

**Minutes of Withersfield Parish Council meeting held at 7:30pm on Tuesday, 16<sup>th</sup> July 2019 in  
Withersfield Village Hall**

Present: Cllrs - Terry Rich (Chairman); Ian Kinloch (Vice Chair); Frank Eve, Peter Lord, Jill Johnson, Sam Molyneux-Summers; Clerk - Laura Crump.

The meeting was chaired by Cllr Kinloch (Vice Chair) due to Cllr Rich (Chairman) having difficulties with his voice at present.

**1. Apologies for absence**

Received from District Councillor, Peter Stevens and County Councillor, Mary Evans.

**2. District Councillor's report**

None submitted.

**3. County Councillor's report**

Mary Evans submitted the following which was read out by Cllr Kinloch in her absence;

- a) I see there is the question on your agenda of funding for the buffer zones – I would be able to help from my grant and can discuss that with you all.
- b) SCC is extending and improving the speech, language and communication support for young children. Currently the extra school help only starts when children join primary school. In future, with an extra £1m from the health team the service will be provided from early years because (obviously) the earlier children can be helped the better it is for them and for their progress in school.
- c) I am having a series of meetings with the utility companies about road closures. We are insisting on changes to signage at the sites of road works so that in future it will be clearly stated: when the road is to be closed; what time of day the works are day/night; where they are; what type of work it is and what number to telephone if there is a problem. With immediate effect Traffic Management Companies are being told to tag traffic lights being put out on site to show they were fully charged before being taken from the depot. Too often residents experience the nonsense that happened locally of lights stuck on red.

Cllrs welcomed Cllr Evans' offer of funding support and will be interested to know how much funding will be available and what the full cost of the buffer zones will be.

**4. Public Forum for parishioners**

None.

**5. Co-option of new councillor following resignation of Cllr Guest**

Cllr Rich had been approached by a former Cllr who expressed his interest in joining the Parish Council once again. Cllr Rich has requested a statement from said person but has yet to receive a response. In the meantime, the vacancy will be advertised in the Withersfield News.

**6. Declaration of members' interests for any agenda item at this meeting**

Cllr Molyneux-Summers' partner is looking into putting an ad in the village magazine for her personal business. This was noted but was not considered to be a pecuniary interest needing to be declared.

**7. To approve the minutes of the Parish Council and Annual Parish meetings held on Tuesday, 14<sup>th</sup> May**

Parish Council meeting minutes approved - proposed by Cllr Eve and seconded by Cllr Kinloch.

Annual Parish meeting minutes approved – proposed by Cllr Eve and seconded by Cllr Lord.

**8. Matters arising - update from previous Parish Council meeting**

a) Progress towards Neighbourhood Plan

Meeting for this has not yet been set and application is ongoing. To be reviewed at the next meeting.

b) Village Hall Management Committee

Cllr Rich had been in contact with the Chair of the Village Hall Management Committee. He had requested Cllr Kinloch to take over this task. He has made contact with the chair of VHMC who has stated the problems with the VHMC lies around not having a secretary. Cllr Kinloch has arranged to meet up with the chair next week to discuss the matter further.

The Council are keen to hear what plans are in place in regard to managing the village hall. Regular report-backs to the Parish Council should be given. The PC believe a date needs to be set for the annual meeting of the Village Hall Committee, as this is long overdue. Whilst the Parish Council is keen that the VHMC is able to continue, if the Management Committee is not able to operate, consideration will need to be given to other options – including the Parish Council taking over direct management of the hall. It was noted that the Village Hall is formally owned by the Parish Council.

Cllr Johnson volunteered to take on the role of Parish Council representative on the VHMC. Proposed by Cllr Rich and seconded Cllr Kinloch.

c) Recognition of long service from a former Councillor

Cllr Eve had spoken with the former long-serving Councillor, who declined the offer of a get together to celebrate her contribution to the Parish Council. She felt honoured for the proposition and is happy for the Council to write a piece for the village magazine. Cllr Eve is currently writing something up for the recognition of her service.

Cllr Rich proposed entering a nomination into the Suffolk Community Awards, which was seconded by Cllr Kinloch. Cllr Eve is to look into this.

d) Support for village halls in West Suffolk - Jamie Murphy email

The clerk had received some more information on the free service being offered from The Suffolk Climate Change Partnership. They are funding a free support service for community buildings in West Suffolk that are looking to improve their energy efficiency and seeking funding to make these changes happen. The service involves either a full building audit and report, or distance support depending upon level of need.

Cllr Molyneux-Summers to pursue the application.

#### **9. Allocation of Councillor roles and responsibilities – vacancies:**

VHMC –Cllr Johnson; volunteered in earlier discussions.

Website to be managed by the Clerk. Proposed by Cllr Rich and seconded by Cllr Johnson.

#### **10. To agree to extend the licence from Thurlow Estate**

Cllr Rich had met with the Estate Manager at Thurlow Estate regarding the licence and confirmed that the proposed new licence is the same as the previous one.

