

**WATTISFIELD PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**  
**URC CHAPEL, CHAPEL ROAD, WATTISFIELD**  
**MONDAY 16 MAY 2022**  
**7.30 PM**

**PRESENT:**

Councillor Geoff Wade (Chairman) (GW)  
Councillor Sarah Goodchild (SG)  
Councillor Michael Elflain (ME)  
Councillor Cynthia Penn (CP)  
Councillor Richard Meyer (RM)  
Councillor Ann Telford (AT)

**IN ATTENDANCE:**

Christopher Garman (Parish Clerk) (CG)  
County Councillor Jessica Fleming (JF)

No public present.

GW welcomed all to the meeting.

**22/059 ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

- a) Nominations for the role of chairperson were considered.  
**It was resolved to appoint Geoff Wade as chairperson.**
- b) Nominations for the role of Vice Chairperson were considered  
**It was resolved to appoint Michael Elflain as Vice Chairperson.**

**22/060 PUBLIC FORUM**

None.

**22/061 REPORTS FROM DISTRICT AND COUNTY COUNCILLOR**

- a) A report from County Councillor Jessica Fleming had been previously circulated and was noted. There was discussion about the proposed route for the new power lines. There was also discussion about the option of having a SID with an ANPR device on loan from SCC. It was decided to see if this could be a possibility for Wattisfield on the A143.
- b) A report from District Councillor Richard Meyer had been previously circulated and was noted. RM commented on the positive progress with MSDC's Gateway 14 project.

**22/062 APOLOGIES**

None – all councillors present.

**22/063 DECLARATIONS OF INTEREST**

None.

**22/064 REQUESTS FOR DISPENSATIONS**

None.

**22/065 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 19 April 2022 had been previously circulated.  
**It was resolved that these were an accurate record of the meeting.**

#### 22/066 MATTERS ARISING FROM THE MINUTES

- a) CG advised that he was still liaising with SCC to get a fully costed plan for the street lighting project.
- b) CG advised that the changes to bank signatories was still work in progress.

#### 22/067 HIGHWAYS, TREES AND CHURCHYARDS

- a) The situation with parking in the passing bay on Pottery Hill, Wattisfield was discussed. It was decided to take no immediate action and to monitor the situation.
- b) RM reported that the dredging on the village pond was still on the radar of MSDC and plans are in progress to prepare for the work this summer.
- c) It was noted that there were issues with hedges which are affecting pedestrians in Chapel Road and The Street, Wattisfield. GW said he would have a chat with the landowners to seek a solution.
- d) CP spoke of concerns about a black liquid being discharged from a land drain into the Grundle. CG was asked to report this to the Environment Agency.
- e) CG reported that he had a call from a resident about tree works on the development site on The Street, Wattisfield. The resident was asked to contact MSDC Planning Team if it was considered this breached the planning conditions.

#### 22/068 POLICIES AND PROCEDURES

The following policies and procedures were reviewed:

Standing Orders  
Complaints Procedures  
Disciplinary Procedures  
Financial Regulations  
Grievance Policy  
Protocol for Reporting at Public Meetings  
Health and Safety Policy  
Grant Awarding Policy.  
Code of Conduct  
Statement of Website Accessibility  
Privacy Notice – councillors and staff  
Privacy Notice - general

**It was resolved to re-adopt these policies and procedures without change.**

#### 22/069 RISK ASSESSMENTS

The following risk assessments were reviewed:

Financial Risk Assessment  
Asset Risk Assessment

**It was resolved to approve these risk assessments.**

#### 22/070 FINANCE AND ADMINISTRATION

- a) The following payments were considered for approval:  
£360.00 to S P Lunn Electrical Ltd – village hall electrical report  
£35.00 to Information Commissioners Office – annual fee  
**It was resolved to approve these payments.**
- b) The unaudited Annual Statement of Accounts was reviewed.
- c) A donation to Walsham le Willows Community Foodbank was considered. It was decided that more information was needed and the request would be considered again at the next meeting.
- d) A donation to Wattisfield Community Centre and Recreation Ground for the Jubilee event was considered.

**It was resolved in principle to make a donation of up to £250 when appropriate evidence is received in respect of expenditure for the event.**

22/071 VILLAGE HALL

The structural survey report for the village hall from Whitworth Co-Partnership was reviewed. There was discussion on how this might influence the future of the building. It was noted that the Village Hall Working Group were meeting on 17 May 2022 and would be considering recommendations about the future of the building.

22/072 PLANNING MATTERS

None.

22/073 CORRESPONDENCE

Correspondence had been previously circulated and noted.

22/074 QUESTIONS TO THE CHAIRMAN

There was a discussion about the distribution of the Wattisfield Warbler with the need for more distributors and to get more to receive electronically.

22/075 DATE OF NEXT MEETING

- a) The Annual Parish Meeting would be on Wednesday 25 May 2022 at 7.30 pm at the URC Chapel, Chapel Road, Wattisfield.
- b) The next Parish Council meeting will be Monday 20 June 2022.

The meeting closed at 10.05 pm.

Christopher Garman  
Parish Clerk  
17 May 2022