

## WEST FARLEIGH PARISH COUNCIL

### MINUTES OF THE WEST FARLEIGH PARISH COUNCIL MEETING HELD ON MONDAY 26<sup>th</sup> SEPTEMBER 2022 IN BRAMLEY BARN, WEST FARLEIGH

**PRESENT:** Cllrs M Moy (Chair), J Morgan, H Swan, B Scott, C Wilson, County/Borough Cllr S Webb (until 7.50pm) and Mrs A Broadhurst, Clerk  
4 members of public

#### Public Discussion

County/Borough Cllr Webb spoke regarding an email the Clerk has received from MBC informing Parish Council's that they will no longer be completing the monthly play area inspections from 31<sup>st</sup> March 2023. It was noted that this has not been agreed by Cabinet and will be considered at a forthcoming MBC meeting.

Various highways issues were discussed including the drainage situation in the Smiths Hill area, the Teston Lane and Kettle Lane diversion routes, potholes and signage required approaching the Thatched House and the hope that 20mph speed limits can be introduced in due course. It was noted that the KCC Highways restructure is still ongoing and Highway Improvement Plans cannot be discussed with Officers, until the relevant staff are in post. Cllr Webb asked that the Clerk forward further information regarding the issues at Smiths Hill. **ACTION: Clerk**

Cllr Webb informed the Parish Council that he would be happy to assist with the funding of signage around the Thatched House in the 2023/24 financial year.

The Clerk reported that, once the Highway staffing restructure is complete, it would be beneficial for the Parish Council to have a virtual meeting to discuss how to progress items on the HIP form. Cllr Webb confirmed he would be happy to be involved in the meeting.

Cllr Webb reported that the JTB will support the introduction of 20mph speed limits and that the Parish Council may wish to write to them so that they are aware of any scheme the Parish wishes to introduce. The Clerk suggested that she contact him directly to discuss this further. **ACTION: Clerk**

Cllr Webb asked Councillors what their thoughts are on KCC increasing their annual Council Tax element by 2% and asked that they let him know in due course. **ACTION: All Councillors**

A resident queried whether the edging around the lower section of the green would be tidied up again this year. It was noted that this would be sprayed.

It was noted that a highways sign is still leaning over on the green by Ewell Lane. The Clerk responded that this had been reported to KHS some years ago, but no action was taken. **ACTION: Clerk**

A query was raised regarding general maintenance of the trees on the green, in particular a hazel tree, which requires cutting back. Councillors agreed that they would have a look to see what work is required. **ACTION: Councillors**

A resident spoke with Councillors regarding a planning matter.

#### **1. Apologies**

Borough Cllr L Parfitt-Reid.

#### **2. Councillor Declarations**

No interests declared.

#### **3. Minutes of the Meeting held on 18<sup>th</sup> July 2022**

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 4 in favour and 1 abstention. The Chairman signed off the official copy.

#### **4. FINANCE**

##### **4.1. To note Budget Monitoring Report to 31<sup>st</sup> August 2022**

The Budget Monitoring Report was **Noted**.

##### **4.2 To Note the Income received**

No Income received.

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

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

##### Cheques

101318 – Cancelled	
101319 – Gates Hut Ltd – Picnic Benches x6	£ 4,288.76
101320 - Kompan – Play Area Refurbishment	£35,252.60
101321 - Dandelion Time – Meeting Room Hire	£ 25.00
101322 – Mrs A Broadhurst – Expenses (Mileage & Items for Noticeboards)	£127.34

##### Internet Banking Payments to be made

PKF Littlejohn LLP – External Audit	£240.00
HMRC – PAYE (to be paid in October)	£675.86
Neil Bray – Refurbishment of Play Area Railings	£2,100.00

##### Standing Order

Mrs A Broadhurst – August Salary	(£54.20 owed)	£760.00
Mrs A Broadhurst – September Salary	(£54.40 owed)	£760.00

##### Direct Debits:

People’s Pension – Monthly Payment (August)	£ 55.00
People’s Pension – Monthly Payment (September)	£ 55.00
Waveney IT Support Services – Website & Email Set Up	£521.90
Waveney IT Support Services – Email Accounts & Remote Support (Sept)	£ 89.90

#### 4.4 Conclusion of External Audit

The Clerk reported that the external audit, carried out by PKF Littlejohn, has now concluded, with no issues found. The necessary documents have been added to the notice boards and website.

