

WATTISFIELD PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THE COMMUNITY CENTRE, WATTISFIELD
TUESDAY 16th MAY 2023 AT 6.30 PM
(Draft until approved and signed)

PRESENT:

Councillor Geoff Wade (GW)
Councillor Cynthia Penn (CP)
Councillor David Dyer (DD)
Councillor Richard Meyer (RM)
Councillor Ann Telford (AT)

IN ATTENDANCE:

Nicholas Spring (Parish Clerk) (NS)
Councillor Richard Winch (MSDC)

One member of the public was present.

The meeting closed at 7.35pm

Nicholas Spring
Parish Clerk
wattisfieldpr@outlook.com

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN
 - a) Councillor Wade was elected Chair.
 - b) Councillor Elflain was elected Vice-Chair.
2. DECLARATIONS OF ACCEPTANCE OF OFFICE
The Chair & Councillors signed their acceptances of office.
3. PUBLIC FORUM
The Council received feedback from the Village Hall Working Group recommending the commissioning of a feasibility study from Purcell Architects which would contain three different options.
4. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS
Held over to the Annual Parish Meeting.
5. APOLOGIES
Councillor Michael Elflain (ME)
6. DECLARATIONS OF INTEREST
None
7. REQUESTS FOR DISPENSATIONS
None
8. MINUTES OF THE PREVIOUS MEETING
The minutes of the meeting held on 17 April 2023 were approved.
9. MATTERS ARISING FROM MINUTES
None

10. POLICIES AND PROCEDURES

The following policies and procedures were reviewed and re-adopted:

- a) Standing Orders
- b) Complaints Procedures
- c) Disciplinary Procedures
- d) Financial Regulations
- e) Grievance Policy
- f) Health and Safety Policy
- g) Protocol for Reporting at Public Meetings
- h) Health and Safety Policy
- i) Grant Awarding Policy
- j) Code of Conduct
- k) Statement of Website Accessibility
- l) Privacy Notice – staff and councillors
- m) Privacy Notice - general

11. RISK ASSESSMENT

The following risk assessments were reviewed and re-adopted:

- a) Financial Risk Assessment
- b) Asset Risk Assessment.

12. FINANCE AND ADMINISTRATION

a) The following payment was agreed:

£374.53 to Mid Suffolk District Council for bin emptying

b) The monthly Budget report was reviewed.

c) The Council agreed to use some of the CIL monies which had been received from MSDC to cover the cost of the refurbishment of the streetlights rather than draw down a loan from the Public Works Board.

13. PLANNING MATTERS

None

14. HIGHWAYS, TREES, CEMETERY AND CHURCHYARD

There were no issues or concerns. The trees around the Recreation Ground would be reviewed in the autumn.

15. CORRESPONDENCE RECEIVED

The Council discussed a letter which had been received from a member of the public regarding the Community Centre Gardening Club. The state of the Recreation Ground was also discussed, and it was agreed that the Clerk should write to the trustees to ascertain their intentions regarding the maintenance of the Recreation Ground.

16. QUESTIONS TO THE CHAIRMAN

It was agreed that the possibility of commissioning a Village Hall feasibility study should be on the agenda of the next meeting. The possibility of producing a village walks map would also be put on the agenda.

17. DATE OF NEXT MEETING

Monday 19 June 2023 at 7.30 pm (at the URC) was confirmed as the date of the next Parish Council meeting.