It was agreed; proposed by Cllr Lord and seconded by Cllr Rich to enter into the licence on the terms offered.

#### **11. To receive an update from the Traffic Working Group**

Cllr Eve reported that he had spoken with David Chenery, Safety and Speed Management Engineer, who believes we have a good case for reducing the speed limits to 20mph within Withersfield village and that it will be more cost effective to try and attain the 20mph speed limit and buffer zones under one traffic order. The meridian speed has to be 30mph, which we came in just marginally above, however all other data collated met the required criteria. Request of technical report is recommended to be the first step in the process.

Cllr Rich concluded that the Traffic Working Group had done a great job and has come up with a good proposal.

Funding of the technical report was discussed and Cllr Rich proposed WPC should fund the report and should allocate a budget of £1000 which was seconded by Cllr Kinloch.

Cllr Eve is to investigate further into the cost of the technical report and move forward with this.

Speed reduction is the priority however if a 20mph speed limit isn't viable, we don't want this to delay the buffer zones. It was discussed that a speed limit reduction fund should be established in which parishioners and Friends of Withersfield may wish to donate towards the implementation of this, as well as a potential contribution from County Cllr Mary Evans, which needs to be realised. Other potential donors were discussed.

It was agreed; proposed by Cllr Eve and seconded by Cllr Johnson to establish the Withersfield Speed Limit Fund and that Cllr Rich should promote the fund on his page in the Withersfield News.

#### **12. Waste management**

Dog waste bin options were discussed and the council believe they are required within the village. The Council has money budgeted for the bins and is to proceed with the

implementation. Cllr Rich proposed the purchase of 3 bins, for each green in Withersfield village, which is to be emptied fortnightly. This was seconded by Cllr Molyneux-Summers and put to a vote with 5 Councillors voting for, and Cllr Lord wishing to have his abstention noted.

Clerk to move forward with this.

**13. To receive an update from Cllr Stevens about his investigation into the planning powers and enforcement of advertising**

Peter Stevens sent the following information in preparation of his absence, which was read out by Cllr Kinloch:

We (the Council) will take action if the sign is in a dangerous position, but usually treat them with a light touch as many of them support local charities.  
If any of them are of special concern, please report them to the enforcement officer at West Suffolk.

This information was noted and no further action was proposed.

**14. Report from Cllr Kinloch about the planned operational changes at Christmas Maltings and Clements Practice**

Cllr Kinloch reported on his meeting with Margaret Marks, Chair of PPG Christmas Maltings and Clements Surgery, who are introducing an online appointments page; EConsult. Patients will be required to complete forms online with information relating to their current medical concern. Submitted forms will be triaged within a 24-hour period using the multi-disciplinary teams and responses to the patient will be given according to the action required and the communication method selected by the applicant. Evidence has proven that over 50% of patients do not need a face to face appointment to resolve their problems and eConsult is three times more efficient than physical attendance at the surgery. It has been used successfully elsewhere.

Cllr Kinloch raised several questions about the new system and welcomed any further questions from the Cllrs to be emailed to him so he can forward them on and retrieve answers to all queries.

Cllr Rich gave his thanks to Cllr Kinloch for attending the meeting on behalf of Withersfield Parish Council. Cllr Rich concluded that the Council welcome all the efforts the surgery is making to improve its service with the introduction of this new system and will be interested to see in 6 months times whether this has made a positive difference.

**15. Finance**

- a) Presentation of monthly accounts – Income and Expenditure and Bank Reconciliation

Noted. Proposed by Cllr Rich and seconded by Cllr Johnson

- b) To note payments made since last meeting

Noted. Proposed by Cllr Rich and seconded by Cllr Kinloch

- c) Consideration of Internal Audit Report from SALC and clerk's action plan for the recommendations made

Discussed. Data Protection Regulation Requirements comment made on the Internal Audit Report is being looked into by Cllr Lord as the PC thought as a small council, they were exempt from having to publish the documents stated on the website.

- d) Quarterly report of expenditure and comparison to budget

Noted. Proposed by Cllr Rich and seconded by Cllr Kinloch.

## **16. Correspondence**

- a) Email – The Cedars

No comment to be made on application. Proposed by Cllr Rich and seconded by Cllr Kinloch.

- b) Email – Defibrillator site check

Noted.

- c) Email – Ipswich Northern Route

Noted.

- d) Email – Enter Village of the Year 2019

No action required.

- e) Email – Suffolk Community Awards

Cllr Eve to look into potential appropriate awards for recognition of service for a former Parish Councillor.

## **17. Planning**

- a) Borough notifications since last meeting

Noted.

- b) Applications received since last meeting

Noted.

## **18. Agenda items for meeting to be held on Tuesday, 17<sup>th</sup> September 2019**

None discussed.

*The meeting closed at 9:23pm.*