

## MARKET WESTON PARISH COUNCIL

Minutes of Market Weston Annual Parish Council meeting held on Thursday 18<sup>th</sup> May 2023  
7.30pm in Market Weston Village Hall

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

### **1. Election of Chairman**

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

Although absent from the meeting Cllr Fulcher had confirmed he would be happy to become the Chair again if that was decision of the Council.

### **2. Chairman's Declaration of Acceptance of Office**

The Clerk will make arrangements for Cllr Fulcher to sign the Acceptance of office at the earliest opportunity.

**Action Clerk**

### **3. Councillors Declaration of Acceptance of Office and Register of Members Interest**

The Councillors completed their Declaration of Acceptance of Office and Register of Members Interest forms. The Clerk will ensure that the paperwork is submitted to West Suffolk Council and filed correctly

**Action Clerk**

### **4. Election of Vice Chairman**

Cllr Barham nominated Cllr Martin for the position of Vice Chairman, this was seconded by Cllr Snelling. Cllr Martin accepted the position.

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

### **6. Apologies for absence**

Apologies for absence received from Cllr D Fulcher.

### **7. Members Declarations of Interest and Dispensations:**

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

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

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

**8. Minutes** - The minutes of the Thursday 15<sup>th</sup> March 2023 meeting agreed and approved as a correct record.

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

None present.

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

Cllr Spicer provided an annual report for the Annual Parish Meeting, a copy of this is available on request.

Cllr Spicer was asked about some possible funding for the village hall car park. Cllr Spicer asked that the village hall contacted her directly about this.

### **11. Report from B. Councillor:** C Bull

Cllr Bull provided an annual report for the Annual Parish Meeting, a copy of this is available on request.

Cllr Bull was also asked about some possible funding for the village hall car park. Cllr Bull also asked that the village hall contacted her directly about this.

## **12. Progress reports. For information, from:**

### **12.1. Chairman**

12.1.1 Market Weston United Charities, to agree a Nominative Trustee.

Cllr Fulcher is happy to remain as the Nominative Trustee for the Market Weston United Charities. The other Councillors supported this appointment.

### **12.2 Clerk:**

12.2.1 To confirm completion of election expenses return.

These were completed and the Clerk will deliver them to West Suffolk Council next week.

12.2.2 To discuss options for Councillor training.

The Clerk provided the Councillors with some information about some new training for Councillors that SALC are going to be running. SALC recognize that the option of having six modules of training is a big commitment, a lot to take in and put into practice especially when new to the role. Their new Councillor development page instead offers a staged approach and, they believe, makes the best use of resources that are available for the sector such as national guidance, publications, networking, news bulletins and training. The new Councillor Basics workshop consists of two x 2-hour sessions. None of the Councillors wished to undertake the training at this time but it was made clear that this training would be available going forward if anyone felt they would benefit from it.

12.2.3 To discuss option to have accessibility review for the website.

Community Action Suffolk are now offering a limited number of accessibility review and fix services to One Suffolk customers where they review every page of our site, fix any issues that they see and then provide a short report based on what they find. The result of this will be that they will ensure that our website is meeting the current accessibility standard. This service costs from £108 inc VAT. The Clerk has done a lot of work on the website to ensure we are compliant, and this service was deemed unnecessary at this time.

12.2.4 Emergency plan, update on progress.

A combination of covid, elections, end of year accounts and additional meetings means no further work has been done on this at the moment.

## **13. Finance.**

**13.1** The following accounts were noted/approved for payment.

Administration	Payment	Various	£684.35
Accounts software	Payment	Mijan	£60.00
Coronation Event	Payment	Miranda Martin	£235.61
SALC Subscription	Payment	SALC	£154.34
Internal Audit	Payment	Trevor Brown	£160.00
Dog waste bin emptying	Payment	West Suffolk	£183.04
Precept	Receipt	West Suffolk	£8,500.00

**13.2** Bank reconciliation and accounts update.

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

**13.3** End of Year Accounts.

13.3.1 To discuss the Report by the Internal Auditor.

The internal audit report was accepted, it was noted that there were no recommendations made this year and the accounts were all in order. The Clerk made an alteration to the asset register figure, following advice on how to represent this on the AGAR, from the Internal Auditor.

13.3.2 To approve and sign section two of the AGAR, Certificate of exemption.  
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 all the relevant documentation is submitted to PKF Littlejohn, the external auditors and that the publication requirements, under the Transparency act, are met.  
**Action Clerk**

**13.4 To agree automatic payments to HMRC.**

It was agreed that the Clerk will make the arrangements for HMRC to automatically collect any tax contributions due by direct debit.  
**Action Clerk**

**13.5 VAT claim update**

A VAT claim of £579.66 has been submitted. After spending several hours trying to get through on the VAT helpline, the Clerk has written to HMRC to request a unique reference number so that future claims can be made online.  
**Action Clerk**

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

14.1 DC/23/0003/HH 5 Church Road. To note this application has been refused by West Suffolk Council.

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

15.1 to receive an update on the continuing maintenance of The Green

It was understood that Neil Hatton will look at replacing the rocky steppingstone and remove any rot in the logs, with the help of Cllr Fulcher.  
**Action Cllr Fulcher**

**16. Kings Coronation Picnic Celebrations**

To discuss the event and agree donation amount.

The event was a great success with a good turnout, including some newcomers to the village and several children. A lot of people helped, but particular thanks need to go to Cllr Martin for being one of the main organisers. It was agreed to keep any left-over bunting, etc for future events. A grant of £235.61 was agreed to go towards the cost of the event.

**17. Tree Warden report.**

To receive any update from the Tree Warden  
No report this month.

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

The number of potholes in Church Road was raised. Cllr A Hall will report these via the SCC website.  
**Action Cllr Hall**

Cllr martin raised concerns about the condition of the Perspex on the noticeboard. Cllr Barham will see if he is able to replace the Perspex.  
**Action Cllr Barham**

The newly installed dog bin has twisted round on the post. Cllr Barham will have a look to see if he is able to straighten it up.  
**Action Cllr Barham**

**19. Correspondence for information**

20's plenty campaign, to discuss the possibility of making 20 mph the maximum speed limit in certain areas, across Suffolk this will be an agenda item for the next meeting.  
**Action Clerk**

**20. Aide memoire**

20.1 Tree planting project, Cllr Hall.

20.2 Flooding issues, Cllr Hall.

**19. Date of next meeting: 20<sup>th</sup> July 2023 7pm**

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

20.1 Personnel Issues. It was agreed to pay the Clerk two weeks' pay, as overtime, to cover the extra work she did following time taken off ill with Covid.

20.2 Legal Issues. None.