

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 10th May 2022 at 7:30pm.

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

Parish Clerk: Covered by Cllr Coates

Public: None

Babergh and Suffolk Councillors: None in attendance.

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.*

Welcome by The Chairman

The Chairman opened the meeting at 7:30pm and welcomed everybody

1. Election of Chairperson

Cllr Cobb nominated Cllr Baldry for Chair, seconded by Cllr Loader.

Unanimous in favour.

2. Election of Vice Chair

It was agreed to continue with the policy of not having a vice chair. One would be appointed if required.

3. Statutory Documents for members

Cllr Myers returned all statutory documents to the Chair

Action: All members are required to review statutory documents to ensure no updates are required.

4. Apologise for absence:

None

5. Dispensations: to consider requests

No dispensations requested

No declarations of Interest Offered

6. To approve the minutes of the Parish Council Meeting held on the 15th March 2022:

These minutes were approved by resolution.

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

No issues were raised.

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

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

b. A Merrell family member has written to the Parish council request to see any parish records during their visit on the 7th June. This has been re-directed to the Church.

c. The Women's cycle tour will be in Suffolk and coming through Wherstead on the 6th June. The Parish Council will promote this via the Village Email system and social media.

Action: Cllr Coates to arrange publicity.

9. District & County Councillors reports

Cllr Gould's report has been received:

- Cllr Gould has been offered a cabinet role for Climate Change, Biodiversity and Sustainable Travel.

Action: WPC to write to Cllr Gould congratulating her on the appointment.

- Women's cycle tour was raised. This is already being supported (see 8c above.)

10. Vacancies

a. Clerk RFO:

The precept has been increased so funding is now in place for this role.

Discussion of the best way to advertise to find a recruit where discussed (Advertising at the local school, Local businesses, new arrivals on Klondyke)

A separate meeting will be held w/c 16th May to focus on this issue.

Action Cllr Coates to confirm availability of The Room (it may be possible to use the Church as an alternative).

b. Resignation:

Cllr Loader informed the meeting she will be resigning from post and this will be her last Parish Council meeting. She was thanked for all her hard work.

11. On-going matters

a. Parish Magazine

Following discussion, it was proposed to set up a new editorial team, led by Cllr Blackwood and invite Tom Loader. First action will be to produce a terms of reference for the magazine by the 16th May.

Proposed Cllr Coates, Seconded Cllr Baldry. Unanimous.

b. Parking on Bourne Hill

There have been further incidents of parking problems on Bourne Hill.

The road sweeper has parked close to the end of drive, due to the reduced visibility a near miss was experienced by a visitor to one resident. Also, an Openreach van parks close to drives, again limiting visibility. The drivers are being contacted and asked if they can help by parking further away from drives.

Cllr Cobb has been contacted by Helen Lightfoot (Highways) to arrange the on-site meeting.

Action Cllr Cobb to contact Helen Lightfoot to arrange the on-site meeting

It was suggested a power point presentation be prepared (Cllrs Cobb and Baldry), plus residents support the meeting.

c. Wifi in The Room

Regina (Site management team at the Co-op) has been incredibly helpful and confirmed the co-op can provide the data capacity. The Access point requires some structured wiring changes which will take 3 weeks.

d. Street lighting in the south of the village.

A paper was presented with options.

The proposal was for Cllr Coates to arrange for a consultation with the residents of Vicarage lane, the Street and Pannington hall lane in the vicinity of the street lights to see what option they prefer:

- a. Upgrade to LED
- b. Upgrade to LED with timer
- c. Remove all together.

The rest of the village will be informed by flyer of the activity and invite them to contact a parish councillor if they have a view.

Proposed by Cllr Baldry, Seconded Cllr Blackwood, Unanimous.

e. 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.

12. Financial Matters:

a. Statement on Financial position:

The current financial position was presented and no variance recorded. The financial summary is attached to these minutes.

b. Local Audit

Cllr Cobb has reviewed the end of year accounts and signed off a copy as locally audited.

c. Internal Audit

The proposal was to employ SALC to undertake the internal audit, approximate cost £250.

Proposed Cllr Coates, Seconded Cllr Baldry. Unanimous

d. VAT Returns

Helen Fawthrop has kindly prepared the vat return and done a magnificent job.
The vat reclaim is £2460.96. However, £328.40 is from the closing days of the last financial year.
This has been included in the vat return, but may be disqualified.

e. Separate bank accounts

The proposal was to create separate bank accounts for; Precept, CIL, NP and WRRRA. The purpose is to enable easier accounting.

Proposed Cllr Coates, seconded Cllr Baldry, Unanimous

The proposal was to start using online banking. Cllr Loaded checked that adequate checks and balances were going to be employed.

Proposal Cllr Baldry, Seconded Cllr Coates, Unanimous

CIL Projects

f. CIL Expenditure report

Action: Cllr Baldry is completing the CIL report which is due on the 30th June

Cllr Baldry informed the meeting that due to the instalment payment process it was likely that the Parish Council may receive another payment (£19,000).

g. CIL Project proposals:

Cllr Baldry is due to obtain a quote for the restoration of the raised flower beds using brick by Friday the 16th May.

h. Infrastructure project proposal:

Action: All councillors to consider and suggest infrastructure projects.

