

## MARKET WESTON PARISH COUNCIL

Minutes of Market Weston Annual Parish Council meeting held on Thursday 20<sup>th</sup> July 2023  
7.00pm in Market Weston Village Hall

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

### 1. Co-option of new Parish Councillor

### 2. Apologies for absence

Apologies received from Cllr P Barham, P Freeman & C Snelling

### 3. Members Declarations of Interest and Dispensations:

3.1 To receive declarations of interest from councillors on items on the agenda. None.

3.2 To receive written requests for dispensations for disclosable pecuniary interests. None.

3.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None.

8. Minutes - The minutes of the Thursday 18<sup>th</sup> May 2023 meeting agreed and approved as a correct record.

### 5. Meeting open to the public

Concerns have been raised about a vehicle that seems to have been abandoned near some garages in the village. Cllr Bull will look into this.

**Action Cllr Bull**

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

On the 2<sup>nd</sup> of August the pavement along George Hill, Stanton, is being re-surfaced. This means the road will be closed and there will be a detour in place. On the 9<sup>th</sup> August there is going to be some traffic calming measures being installed in Hepworth. This means The Street will be closed during this time. The current Suffolk County Council Highways Contractor, Kier is at the end of their contract. A new contractor, Milestone are taking up the new contract. The issue of large vehicles using Ponds End Lane was discussed again. It was agreed to keep this matter under review. Some concerns were raised about flowers overhanging the footpaths. Cllr Hall will speak to the residents in question to see what can be done.

**Action Cllr Hall**

### 7. Report from B. Councillor: C Bull

Cllr Bull reported that the Community Chest Funding is open now for applications. West Suffolk Hospital are appealing for any borrowed equipment to be returned to the hospital. West Suffolk Council are looking to sign off on their Environmental Statement, details will be coming out soon.

### 8. Progress reports. For information, from:

#### 8.1. Chairman

The Chairman has been single handedly cutting The Green. This is because we still don't have our own mower repaired. Unfortunately, due to insurance restraints, Cllr Fulcher is the only person permitted to use the mower. With the current mower it is taking around 5 hours to do a complete cut. To aid with maintenance of The Green Cllr Fulcher has asked those other members of the grass cutting team doing some work, cutting back the trees and bushes at the edge of the Green. Cllr Fulcher will be doing the work on the book swap shelf shortly. Cllr Fulcher has reported a dumped mattress in New Common Road. Cllr Bull has followed this up and it should be collected by West Suffolk Council soon.

#### 9.2 Clerk:

9.2.1 To discuss request for Clerks training.

The Clerk would like to undertake some time management training in October. This was agreed.

The cost of this training, £30, will be split with her other councils.

**Action Clerk**

9.2.2 To give feedback from Parish Conference.

This was a good networking event but there was not much content.

9.2.3 Councillors roles and responsibilities.

As there were Councillors absent it was agreed to postpone this until the next meeting.

**Action Clerk**

9.2.4 Emergency Plan update

The Clerk circulated the latest draft of the Emergency Plan. All the councillors were asked to look at the details and check for accuracy so the plan can be signed off.

## **10. Finance.**

10.1 The following payments were approved.

MWVH	Hall Hire	£140.00
Various	Administration	£810.32

10.2 Bank reconciliation and accounts update.

The Clerk provided the Councilors with a bank reconciliation, schedule of payments and budget report for information.

10.3 End of Year Accounts. To note submission of documents and compliance with the Transparency Code.

The Clerk confirmed that the AGAR has been submitted to PKF Littlejohn and the notice of audit has been displayed.

The information required for compliance, under the Transparency Code, has been uploaded to the Parish Council website.

Notification of Receipt of documents.

Notification of exempt status, 2023 has not yet been received yet. The Clerk will continue to monitor this.

10.4 To discuss automatic payments to HMRC.

The Clerk has set up a direct debit mandate to enable automatic collection of any tax due to HMRC.

10.5 VAT claim update

The Clerk has so far not received a response from HMRC regarding our VAT claim. She has written to them again. She will continue to chase this matter.

**Action Clerk**

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

None received.

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

12.1 to receive an update on the continuing maintenance of The Green.

There are some matters raised on The Green play area report from west Suffolk Council. It was agreed that we would arrange for a contractor to price for any works that need to be done. The Clerk will contact a local company about this.

**Action Clerk**

## **13. Tree Warden report.**

To receive any update from the Tree Warden.

No report received this time.

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

14.1 To confirm works to noticeboard.

Cllr Barham not been able to get the Perspex on the notice board addressed but will aim to do this in August. Cllr Barham sent apologies for the need to defer this action.

14.2 To confirm works to dog litter bin.

Cllr Fulcher was able to affect a repair to the dog bin near the church and Cllr Barham didn't see an easy way to make the current fixings any more secure than they currently are.

14.3

It was agreed that a price for emptying the dog litter bins should be sought ahead of the budget meeting so we can make an informed decision going forward.

**Action Clerk**

14.4

The Parish Council thanked Darryl for his works on The Green and for checking the defibrator regularly.

**15. Correspondence for information**

None received.

**16. Aide memoire**

16.1 Tree planting project, Cllr Hall.

16.2 Flooding issues, Cllr Hall.

**17. Date of next meeting:** Thursday 21<sup>st</sup> September 7.00pm 2023. Confirm date for November meeting.

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

18.1 Personnel Issues.

18.2 Legal Issues.

It was noted that the Clerk will be taking some annual leave from 7<sup>th</sup> to 21<sup>st</sup> August.