

## MARKET WESTON PARISH COUNCIL

Minutes of Market Weston Parish Council meeting held on Thursday 16<sup>th</sup> March 2023 at 7.00pm in Market Weston Village Hall

Present: Cllrs, M Martin, C Snelling, P Barham, D Fulcher, A Hall, W.S Cllr C Bull & C. Cllr J Spicer

### **1. Apologies for absence**

Cllr P Freeman

### **3. Co-option of new Parish Councillor.**

**4. Minutes** - The minutes of the Thursday 19<sup>th</sup> January 2023 Parish Council meeting were agreed and approved as a correct record.

### **5. Meeting open to the public**

None present.

### **6. Report from County Councillor: J Spicer**

Cllr Spicer received a query about a significant amount of plastic protectors littering the ditches on Hepworth Road, following the hedge replanting. Cllr Spicer contacted the department responsible for this planting, on county Farms land, and has received the following reply. 'Contractors, Giles Landscapes, are in the process of beating up of the hedge planting sites but they have not yet been back to Market Weston. I have asked them to confirm when they will be and asked them to deal with any debris from our planting when they do. They have noted deterioration of tree guards in other locations, no doubt exacerbated by last summer's extreme heat. I will let you know when they are due to go back to this location.'

Councillor Spicer would like to arrange a walk round the village at some stage to look at any potential highway issues. This would include looking at areas that could potentially be affected by flooding in the future. Cllr Spicer shared some information from the Norfolk Rivers Trust, which shows where water ways run in the parish. The Clerk will see if she can get some more detailed information. Cllr Bull will send the 'Little Ouse report' for information.

**Action Cllr Spicer/Bull/Clerk**

### **7. Report from West Suffolk Councillor: C Bull**

Cllr Bull shared some information regarding an Alternative Fuel Payment - Alternative Funding and Suffolk Climate Emergency Plan. Cllr Spicer asked the Clerk to forward the Parish Councils comments regarding the shortness of time allowed for the recent Housing needs Survey.

**Action Clerk**

### **8.1 Chairman's Report**

8.1. Update post for dog bin post repair.

Cllr Fulcher has replaced the post and re-instated the dog bin.

Going forward there is a going to be a possible increase in fees to empty the dog bins. This is because there are not dog bins in nearby villages. The Clerk will begin to explore other options ahead of this possible change.

**Action Clerk**

8.2 To discuss damage to gate to the fen.

The gate into the fen, off the B1111, has been removed. Concerns were raised about animals running out on to the main road. This has been reported to Suffolk County Council.

## **9. Clerks Report**

9.1 To discuss procedures for the upcoming Parish Council elections.

The Clerk provided information to help the Councillors complete their nomination papers. Once finalized the Clerk will take them into West Suffolk Council.

After an election all candidates must submit a declaration and return of expenses, even for a nil return. This is regardless of if they are elected or not. The Clerk will make these documents available at the May meeting. The deadline for receipt of candidates expenses is Thursday 1<sup>st</sup> June.

**Action Clerk**

9.2. Update on Clerks Microsoft 365 training.

The Clerk has been advised that it could be beneficial to sign up to a file sharing programme. This would be an added expense that, at present was not thought necessary, as the system we have now works well enough. In addition, it is being suggested we sign up for a .Gov email address. Again, this was an expense that was not felt necessary at the moment. The next session, on Apps, should hopefully be more helpful.

9.3 Update on footpath post repair, New Common Road.

This has been reported by Cllr Barham.

9.4 Update on website.

The Clerk has set Cllr Barham up as an administrator on the website. The Clerk will arrange a session with Cllr Barham to look at the administration process after the May meeting when she has some more time.

**Action Cllr Barham/Clerk**

9.5 Emergency plan, to discuss progress.

This is ongoing. The Clerk will look at the wording of the document.

**Action Clerk**

## **10 Finance.**

10.1 10.1 The following accounts were approved for payment.

Admin	Various	£664.08
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10.3 Report on action taken by Barclays for their periodic review.

This matter has been finalised with no further action required. The Clerk will investigate the possibility of receiving some compensation for the excessive time that has been spent on this issue.

**Action Clerk**

10.4 To confirm completion of internal audit review.

Cllr Snelling completed the internal audit review for the Parish Council.

10.5 To confirm appointment of external audit and arrangements for delivery of accounts for YE 2023

It was confirmed that we will use Trevor Brown to carry out our audit for the year end 2023. The Clerk will take the accounts to the auditor on 12<sup>th</sup> April 2023.

**Action Clerk**

10.6 To note S137 amount for 2023/24.

The Department of Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2023/24 is £9.93. The act enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure.

10.7 To review, update and agree the following documents: Standing and Financial orders, Risk assessments, Code of Conduct, Asset Register, Clerks contract.

The above documents were reviewed, updated where required and agreed.

**Action Clerk**

**11. Planning Matters** to include any applications/decisions received since the agenda was posted.

11.1 DC/23/0182/FUL | Planning application - temporary siting of mobile home for use as agricultural worker dwelling. Street Farm, The Street, Market Weston

**The Parish Council discussed the applications and, although they recognise that there are planning limitations, they felt that, in principle, they supported the application. They felt that as an existing business in the village it should be encouraged to expand.**

11.2 DC/22/2127/HH 2 Road Market Weston. Open porch, side extension and alterations. To note this application has been granted by West Suffolk Council

**12. The Green/Play area report**

12.1 Continuing maintenance of The Green

12.2 To discuss the options for cutting the Green following a meeting with a lawn mower supplier. A new mower would cost a minimum of £8083, this would be for a petrol mower, with a diesel option (the preferred option) being considerably more. A grass contractor, carrying out the grass cutting to a similar level that was being achieved at the moment would be approximately £2680 per annum. It was suggested we look at the cost of leasing a mower. It was agreed to stick with the original mower, if it was able to be repaired and try to get the regular services on a more formal footing. Cllr Fulcher will speak to Stephen Hatton about this and arrange for the current mower to be repaired.

**Action Cllr Fulcher/Clerk**

**13. Kings Coronation Picnic Celebrations**

To discuss arrangements and agree any funding.

It looks like the 'Coronation Concert' will be in the evening, The Monday's Bank Holiday is 'The Big Help Out' encouraging people to try Volunteering for themselves. With that in mind the event for Market Weston, a picnic, similar to the Jubilee event, would be held on the 7<sup>th</sup> May, over the lunchtime period. Tony's band is available to play and will charge £100. The Parish Council will make a contribution to the event and it is hoped that some of this may be able to be reimbursed by West Suffolk Council after the election.

The Clerk has ascertained that we can receive funds, other than via the precept and grants, via gifts from parishioners.

**14. Tree Warden report.**

To receive any update from the Tree Warden

No report this month.

**15. Councillors reports and items for future agenda**

No additional reports or items this meeting.

**16. Correspondence for information**

**17. Aide memoire**

17.1 Tree planting project, Cllr Hall.

17.2 Flooding issues, Cllr Hall.

**18. Date of next meeting:** Thursday 18<sup>th</sup> May Annual Parish meeting 7pm to be followed by the Annual Parish council meeting at 7.30 2023

**19. To consider the exclusion of the public and press in the public interest for consideration of the following items:**

19.1 Personnel Issues. None.

19.2 Legal Issues. None.