

WATTISFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
WATTISFIELD VILLAGE HALL
MONDAY 17 MAY 2021
7.30 PM

PRESENT:

Councillor Geoff Wade (Chairman) (GW)
Councillor Ian Dobson (ID)
Councillor Sarah Goodchild (SG)
Councillor Michael Elflain (ME)
Councillor Rick Meyer (RM)
Councillor Caragh Pell (CPI)
Councillor Cynthia Penn (CPn)

IN ATTENDANCE:

Christopher Garman (Parish Clerk) (CG)

Four members of public present.

GW welcomed all to the meeting.

21/061 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

a) GW was nominated as chairman.

It was resolved that Geoff Wade would be chairman.

b) ME was nominated as vice chairman.

It was resolved that Mick Elflain would be vice chairman

21/062 PUBLIC FORUM

There was a question about the effectiveness of the Quiet Lanes Suffolk project.

21/063 REPORT FROM DISTRICT AND COUNTY COUNCILLOR

a) JF's reported had been previously circulated and was noted.

b) RM's reported had been previously circulated. RM expanded on various aspects of the report.

21/064 APOLOGIES

All parish councillors were present. Apologies were received from County Councillor Jessica Fleming (JF)

21/065 DECLARATIONS OF INTEREST

None.

21/066 REQUESTS FOR DISPENSATIONS

None.

21/067 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 26 April 2021 had been previously circulated.

It was resolved that these were an accurate record of the meeting.

21/068 MATTERS ARISING FROM THE MINUTES

CG reported that there had been a meeting with Suffolk Wildlife Trust in respect of the future management of the pond. It was agreed to consider this in more depth at a future meeting.

21/069 HIGHWAYS, TREES AND CHURCHYARD

- a) ME gave a report on the Speed Indicative Device with recent locations and statistics. It was noted that volunteers were needed to form a team to ensure the SID's possibilities are maximised and a training session for possible volunteers had been arranged.
- b) CG reported that there had been a successful response to grant funding requests for the church clock project so that the project can now proceed. CPn and RM advised that they had met with Merlin Penn who had kindly volunteered to do the necessary repairs to the access route for the cost of the materials. Thanks were expressed to Merlin Penn for this kind offer.

It was resolved to proceed with the work and formally ask Merlin Penn, S P Lunn Electrical Contractors and Haward Horological Services Ltd to proceed with the work.

It was also resolved if required to allow a deposit of up to 30% to be paid to Haward Horological Ltd.

- c) The quotations in respect of the work to the trees on the recreation ground, the village green and the churchyard were considered.
It was resolved to asked Danarbor Ltd to undertake the works identified in the survey report.
- d) A report on the condition of the street lighting had been previously circulated. It was agreed to defer this to a future meeting.
- e) The situation with various hedges needing attention was noted.
- f) It was noted that the annual village litter pick was planned to happen on Sunday 23 May 2021.
- g) There was discussion around flooding on the A143 and the need for SCC Highways to consider clearing ditches. CG and GW will take this forward.

21/070 CEMETERY

A request for the allocation of two plots which deviate from the cemetery plan was considered.

It was resolved by all councillors except GW on this occasion to allow the reservation of the two plots requested.

21/071 POLICIES AND PROCEEDURES

The following policies and procedures had been previously circulated and were reviewed:

- Standing Orders
- Complaints Procedures
- Disciplinary Procedures
- Financial Regulations
- Grievance Policy
- Health and Safety Policy
- Protocol for Reporting at Public Meetings
- Health and Safety Policy
- Grant Awarding Policy
- Code of Conduct.

It was resolved to adopt these policies and procedures.

21/072 RISK ASSESSMENTS

- a) The following risk assessments had been previously circulated and were reviewed:
 - Financial Risk Assessment
 - Asset Risk Assessment.

It was suggested that the Speed Indicative Device should be added to the Asset Risk Assessment.

It was resolved to adopt these risk assessments with the addition of the Speed Indicative Device to the Asset Risk Assessment.

21/073 FINANCE AND ADMINISTRATION

- a) The unaudited Annual Statement of Accounts for 2020/2021 which had been previously circulated were reviewed and noted.
- b) There was an update on the audit plan and timescales.
- c) The draft newsletter for June 2021 was considered.

21/074 PLANNING MATTERS

- a) The situation with pending and decided applications were noted.
- b) The situation with planning enforcement at Elm Tree Place, Walsham Road and the land adjacent to Meadowside, Walsham Road was noted.

21/075 CORRESPONDENCE

Correspondence had been previously circulated. It was agreed there was no need to respond to a letter from a resident sent to a councillor but the contents were noted. It was also agreed that the idea of the Rural Coffee Caravan visiting was something to take forward. CG was asked to liaise with the Village Hall team to see how this might happen.

21/076 QUESTIONS TO THE CHAIRMAN

There was discussion about taking up the offer from MSDC of trees and wildflower seeds. It was agreed there were possible locations around the village where these could be used to enhance the environment. CG was asked to contact MSDC and take this further.

21/077 DATE OF NEXT MEETING

The next Parish Council meeting is on Monday 21 June 2020 at 7.30 pm. The Annual Parish Meeting will be on Tuesday 1 June 2021 at 7.30 pm. Both meetings will be at the Village Hall.

The meeting closed at 8.50 pm.

Christopher Garman
Parish Clerk
24 May 2020