

WEST FARLEIGH PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 18TH SEPTEMBER 2023
IN BRAMLEY BARN, WEST FARLEIGH

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

Public Discussion

A resident reported on an issue he is having with UK Power Networks, since April, regarding a property in Charlton Lane, relating to the upgrade of a power cable. After discussion, it was agreed that the resident would contact them again, copying the Clerk in, to request who they have been in contact with regarding obtaining approval for land to be dug up. If this is someone within KCC or MBC, the Clerk may be able to contact them directly to discuss this further.

A resident reported that the new village gateway sign has been installed however there is a spelling mistake in the twinned country's name. **ACTION: Clerk**

The Village in Bloom group updated Councillors on their latest project, opposite Smiths Hall, and it was confirmed that they will be maintaining the border moving forward. The Parish Council's contractor requested that they do not plant too close to the grass, which is strimmed.

A resident spoke regarding a planning application they intend to submit in Ewell Lane.

A resident spoke regarding their planning application, which is still awaiting a decision from MBC. It was noted that the Clerk had received a notification stating that the decision is pending, so it was assumed that this matter should be resolved imminently.

Cllr Swan reported that she had received a complaint from a resident, following an event which was held on the green by The Good Intent pub. It was agreed that it was very loud, as it was heard across the village and the resident was concerned that they had not contacted the Parish Council in advance and had broken the byelaws. Councillors asked that a letter be sent to the Landlord reminding them that there is a process in place for use of the green. A request should be made to the Parish Council including documentation relating to risk assessments and public liability insurance. As a courtesy, they should also make sure that residents in the vicinity are informed beforehand. **ACTION: Clerk**

1. Apologies

No apologies were received.

2. Councillor Declarations

No interests declared.

3. Minutes of the Meeting held on 17th July 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 Morgan, with 2 in favour and 2 abstentions. The Chair signed off the official copy.

4. FINANCE

4.1 Budget Monitoring Report to 31st August 2023

The Budget Monitoring Report was **Noted**.

4.2 Income received since last meeting

Miss J Morgan – Cash received for Coronation Coins £ 39.00

4.3 Ratified Payments

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

Cheques

101330 – Land Registry – Land Search	£ 4.00
101331 – Land Registry – Land Search	£ 4.00

Internet Banking Payments to be made

Safeplay PS Ltd – Play Area Monthly Safety Inspection (July)	£ 63.00
Safeplay PS Ltd – Play Area Monthly Safety Inspection (August)	£ 63.00
Mr G Underdown – Installation of Picnic Benches	£850.00
Dandelion Time – Hall Hire	£ 25.00
HMRC – PAYE (to be paid in October)	£755.09

Standing Order

Mrs A Broadhurst – August Salary	(£82.23 owed)	£760.00
Mrs A Broadhurst – September Salary	(£82.43 owed)	£760.00

Direct Debits:

People’s Pension – Monthly Payment (August)	£155.04
People’s Pension – Monthly Payment (September)	£155.04
Waveney IT Support Services – Email Accounts & Remote Support (Aug.)	£ 95.40
Waveney IT Support Services – Email Accounts & Remote Support (Sept.)	£ 95.40

4.4 Internal Audit Report

The internal audit report, circulated in July, was noted by all present.

4.5 Conclusion of External Audit

The Clerk reported that the external audit has now concluded and no issues had been noted on the report. The Clerk added that the relevant paperwork has now been added to the noticeboards and website.

After brief discussion, Councillors agreed that, if the invoice is received soon, it could be paid between meetings, to meet the 30-day limit for payment, as the November meeting would be too late.

4.4 HugoFox Website Charges

The Clerk reported that HugoFox will be charging for their website from the beginning of October. They are offering 3 packages and the details had been circulated before the meeting. It was proposed by Cllr Moy to sign up for the silver package at a monthly cost of £19.99 (+ vat), this was seconded by Cllr Swan; with all in favour. The Clerk will arrange the necessary Direct Debit.

ACTION: Clerk

5. RESOURCES AND ENVIRONMENTAL MATTERS

5.1 Repairs Required to Play Equipment

The Clerk reported an issue with the Rota Bounce in the play area, which requires the bearing/universal joint to be changed, as it has failed; the quote for the repair is £1,195. It was noted that there are few independent playground repair companies in the area now, as the alternative one used by the Clerk historically ceased trading during Covid. After brief discussion, it was proposed by Cllr Moy to accept the quotation, as the Parish Council would not wish for the original supplier to quote for the work, due to the unprofessional service received from them during the initial installation. This was seconded by Cllr Scott, with all in favour.

ACTION: Clerk

Councillors added that they would like to be present, when the bearing is changed, so that they can discuss the fault with the engineer.

ACTION: Clerk

It was noted that there seems to be an increasing issue with litter in the play area recently and it was agreed that this should be monitored.

ACTION: Cllrs

It was noted that some older youths had been seen in the play area trying to throw the swings over the top bar and were generally being antisocial, even though they were too old to be playing on the equipment. It was agreed that this should also be monitored, as anti-wrap chains may be required. **ACTION: Cllrs**

Cllr Scott commented that one of the old wooden benches on the green is looking very tired and, after brief discussion, it was agreed to add this as an agenda item for the next meeting, to be discussed further, as a replacement composite bench could be included in next year's budget. **ACTION: Clerk**

Cllr Swan commented that the flooring in the play area is being kept very clean, since the Parish Council's grounds maintenance contractor has taken over the area. All Councillors agreed that the whole area is looking lovely now and Mr Underdown was thanked for his efforts.

5.2 Reviewed Parish Council Policies

The Clerk has reviewed/written the following policies, which were circulated to all Councillors before the meeting:

- Bullying & Harassment
- Grant
- Lone Worker
- Scheme of Delegation
- Complaints
- Habitual/Vexatious Complaint
- Publication Scheme
- Visual Display Equipment
- Data Protection
- Internet Usage
- Safeguarding

It was proposed by Cllr Morgan to adopt the policies and for the Clerk to add them to the website. This was seconded by Cllr Moy, with all in favour. **ACTION: Clerk**

6. Highways Improvement Plan (HIP)

The various items currently contained within the HIP were discussed. The KCC Engineers had asked what Councillors are hoping to achieve with a lower speed limit and Councillors felt that unfortunately, unless there is a fatality of a pedestrian in Charlton Lane, nothing will be done to tackle the minority who do not stick to the speed limit.

It was noted that Smiths Hill, once again, has been flooded with mud across the road and adjacent driveways. Photos would be sent to the Clerk for her to forward to KHS. It was noted that the road had been closed overnight in August, but nothing appears to have been done to the actual highways, which would point to work being undertaken on the drains, however this had clearly not helped the current situation. **ACTION: Clerk**

The Clerk offered to discuss all items with the HIP Liaison Officer to see if anything could be done for any of the items. If it was then felt that a meeting would be beneficial with Councillors, this could be arranged. **ACTION: Clerk**

7. PLANNING MATTERS

7.1 Any applications received before the meeting

No applications had been received.

7.2 Planning Decisions (To be noted)

7.2.1 Decisions Outstanding with MBC

The outstanding decisions were noted.

7.2.2 Applications Approved by MBC

The approved applications were noted.

7.2.3 Applications Refused by MBC

The refused application was noted.

8. DATE OF NEXT MEETING – Monday 20th November 2023 at 7.30pm

With no further matters to discuss, the meeting was closed at 8.37pm.