

## WEST FARLEIGH PARISH COUNCIL

### MINUTES OF THE WEST FARLEIGH PARISH COUNCIL MEETING HELD ON MONDAY 20<sup>th</sup> MARCH 2023 IN BRAMLEY BARN, WEST FARLEIGH

**PRESENT:** Cllrs M Moy (Chair), J Morgan, H Swan, B Scott and Mrs A Broadhurst, Clerk  
9 members of public

#### Public Discussion

A number of items were discussed including:

- An item in the previous minutes relating to snow clearance in the village.
- The current situation regarding a village PCSO
- Whether a further Local Needs Housing Survey could be completed – Clerk to investigate.  
**ACTION: Clerk**
- Confirmation that a litter picking update had been circulated to Councillors before the meeting.

#### 1. Apologies

Borough Cllr Parfitt-Reid, County/Borough Cllr S Webb

#### 2. Councillor Declarations

Cllr Swan – Agenda item 4.9 (Donation towards King’s Coronation Village Event) as she is assisting with the event.

#### 3. Minutes of the Meeting held on 16<sup>th</sup> January 2023

The Minutes of the meeting had been previously distributed and Cllr Scott proposed that they were a true record. This was seconded by Cllr Swan, with all in favour. The Chairman signed off the official copy.

#### 4. FINANCE

##### 4.1. To note Budget Monitoring Report to 28<sup>th</sup> February 2023

The Budget Monitoring Report was **Noted**.

##### 4.2 To Note the Income received

South East Water – Community Grant £2,500.00

##### 4.3 To Approve the Expenditure since the January Meeting

It was proposed by Cllr Moy to approve the following transactions, this was seconded by Cllr Scott; with all in favour.

#### Cheques

101326 – Dandelion Time – Hall Hire £ 25.00

#### Internet Banking Payments to be made

Mrs A Broadhurst – Salary Owed (Dec. to March) £416.92

Mrs A Broadhurst – Expenses (Clerk’s Manual, Cartridges & Mileage) £175.32

Mr G Underdown – Annual invoice for Grounds Maintenance £1,605.00

HMRC – PAYE (to be paid in April) £734.12

Treecycle Ltd – Trees for the green £195.60

Treeventures Ltd – Tree Survey		£300.00
CPRE – Annual Subscription		£ 60.00
Harrietsham Parish Council – Share of training costs		£ 51.92
<u>Standing Order</u>		
Mrs A Broadhurst – February Salary	(£106.11 owed)	£760.00
Mrs A Broadhurst – March Salary	(£105.91 owed)	£760.00
<u>Direct Debits:</u>		
People’s Pension – Monthly Payment (February)		£ 55.00
People’s Pension – Monthly Payment (March)		£ 55.00
Waveney IT Support Services – Email Accounts & Remote Support (Feb)		£ 91.08
Waveney IT Support Services – Email Accounts & Remote Support (Mar)		£ 91.08

#### 4.4 Reviewed Standing Orders

Cllr Moy proposed that the reviewed Standing Orders be approved. This was seconded by Cllr Scott, with all in favour.

#### 4.5 Reviewed Financial Regulations

The Clerk asked Councillors to consider increasing the emergency expenditure to £1,000 (from £500) due to rising costs. This was proposed by Cllr Moy and seconded by Cllr Morgan; with all in favour. Cllr Moy then proposed that the reviewed Financial Regulations be approved (with the increased emergency expenditure limit). This was seconded by Cllr Scott, with all in favour.

#### 4.6 Reviewed Risk Assessments

Cllr Moy proposed that the reviewed Risk Assessments be approved. This was seconded by Cllr Scott, with all in favour.

#### 4.7 Reviewed Internal Control Statement 2022/2023

Cllr Moy proposed that the reviewed Internal Control Statement for 2022/2023 be approved. This was seconded by Cllr Scott, with all in favour.

#### 4.8 Renewal of Annual Subscription to CPRE

The Clerk reported that the annual subscription for CPRE (Campaign to Protect Rural England) is due for renewal at a cost of £60.00. Cllr Morgan proposed that the annual subscription be renewed. This was seconded by Cllr Swan, with all in favour. (To be paid by bank transfer.)

#### 4.9 Donation towards the King’s Coronation Village Event

The Chairman requested additional information from a member of the public, to assist Councillors on reaching a decision regarding the request. After discussion it was agreed that the King’s Coronation was a ‘once in a lifetime event’ and should be supported. It was then proposed by Cllr Scott that £500 be given towards running the event. This was seconded by Cllr Moy, with all in favour. The Clerk added that the payment would be made in April to ensure it was in the correct financial year’s accounts.

**ACTION: Clerk**

### 5. HIGHWAY MATTERS

#### 5.1 Highways Improvement Plan (HIP)

The traffic surveys have been completed, but there is no update yet from KHS. It was noted that the positioning of the survey strips by Smiths Hall were not in the best location, as cars naturally slow down at this point. It was proposed that, if the data is unsatisfactory, a further independent survey should be arranged by the Clerk.

**ACTION: Clerk**

Cllr Scott raised concerns regarding the damage which had been caused to the verge around the green, following the road closure required for UK Power Network to install an emergency generator in Ewell Lane. The Clerk reported that this had been raised with KHS and she would contact them again to find out what reinstatement is to be arranged. **ACTION: Clerk**

## **6. RESOURCES AND ENVIRONMENTAL MATTERS**

### **6.1 Annual Parish Meeting**

After brief discussion it was agreed that the Annual Parish Meeting will be held on the 15<sup>th</sup> May at 8.00pm, after a shorter Parish Council meeting (which will commence at 7.00pm). Light refreshments will be arranged and groups should be asked to give a brief report. Any that cannot attend could still submit a report to be added to future editions of Life Line. **ACTION: Clerk**

### **6.2 Tree Survey for the Green**

The Clerk reported that, following the recent tree survey on the green, no work is required. She added that the two new trees have now been planted, with the Oak now confirmed as being registered as part of the Queen's Green Canopy project. The Clerk will order the official plaque from RBLI. **ACTION: Clerk** Whilst speaking about the Green, the Clerk mentioned that, following the discussion at the previous meeting regarding the new ground's maintenance contract, a sign is required to close the play area, when spraying is undertaken (for Health & Safety reasons). After very brief discussion it was agreed that two A4 signs should be ordered. **ACTION: Clerk**

## **7. PLANNING MATTERS**

### **7.1 Any applications received before the meeting**

(No applications received)

### **7.2 Planning Decisions**

#### **7.2.1 Decisions Outstanding with MBC**

The outstanding applications were noted.

#### **7.2.2 Applications Approved by MBC**

The approved planning applications were noted.

#### **7.2.3 Applications Refused by MBC**

The refused planning applications were noted.

## **8. DATE OF NEXT MEETING – Monday 15<sup>th</sup> May 2023 at 7.00pm (shorter meeting), followed by the Annual Parish Meeting at 8.00pm**

*With no further matters to discuss, the meeting was closed at 8.20pm.*