The Clerk reminded all present that the Parish Council needs to start thinking about the budget for the forthcoming financial year and asked for Councillors to email her regarding any projects they wish to be considered in the figures.

#### 4.5 Option to Opt Out of the SAAA Central Auditor Appointment Regulations

The Clerk explained the SAAA Central Auditor Appointment Regulations to Councillors and, after brief discussion, it was agreed by all present that the Parish Council should not opt out of the current arrangements.

#### 4.6 Litter Pickers Donation Request

The Clerk reported that a request had been received from the litter picking volunteers for a donation towards fuel costs for the safety vehicle used to protect volunteers. The Clerk had discussed this with the Internal Auditor as s137 cannot be used to benefit one resident in the village. It had been agreed that the Chairman’s allowance could be used to cover this, as a ‘one off’ donation. It was noted that there is £55 left in the budget heading, but Councillors felt that, with the current costs of fuel, this would not be sufficient to assist. Therefore, it was proposed by Cllr Moy that an additional sum be taken from general reserves to allow a donation of £100. This was seconded by Cllr Scott, with all in favour.

Cheque no: 101323 was issued.

### 5. RESOURCES AND ENVIRONMENTAL MATTERS

#### 5.1 Works on the Green

- The Clerk reported that the painting of the railings around the play area has now been completed, although this had been more involved than first thought. It took the contractor longer and required more paint than anticipated. It was noted that the contractor had been very helpful and has kept the Clerk informed at all times of his progress.
- The Clerk reported that the picnic benches have now been delivered and they should start replacing the old benches in the near future. It was confirmed that our contractor will arrange for the old ones to be disposed of. The Clerk reported on an issue which had occurred with the delivery and a complaint has been submitted. Due to the H&S implications, this is being progressed to ensure that they reassess how they package larger items for future deliveries. The location of the 2 wheelchair accessible picnic benches was discussed and the final decision was for one to be placed near The Good Intent and the other as close as possible to the outside of the play area.
- The Clerk reported that the re-seeding of the play area should be completed in October and Maria Cook will monitor this on the Parish Council’s behalf.

## **5.2 Website & Email Accounts**

The Clerk reported that the website has been reindexed (following the issue with Google) and has now been switched over to a Government secure domain and the email addresses for the Clerk & Parish Councillors have been set up. The 'switch over' date was discussed and it was decided that the new email addresses would start to be used from November with the old email addresses ceasing from the 31<sup>st</sup> December 2022. The Clerk explained the automatic disclaimer system to Councillors. The Clerk's email account is already active and it had flagged up an issue with the electronic signature on the bottom of the emails, as it is missing on mobile devices. A third-party Cloud software provider can resolve this, but it adds a further £0.98 (+vat) per email address to the monthly direct debit. After brief discussion it was proposed by Cllr Scott to include this service on just the Clerk's email address for the time being, as Councillors generally only email each other. This was seconded by Cllr Morgan, with all in favour. **ACTION: Clerk**

## **5.3 The Queen's Green Canopy**

The Clerk gave a brief outline of the project and explained that, due to the recent passing of HM The Queen, the scheme has been extended until March 2023. After brief discussion it was agreed by all present to discuss the replacement tree for the green with TreeCycle, as they had stated that, if the Parish Council plants a replacement tree for the Field Maple, they would supply an additional Oak tree free of charge. It was thought that the Oak tree could be registered as part of the Queen's Canopy and then a flowering Cherry tree could be planted in memory of Her Majesty. It was noted that TreeCycle would be able to confirm whether there is enough space to allow for both trees. **ACTION: Clerk**

## **6. PLANNING MATTERS**

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

(No applications received)

### **6.2 Planning Decisions**

#### **6.2.1 Decisions Outstanding with MBC**

The outstanding applications were noted.

#### **6.2.2 Applications Approved by MBC**

The approved planning applications were noted.

## **7. DATE OF NEXT MEETING – Monday 21<sup>st</sup> November 2022 at 7.30pm**

*With no further matters to discuss, the meeting was closed at 8.17pm*