

Great & Little Whelnetham Parish Council
 Minutes of Parish Council Meeting held Monday 15 January 2024 at 7.30pm at Great
 Whelnetham Community Centre

Present	Councillors Peter Royce, PR, Tim Webber, TW, Sally Henderson, SH, Andy King, AK, John Hepworth, JH, Paul Wallace, PW and Bill Atkins, BA, Clerk Elaine Gorman, EG.
1. Opening meeting	The Chair, PR, opened the meeting and thanked everyone for attending.
2. