**MINUTES**

**of the WEST ROW Parish Council meeting held on 20th October 2021 pm**

Present:

Cllr R Hamill (Vice Chairman)

Cllr A Fisher

Cllr A Rolfe

Cllr A Goodenough

Cllr J Goodenough

Cllr T Gooch-Taylor-Balls

Cllr C Bebee

Cllr A Booth

In attendance: D/Cllr L Stanbury, D/Cllr D Waldron and Sharon Vale - Parish Clerk

4 members of the public were present

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| 2021/115 | **CHAIRMAN’S WELCOME and APOLOGIES FOR ABSENCE**  |  |
| a. | In the absence of Cllr Peachey, Vice Chairman Cllr R Hamill presided, and will welcome all to the meeting. Cllr A Fisher was agreed as Vice Chair pro tem.Introduction of new Clerk Mrs Sharon Vale and new Councillor Cllr A Booth. Everyone present was informed that the meeting was being recorded under data protection policy. |  |
| b. | Introduction of newly elected parish councillor1. Signing of Acceptance form – Completed.
2. Declaration of Interests form to be completed within 30 days.
3. West Row Parish Council Code of Conduct provided (to be signed at the November meeting).
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| c. | Apologies for absence: Cllr M Peachey, C/Cllr C Noble and Sqn Ldr Al Balmer |  |
| 2021/116 | **DECLARATIONS OF INTEREST** |  |
| a. | Declaration of any disclosable pecuniary interest in any item of business – noneCllr R Hamill read out a statement regarding the Nolan principles and the fact that poor behaviour etc. has a negative impact. The derisory comments of individual councillors should not overshadow proceedings. |  |
| b. | Declaration of any personal and/or prejudicial interest in any items on the agenda: none |  |
| c. | Written requests for dispensations for disclosable pecuniary interests: none |  |
| d. | Grants to any requests for dispensation – Village Hall grant to be resubmitted | Clerk |
| 2021/117 | **PUBLIC PARTICIPATION (10 MINS**) members of the public may speak about items on this agenda.1. A concerned resident is frustrated that the bus station remains closed. With winter looming they are setting up a campaign group to have it re-opened immediately – Support has been received and hopefully bus station re opening. Cllr R Hamill said that we would show our support and that the problem had been addressed to Mildenhall District Council and they had take up the cause.
2. A concerned resident spoke about the flooding on Friday Street corner. The resident has spoken to Highways and apparently the soak away has collapsed. Cllr D Waldron has also spoken to Highways about the problem. It is not within the parish councils remit and this is the responsibility of Suffolk County Council Highways. D/Cllr L Stanbury requested that any problems be reported on the Highways portal and hopefully in time something will be done. It was also suggested that any concerns also be reported to C/Cllr C Noble.
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| 2021/118 | **EXTERNAL REPORTS** |  |
| a. | C/Cllr C Noble (Suffolk County Council and West Suffolk District Council) had given his apologies |  |
| b. | D/Cllr D Waldron (West Suffolk District Council) – not much to report other than actions taken on flooding. Tree lights have been signed off.  |  |
| c. | Sqn Ldr Al Balmer (RAF Mildenhall) - none |  |
| 2021/119 | **APPROVAL of MINUTES OF PREVIOUS MEETINGS** |  |
|  | 1. The minutes of the Meeting held on 15th September 2021 were **AGREED** (two typos, corrected)
2. Matters arising not covered by this agenda - none
 | PAPER A |
| 2021/120 | **PLANNING MATTERS RELATING TO WEST ROW:**  |  |
| a. | West Suffolk Council Delegation meeting - advice on outcomes (For Noting)  | PAPER B  |
| b. | Application no: DC/21/1923/HH Consultation Expiry: 25 October 2021Sent to councillors 4th October 2021Proposal Householder planning application - single storey rearLocation Beech Rise Eldo Road West Row Suffolk IP28 8PYApplicant Mr And Mrs L RoperThe above application can be viewed by downloading it from the planning sectionof the website:<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QZVWK5PD03E00>**NO OBJECTION** unanimous | PAPER C  |
| 2021/121 | **WEST ROW NEIGHBOURHOOD PLAN** |  |
| a. | Update on West Row Neighbourhood Plan – Cllr A Rolfe and Cllr J Goodenough were to attend the meeting which was then cancelled. Neighbourhood Plan would like to know what our plans are going forward. Until we speak to the planning consultant Ian Poole, we cannot move forward. D/Cllr L Stanbury agreed to be part of the Neighbourhood Plan committee. (Deferred until December meeting)  |  |
| 2021/122 | **MATTERS RELATING TO GOVERNANCE** |  |
| a. | Update on by election (District Councillor) – congratulations to D/Cllr L Stanbury |  |
| b. | To consider the West Row Parish Council Complaints Procedure – Procedures were updated last month. | PAPER D |
| 2021/123 | **FINANCIAL MATTERS** |  |
