planning Matters

a. Wherstead Road Crossing

BMSDC have approved the application, but it is believed to still be under review with SCC.

Action Cllr Baldry and Coates to discuss with BMSDC Planning at next liaison meeting.

b. Walled Garden Application DC/21/06427.

It is understood that following discussion between BMSDC and Pigeon that the plans are being revised. WPC is awaiting an updated submission.

c. Homefield Meadow

It is understood the 106 agreement is progressing and the commuted sum and adoption of the road has been agreed in principle.

d. Approved applications:

The planning application to re-render Bourne Hall in lime render has been approved.

e. HMS Ganges development:

Woolverstone hosted a meeting of affected Parish Councils and the developer to discuss concerns over the construction traffic for the substantial development.

Follow up meetings to provide a communication route between the Parish Councils and developer will be held.

f. Bellway site issues

The Polystyrene has now been cleared up and work has started on the fencing repairs. Work to clear the fallen trees in the woodland is due to start soon.

g. Satellite Dish application:

The application states the site is predominately brownfield which is incorrect.

Action: Cllr Coates to write to the AONB officer clarifying the status of the site.

The majority of the application is sited in the AONB.

Action: Cllrs to consider the application and advise Cllr Coates of comments.

h. Warehouse C at Bobbits

The Parish Council submitted a response today 14th March.

i. Bus Stop:

Initial review of this application has not raised any comment.

Action: All Cllrs to consider the application and provide comments to Cllr Coates.

13. Neighbourhood Planning matters:

- a. Consultation comments have been received and reviewed.

The NP is being updated and a response to each comment prepared for publication.

- b. Motion to approve Version 7 of the 'Appraisal of views' was proposed by Cllr Coates, seconded by Cllr Baldry. Passed unanimously

14. Quiet Lanes:

Wherstead application has been approved and the signs will be ready for collection shortly. Cllr Baldry and Coates have volunteered to install signs.

Installation is dependant upon the installation of the posts in Vicarage and Valley Lane.

15. New Matters

a. Independent living

Motion to include information on independent living in next Parish mag and village web site was proposed by Cllr Coates, Seconded Cllr Baldry. Unanimous

b. Festival of Suffolk Torch relay

Agreed to support this activity.

Action Cllr Baldry to Call Oliver to discuss the proposal.

16. Payments to consider: to March 2022 payments

The following payments were approved by members Proposer Cllr Baldry, seconded Cllr Cobb. Unanimous

Cllr Baldry and Cobb signed the cheques.

1. Cheque no. 100796 Holmes Plant (returned by Bank)
2. Cheque no. 100797 Five Castle Press (£158) Parish Magazine
3. Cheque no. 100798 Reed digital (artwork for public presentation) (£8.76)
4. Cheque no. 100799 R.Coates to cover cost of Holmes Plant due to Bank rejection of previous cheques due to suspected fraud.

The next meeting of the Parish Council:

TUESDAY 10th May at 19.30

WHERSTEAD MEETING ROOM

The Parish meeting will be held on Saturday the 7th May between 14.00 and 16.00. The event will include Tea and Cakes, promote activities the Parish has undertaken and seek views on future activities.

Action: Cllr Coates to confirm availability of The Room on Sat 7th

Action: Cllr Blackwood to prepare artwork for distribution.

The Chairman thanked all the members and closed the meeting at 9:40pm

Signed:

Appendix 1: Financial Summary: Wherstead Parish Council

Balance 1st April 2021	Opening Balance April 2021	Closing Balance Feb 2022		
00957763 Current account	7th April	£ 5,559.17	24th Dec	£ 45,478.79
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		£ 49,135.93
Calculated current Balance				
Annual Opening balance	£ 9,216.04			
Annual Income	£ 50,980.23			
Drawn expenditure this year	£ 11,060.52			
Calculated current balance	£ 49,135.75			
Audit Check				
Bank Statement Closing balance	£ 49,135.93			
Calculated Balance	£ 49,135.75			
Variance	£ 0.18			

Your balances on 25 February 2022

Business Current Accounts

Business Current Account Statement	£45,478.79
.....	
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	

Income 2021 ~ 2022		
12/04/2021	CIL: Bellway 2020 payment	£ 19,263.57
19/04/2021	Additional grant BDC	£ 95.00
12/04/2021	Precept 2nd Precept 2021	£ 1,509.00
01/04/2021	30523593 Savings interest	£ 0.08
01/04/2021	60957828 Savings interest	£ 0.01
13/09/2021	Precept 2nd Precept 2021	£ 1,509.00
Jun-21	NP Grant - Groundworks	£ 8,340.00
Oct-21	CIL: Bellway 2021 payment	£ 19,263.57
01/11/2021	BDC Locality Grant (Towards Drainage on Strand field) £1000	£ 1,000.00
Total		£ 50,980.23

Expenditure 2021~2022	inc vat		C. No.	Drawn
29/04/2021	BHIB Ltd - PC insurance 2021-22	397.85	100739	
29/04/2021	SALC subscription 2021-22	188.13	100740	
29/04/2021	PKF Littlejohn audit 2020	288.00	100769	
27/05/2021	Five Castles - Mag no 113	208.00	100770	
27/05/2021	Wickes Padlock	9.00	100771	
27/05/2021	SCC - Street Lighting 2020-21	526.74	100772	
13/07/2021	BDC - Dog waste collection april 21 - March 22	148.93	100773	
13/07/2021	Ionos email addresses (SLK)	45.60	100774	
13/07/2021	Zoom licence 2021-22 (SLK)	143.88	100775	
13/07/2021	Bourne Garden Centre (FL)	12.99	100776	
13/07/2021	Chelmo PC (Part of Jill Davis agreement)	10.00	100777	
13/07/2021	Chelmo PC (Part of Jill Davis agreement)	10.00	100778	
13/07/2021	Chelmo PC (Part of Jill Davis agreement)	10.00	100779	
13/07/2021	J Davis Expenses May - July 2021	113.65	100780	
	J.Davis (Clerk) Wages	903.24	100781	
	J.Davis Expenses	20.72	100782	
	Suffolk Wildlife Trust Trading Ltd (NP)	2,160.00	100783	
	Mr D.Andrew Whittle	35.00	100784	
	Five Castles (Parish Mag)	208.00	100785	
03/11/2021	PFK LittleJohn LLP (External Audit)	240.00	100786	
	Printer Ink (Parish Printer)	60.49	100787	
24/12/2021	Ian Poole, Neighbourhood Plan Places for People	4,762.50	100788	
	Parish Mag five castles press	209.00	100789	
	Garden mainetenanccce (raised beds) Theobald	80.00	100790	
	Christmas trees (2 off) Baldry	144.00	100791	
	Refreshments Xmas Tree decorating / carols Helen	23.43	100792	
	Christmas tree decorations Sarah Knibbs	41.37	100793	
	Ditch Strand Field Holmes Plant	4,416.00	100794	Returned
	Website OneSuffolk	60.00	100795	
	Ditch Strand Field Holmes Plant	4,416.00	100796	Returned
	Parish Mag five castles press	158.00	100797	ND
	Reed digital artwork (NP Presentation, Chris Browes)	8.76	100798	ND
	Total Drawn	11,060.52		
	Total	11,227.28		

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