

MARKET WESTON PARISH COUNCIL

Minutes of Market Weston Annual Parish Council meeting held on Thursday 6th May 2021 7:30pm
Via Zoom

Present: Cllrs: D Fulcher, J Loden, A Hall, M Martin, P Freeman, W.S Cllr Bull, C. Cllr J Spicer plus 3 members of the public.

1. Election of Chairman

Cllr Freeman proposed Cllr Fulcher for the position of Chairman. Seconded by Cllr Martin. Cllr Fulcher accepted the position.

2. Chairman's Declaration of Acceptance of Office

Cllr Fulcher signed the acceptance of office.

3. Election of Vice Chairman

Cllr Fulcher nominated Cllr Martin for the position of Vice Chairman. Cllr Martin accepted the position.

4. Apologies for absence

None received.

5. To elect Council Officers and Representatives to outside bodies

To include a nominee to the Market Weston United Charity
Cllr Loden was nominated as a trustee to the Market Weston United Charity.

6. Members Declarations of Interest and Dispensations:

- 6.1 To receive declarations of interest from councillors on items on the agenda. None.
- 6.2 To receive written requests for dispensations for disclosable pecuniary interests. None.
- 6.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None

7. Minutes - The minutes of the Thursday 18th March meeting agreed and approved as a correct record.

It was confirmed that once the minutes are approved they cannot be amended and that prior to approval they can only be amended by members of the Parish Council. They need only to be a record of decisions made, although it is recognised that back ground information can be helpful so this is often recorded as well.

8. Meeting open to the public

Cllr Martin asked, on behalf of a resident, if Liberty House was sold as a domestic dwelling, would change of use, back to residential, be required. Cllr Bull confirmed, that yes, it would be required. A resident asked what the current status of Liberty House was. The current status is, as agreed at the Planning Committee, that a Liberty House has had its year of restrictions extended a further year due to the irregular trading year. It was understood that the current point of contact for reporting incidents of noise nuisance to, is retiring. Who would be the new contact? Cllr Bull said the best route to report such incidents would be through customer direct, as this would ensure the call is logged. There is an app, in development, which will hopefully help once it is up and running. The residents are already using an app, approved for use by other councils, to record incidents. Cllr Bull confirmed that the restriction is for 12 months from the date of approval. She will check if the paperwork has gone out.

9. Report from County Councillor:

Cllr Spicer had no report to make.

10. Report from West Suffolk Councillor: C Bull

Cllr Bull had no additional report to make.

11. Chairman's Report

11.1 Horses on footpath, action taken

Cllr Fulcher has erected some 'no horse' signs at either end of the footpath that is being used by horse riders.

11.2 Treehouse on The Green.

Members of the Parish Council met and successfully removed the tree house on the Green.

12. Clerks Report

12.1 Bus shelter, to discuss option for a possible new bus shelter.

A site visit to discuss possible locations still needs to be arranged. We will need to be very mindful of both the position and the aesthetics of any shelter. It would need to be in keeping with the location.

12.2 Insurance information webinar.

The Clerk is attending a free webinar. Topic that will be covered:

- Underinsurance; the consequences of not being correctly and adequately insured
- Buildings valuation; the options, suggested frequency and costs
- Building construction; the types and their significance to insurers
- Parish Online; how web-based technology can help you manage risk remotely

Managing insurance risk – most councils don't have an accurate record of their assets and what they are worth. This puts them at risk

A good way to take control of insurance is to use POL as a tool to build an Asset Register –

We are currently tied in to a LTA with Came and Company and the Clerk is looking for another council to see what the penalty is for breaking this as it would appear, from looking at comparisons, that we could save a considerable amount of money by switching to another provider.

13. Finance.

13.1 The following accounts were approved for payment.

Admin expenses £667.71

SALC Subscription £145.06

13.2 Bank reconciliation and accounts update.

The Clerk provided a schedule of payments and a bank reconciliation.

13.3.1 To discuss the Report by the Internal Auditor

The internal auditors report was circulated and approved. The recommendation made, regarding signing cheques was noted. The Clerks contract will be reviewed this year.

13.3.2 To approve and sign section one and two of the AGAR

Parts one and two of the AGAR was approved and signed by the Council as was the certificate of exemption. The Clerk will ensure that the publication requirements, under the Transparency act, are met.

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

14.1 Liberty House, Development Control Committee decision

As mentioned under item 8, Liberty House has had its year of restrictions extended for a further year due to the previous irregular trading year.

15. The Green/Play area report

15.1 Maintenance of The Green

I have now gained access to the shed on the green, and the mower has also been serviced ready for its year of operation, Thanks to Steven Hatten.

I have also installed a new alarm in the shed as we were not aware of the code on the original alarm.

I have now done 3 grass cuts on the green both taking 3 ½ hours each to perform.

Neil Hatten has kindly taken on the responsibility of strimming around all the trees and wooded sculptures which he has said he is happy to do from now on, which is great.

Also, Tony Hood has shown an interest in helping with the cutting and has said he would like to help me each time it is cut, so the current plan is to do half of the cut each, so 1 hr 45 min each (ish) which would be a massive help.

The Parish council are very grateful to Cllr Fulcher for cutting the grass but, as pointed out by Cllr Martin, it was too much for one Councillor to take on alone. Cllrs Freeman, Loden and Hall all said they would be willing to help and will make arrangements with Cllr Fulcher to both familiarise themselves with the equipment and also work out a work rota.

Action All

The Clerk will check the insurance position regarding volunteers working on the Green.

The millstone stainless steel band has now been removed and it is currently in Guy's green house, we really to organise for this to be repaired and replaced ASAP.

The fence on the horse meadow side of the green is also in need of repair and Pat has kindly offered to arrange this repair, it is in need of several new posts which he will order and we need to pay for, I have said to Pat to let me know when he was planning to do this work and myself and any others available would go up and help with this work.

Cllr Martin asked for permission to hold the Church fete on the green this year. This is because it would enable more room for social distancing. This was thought to be a great idea. Cllr Bull may be able to provide some funding for the event.

16. SCC tree planting initiative.

Cllr Hall is still looking for suitable sites and talking to members of the parish.

17. Councillors reports and items for future agenda

Cllr Hall asked about the latest report from West Suffolk regarding equipment on the Green. The wooden features are continuously recoded as having rot. They are listed as low risk. Due to the nature of the pieces it would be unlikely that this would not be the case. It was agreed that, unless the status changes, no action will be taken at this time but we will continue to monitor the situation.

Cllr Hall again raised the issue of security in the village. The Clerk suggested that he might like to resurrect the Neighbourhood Watch in the village and that she can send contact information through to him. Cllr Hall said he would look at this as an option. The details for 'Police Connect' will be made available on the website.

Action Cllr Hall/Clerk

18. Correspondence for information

Email from Chris Hipkin, for information. Noted

19. Date of next meeting: 22nd July 2021

20. To consider the exclusion of the public and press in the public interest for consideration of The following items: 20.1 Personnel Issues. 20.2 Legal Issues.