| a. | To consider the Accounts Payable for October 2021 were unanimously **AGREED** Additional accounts were to be added. | PAPER E |
| b. | To consider the request from The Academy about the unclaimed grant awarded –Clerk to contact and ask to re submit grant. | PAPER F  |
| c. | To consider the grant application from West Row Village Hall Foundation – 3 declared interests in this. Cllr Fisher proposed a grant of £250. **NO OBJECTION** unanimous. | PAPERS at GClerk |
| d. | To Note that WRPC has applied for a Locality Budget Grant from Cllr Waldron for the Christmas lights: Money has not been received. Clerk to chase. | Clerk |
| e. | PKF Littlejohn (external auditors) 2020-2021 Audit- Closure letter, Certificate, and audit fee payable - noted | PAPER H |
| 2021/124 | **MATTERS RELATING TO STREET FURNITURE/ AMENITY PROVISION** |  |
| a. | Update on new additional benches All the bases are in, just waiting on benches and planters to be delivered.  |  |
| b. | Update on footpaths/ bridleway projectsMildenhall Parish Charities have provisionally agreed to accept the footpath claim over their land off Friday Street. Cllr M Peachey has written to SCC to progress the issue and is awaiting a reply. Cllr M Peachey would also like to clarify in the last minutes, “The Forty” is separate and not related to their land. Cllr M Peachy continues to work on the applications for the other routes, and hope to start submitting these by the end of the year. |  |
| c. | Update on the daffodil planting event 1st October 2021 The Clerk has sent a letter of thanks to USAFE Mildenhall personnel for volunteering their services. Bulbs arrived safely. Liased with West Row Academy to participate. 45 under 5’s planted with Parents and Grandparents. Tools were provided by the Shed. Bulbs left over to be planted along verge by Shed. Bulbs to go around West Row sign. Cllr A Goodenough to liase with Cllr R Hamill. |  |
| d. | Report on recent Speed Indicator Device findings Cllr M Peachey reported that the main issue with speeding on Pott Hall Road is at the northern end (Cricks Road end) with cars either entering the 30mph zone too fast, or speeding up too quickly as they leave before they move into the 60mph zone. The 90 degree bend with Bargate Road does tend to slow most of the traffic at the southern end in both directions. The northern end was identified as the place we most needed a SID in the village, frustratingly SCC do not permit us to locate one there because of the high number of junctions (Cricks Road, Pott Hall Lane, Cornflower Close) and the multiple driveways in that area, also the sign has to be a minimum of 80m inside the 30mph zone. We did ask if the zone could be extended to allow this, but it was refused despite Cllr C Nobles’ support, on the basis that no-one had been injured or killed there in the last 5 years. Cllr M Peachey has emailed SCC again to see what else might be possible.Cllr A Fisher sent SID reports to all Councillors. Hurlde Drove is definitely the worst in terms of speed. Average speeds not too bad. Mildenhall Road averages not too bad. Cllr A Fisher seeking permission to put a SID by Ferry Bridge.  |  |
| e. | To consider the revised WRPC grass cutting contract (Cllr M Peachey) – Defer until Cllr M Peachey’s return. |  |
| f. | Update on provision of new rubbish bins  Defer to next meeting. Village Hall committee are requesting two additional bins Can they write into us and request. | PAPER I |
| g. | Update on WRPC gazebo/ banner printing quotations (Cllr C Bebee) – no update. Closed. |  |
| h. | Update on electricity supply to the triangleCllr M Peachey advised that power has now been connected. We are now waiting on meter installation which is due on the 28th October 2021. Lights for the tree have arrived. |  |
| i. | Update on Mildenhall bus shelter (closing times) – item closed |  |
| 2021/125 | **OTHER WORKING PARTY UPDATES/ REPORTS** |  |
| a. | Update on West Row Blue Plaque/Heritage GroupMaking progress. |  |
| b. | Update on the Quiet Lanes initiative (designated lead councillor Cllr R Hamill)Defer to next meeting. |  |
| c. | Update on contractor and cleaning of West Row war memorial (clerk) Last cleaned by NJS Stonemasonry in August 2018 at a total cost of £2071 (Mildenhall Parish Council). Clerk to obtain quote from Mildenhall Monuments and NJS Stonemasonry. | Clerk |
| d. | Report from Neighbourhood Planning meeting held 8th October 2021, delegates C/Cllr L Stanbury, Cllr J Goodenough, Cllr A Rolfe - Covered |  |
| e. | West Row Remembrance Service (wreath laying): To confirm the date and time of the West Row wreath laying at West Row Memorial (Cllr T Gooch-Taylor-Balls)School would like to participate. Cllr T Gooch-Taylor-Balls to look into wreath for Parish Council. Cllr R Hamill proposed we purchase 2 wreaths for use on the 11th November 2021 at 11:00, and on the 13th November 2021 at 10:00. The wreaths will then be relaid on Sunday 14th November 2021 at 10:30 at St Peters Church. Vote on total cost of £50. **NO OBJECTION** unanimous |  |