Cllr Blackwood has been contacted by two residents suggesting the placement of 'white off road gates' in Bourne terrace to enhance the old portion of Bourne Terrace and help it maintain its separate identity. There was concern this could be considered divisive.

Action: Cllr Blackwood to consult further with residents.

Action Cllr Baldry to speak to Belstead Parish Council as they have recently completed a similar project to get information on costing and issues.

It was also suggested that similar off road gates could be located on the strand and A137.

i. Parish Infrastructure Investment Plan

Action: WPC to consider producing a PIIP plan.

13. Governance and Audit requirements: Annual review of documents

a. AGAR

Action. Cllr Coates to send copies of the AGAR forms to Cllr Myers and Blackwood.

b. Extraordinary meeting (AGAR sign off)

Proposal to hold an extraordinary meeting to sign off AGAR.

Proposer Cllr Baldry, seconded Cllr Coates. Unanimous

Action: Cllr Coates to file finances with SALC and obtain a date for audit completion and arrange extraordinary meeting.

c. Renewal of BHI Insurance

Action Cllr Coates to check if this is best price.

Action Cllr Baldry to check with SALC for alternative insurance options.

d. Community Governance review

Proposal for PC to write to BMSDC supporting current parish structure.

Proposer Cllr Coates, Seconded Cllr Baldry, unanimous

Action Cllr Coates to write to BMSDC supporting current structure

14. Planning Matters

a. Walled Garden Application DC/21/06427.

Pigeon have presented their revised site plan for the walled garden. This will be submitted for approval by the end of May 2022. The application is now policy compliant, with homes being replaced with light industrial units.

b. Satellite Dish application:

Wherstead PC have not yet been able to discuss this application with the planner.

15. Neighbourhood Planning matters:

a. Strategic environmental assessment

BMSDC have asked the NP include a strategic environmental assessment (SEA) or confirm it is not required.

This has introduced a delay whilst the plan is assessed.

b. Updated NP plan following consultation.

The proposal is to release the updated draft of the NP Plan to BMSDC.

Proposed Cllr Cobb, Seconded Cllr Moyes, Unanimous

Time reached 9.30 and the Chair confirmed the meeting should continue to complete agenda.

16. Quiet Lanes:

Signs have now been installed.

17. New Matters

a. Bus Shelter

After some debate the proposal was put to request the existing bus shelter be retained (rather than update to a modern design). This commits the Parish Council to the ongoing maintenance costs

Proposed Cllr Baldry, seconded Cllr Myers:

5 Cllrs voted in favour

2 Cllrs voted against

Motion was carried.

Action: Cllr Coates to write to Pigeon informing them of the decision

Action: Cllr Coates to check if damage is covered under insurance.

b. Festival of Suffolk Torch relay

Individuals to support the Torch relay have been selected. Cllr Coates will attend to represent Parish Council

c. Clothing bank

The proposal was not to take up this opportunity

Proposer Cllr Baldry, Seconded Cllr Blackwood. Unanimous

d. Planter

It was agreed to store this until a location is confirmed.

e. Litter Pick

A very successful event with coverage in EADT.

f. Bin on Bourne Terrace Claypond way

It has been confirmed that Bellway are to provide a bin, resident has been informed.

g. Film of Wherstead

A resident has proposed a film be made Wherstead Now and Then.

This was proposed but not supported due to financial implications and lack of an owner.

h. New Road sign 'Leading to Bourne Terrace'

Proposal to contact Bellway and see if a 'Leading to Bourne Terrace' sign can be added at the end of Claypond way.

Proposer Cllr Coates, Seconded Cllr Cobb. Unanimous

18. Payments to consider: to March 2022 payments

None

The next meeting of the Parish Council:

TUESDAY 12th July at 19.30

WHERSTEAD MEETING ROOM

The Chairman thanked all the members and closed the meeting at 9:58pm

Signed:

Appendix 1: Financial Summary: Wherstead Parish Council

Balance 1st April 2021	Opening Balance April 2021		Closing Balance April 2022	
00957763 Current account	7th April	£ 5,559.17	28th April	£ 43,561.22
30523593 Savings	28th April	£ 3,083.09	28th April	£ 3,083.41
60957828 savings	28th April	£ 573.78	28th April	£ 573.82
Total		£ 9,216.04		£ 47,218.45

Calculated current Balance	
Annual Opening balance	£ 9,216.04
Income since April 2021	£ 53,973.00
Drawn expenditure	£ 15,970.59
Calculated current balance	£ 47,218.45

Audit Check	
Bank Statement Closing balance	£ 47,218.45
Calculated Balance	£ 47,218.45
Variance	£ -

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 28 April 2022

Business Current Accounts

Business Current Account Statement	£43,561.22
.....	
Sort Code 20-44-51 • Account No 00957763	

Business Savings Accounts

Business Premium Account	£3,083.41
.....	
Sort Code 20-44-51 • Account No 30523593	

Business Premium Account	£573.82
.....	
Sort Code 20-44-51 • Account No 60957828	

This is the end of your account summary.

<End>