

## MINUTES OF A MEETING OF CONEY WESTON PARISH COUNCIL

HELD ON THURSDAY 7<sup>th</sup> MARCH 2019

PRESENT: Councillors: B. Hogg (Chair), C. Flood, D. Haycock, J. Ladell (Vice Chair), D. Stewardson, P. Clarke, R Salter (Clerk), County Cllr J. Spicer, Borough Cllr A. Smith (part) and 7 members of public.

1. Apologies: None
2. Declarations of interest: None
3. The draft minutes of the last meeting (17<sup>th</sup> Jan) had been pre-circulated; were taken as read and approved.
4. Scheme of public speaking: 1 member of public to speak on Neighbourhood Watch.

PUBLIC PARTICIPATION SESSION BEGINS.

5. 1 Cllr Spicer advised of the masterplan for development of Shepherds Grove on the old airfield in Stanton and the concerns of residents in Hepworth.

She also advised she could contribute £500 to the village hall roof.

Work has been completed at the Rushford Rd/Norwich Lane Junction. The volunteer group offered to cut back a tree on the verge which should improve visibility at the junction.

Cllr Spicer asked if the planned enhancements works to the American memorial was progressing, if so locality budget money may be available. BH reported the works were still planned but as yet details needed to be worked out with the American association.

She advised she had been contacted by a couple of residents about the Thetford Road footpaths and parking particularly around the bungalows and layby. She was due to meet the new CEO of Havebury Housing and suggested a meeting be held with all the agencies – County Council, Borough Council, Havebury Housing, Highways, Parish Council and residents. JS will progress this. **ACTION JS**

She reminded the Council that secondary school letters had been sent out and a reminder to parents that there was no free school transport to Thurston for new pupils. Anyone affected can contact her.

BH raised the subsidence of the footpath on the bend in the village, he had been told this would be repaired before the end of the financial year. BH to email JS so she can follow it up. **ACTION BH & JS**

PUBLIC PARTICIPATION CEASES

6 OPEN FORMAL P.C. MEETING: Matters for discussion (members progress reports/actions)

6.1 Review progress to improve safety at Rushford Rd/Norwich Lane Junction. Updated above in Cllr Spicer's report.

6.2 Thetford Road parking and footpaths. Updated above in Cllr Spicer's report

6.3 Elections, nominations paperwork.

Election notices should be published on Fri 22<sup>nd</sup> March once received from West Suffolk. They will be on noticeboards, the website and Facebook.

The nomination period is Mon 25<sup>th</sup> March to 4pm on Wed 3<sup>rd</sup> April. Rowena Salter will have the nomination forms and they have to be hand delivered to the Returning Officer at West Suffolk House.

6.4 Report progress to establish 'volunteer group' and workplan for village projects. The volunteer group meets again on Sat 16<sup>th</sup> March at 10am to continue work on reclaiming the footpaths and clearing the ditch by the village hall.

Stuart and Carole Duncan have shown an interest in co-ordinating the Neighbourhood Watch Scheme and are currently awaiting approval from the National body. The plan is to relaunch the scheme at the Annual Village Meeting. Thanks were passed onto them for being prepared to co-ordinate the scheme.

6.4 Mapping – next steps. RS advised that we have an agreement with the Ordnance Survey for mapping but need an online portal to be able to use the mapping. This is called Parish Online and costs £60 a year. This will enable the council to view maps online, be able to view maps when considering matters in the village and print maps for special events. There is future potential for adding other layers in such as tree preservation orders and working with the district and county councils to access datasets. A decision was made that the council would pay the £60 for this year and then review the situation in a year.

Agreed Unanimously.

## 7. MATTERS FOR DECISION:

7.1 Review and agree risk assessments and confirm appointment of internal auditor for current year. The risk assessments had already been circulated for review, it had been updated by BH & RS to be more specific to the village and Parish Council. No queries were raised and the risk assessment was agreed unanimously. It was also agreed it could go on the website. **Action RS & CF**

The Internal Auditor was confirmed as Donna Lash who had carried out the audit last year. Agreed Unanimously.

7.2 Speed Data analysis going forward. With the previous volunteer not able to continue with processing the speed data the Clerk had done this for the last data download. If RS is to continue to doing this there will be a time cost of 3 hours bi-monthly. The last batch of data also had some analysis included and the plan is to continue doing this to compare data over months and years. The data will be processed so an update can be provided at the Parish Council meetings and any issues reported to Police for action.

Agreed unanimously that RS continue to produce statistics.

7.3 Annual Village Meeting on the 23<sup>rd</sup> May – working group of Peter Clarke and Chris Flood, Ben Hogg to be included as needed.

7.4 Play Area – vandalism and SLA for reporting.

The SLA for the play area inspections by West Suffolk was agreed unanimously.

There had been a couple of incidents of vandalism at the play area, repairs have been made and there have been no further incidents. The situation will be monitored and DS will log the incidents, and any future ones.

**ACTION DS**

At this stage of the meeting Cllr Andrew Smith arrived and provided his update. He had had correspondence with a resident about fly tipping on the Rushford Rd which had been reported and was very quickly removed. The resident had also queried about litter picking and following confirmation from BH Andrew would reply advising this would be done on volunteer days.

Cllr Smith asked for the Village Hall quotes to be sent to him with the preferred one highlighted so he could progress funding for this.

**ACTION DS & AS**

## 8. FINANCE:

8.1 Agreed year to date finance report previously circulated. Agreed unanimously.

8.2 Cheques authorised and signed for:

- Equipment for volunteering day
- Administration expenses for period Jan - Feb 2019.
- SALC Training for RS
- Village Hall Insurance

9. No correspondence received. BH asked for an update on the village hall roof from the Village Hall committee who were organising tenders, and advised he and JL had a potential conflict of interest with different contractors and could not take part in any discussion or decision making if the matter came before Parish Council at any stage.

10. Date of next meeting confirmed as Annual Parish Council Meeting on May 9th 2019. There being no other business the meeting was closed at 20.20 hrs.

This being election year the Chair thanked the Councillors for all their hard work over the last 4 years.