| f. | Report from Cllr A Rolfe At the September meeting, Cllr A Rolfe agreed to clarify the geographical situation and supply details of the perceived hazard of overgrown bushes (raised under exchange of information, therefore councillors were unable to review the situation in depth). Closed |  |
| g. | Clerks Report on the farmers (pipe) damaged by an unknown contractor**NOTE:** If it is confirmed that the farmer reported by Cllr A Rolfe is the landowner, the regulations are clear in that the farmer is responsible for maintaining the footpath. Noted. Closed. | PAPER J (i)PAPER J (ii) |
| h. | Overgrown bushes, Eldo RoadEmail from resident copied to all councillors 23.09.2021 Reply to email from resident. Quote awaiting. Clerk to email resident with sincere apologies for mix up in address. | PAPER KClerk |
| i. | Coat of Arms / Parish Village SignUpdate from Cllr R Hamill – To re do badge the cost will be £120 per badge. It was decided that we would go with one badge for now. Cllr A Rolfe claims he has the original broken porcelain pieces from the old badge. **NO OBJECTION** unanimous.  | PAPER L |
| j. | Recording of meetings: Clerk will look into a more suitable device to record the meetings - Defer |  |
| k. | Letter from Mr T Waters (sent to cllrs 06.10.2021) – noted. Clerk to thank him for his letter. | PAPER MClerk |
| l. | To consider registration of the Shed as an Asset of Community Value (suggest deferral until November meeting) – The Shed is no cost to us, and the designation would help protect against any future attempts to use the site for a housing development. West Row Academy - is this another Community Asset. Clerk to look into this.  | Clerk |
| m. | To consider an article, primarily for the Echo but which could also be displayed on the noticeboard/ website/ social media to explain the remit of the Parish Council and what services WSDC and SCC are responsible for. Defer to January 2022 |  |
| n. | Childrens visit to the Allotments: update Cllr A Rolfe reported that all went well and all children enjoyed it. Children were given flowers by Cllr A Rolfe. Cllr A Rolfe took a box of flowers into the school to show children how they are presented when they are taken to Covent Garden. |  |
| o.p. | Forest Heath Alliance: update on inaugural meeting 19th October 2021. Await for next newsletter. Echo – Cllr C Bebee proposes that the Parish Council take on the Echo. Cllr J Goodenough to contact Lynn Morley to find out what is happening with the Echo and report back next month. |  |
| q. | Mildenhall Town Charity permissions re: The Forty  - Cllr M Peachey in hand |  |
| 2021/126 | **EVENTS 2021 and 2022** |  |
| a. | Update on plans for the Christmas 2021 event (Cllr R Hamill) – Cllr R Hamill upadated us on the plans. We now have a sleigh and Rudolph. Tree lights will be turned on 1st December by two children from West Row Academy. Route planned Saturday 4th and Sunday 5th. Cllr C Bebee to obtain Santa suit. Cllr A Goodenough agreed to be Santa number 2. Cllr C Bebbe cancelled Village Hall for 4th December. With regard to publicity we are printing our own leaflet. |  |
| b. | Update on plans for the Queens Platinum Anniversary event in 2022Cllr R Hamill reported on the many activities over the weekend. Still awaiting quote re brazier beacon. No qualified first aided – Cllr R Hamill to look into this.  |  |
| 2021/127 | **CHAIRMAN AND COUNCILLORS’ REPORTS and SUGGESTIONS (on the night)** |  |
| a. | Vice Chairmans report 1. Deferred from September meeting: hazardous bushes on Eldo Road Bushes see Minute 2021/211 a. (i) - Closed
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| b.c.d. | Councillors reports and suggestions Cllr A Fisher discussed about moving website to new provider which is now all underway. Cllr A Fisher, Cllr R Hamill, and Cllr M Peachey all attended the Zoom meeting re Sunica. It was recommended that the Parish register their interest about Sunica.Cllr A Goodenough – has had complaints about the dog mess on Bargate Road. It was suggested that we place signs on each of the benches. Clerk to look into signs and cost for four signs.Clerk – Allotment renewals have been sent out. Allotment Holders keen to start up an Association. Clerk will follow this up. | ClerkClerk |
| 2021/128 | **CORRESPONDENCE & EXCHANGE OF ADDITIONAL INFORMATION** (at the discretion of the Chairman) - Email received from a resident regarding a museum for the village. Clerk to respond saying we will look into this for the future depending on funding. | Clerk |
|  | **AGENDA ITEMS FOR NEXT MEETING** Please contact the clerk if you have agenda items**Reminder: DATE OF NEXT MEETING CHANGED TO 24th NOVEMBER 2021** |  |

The meeting closed at 21:40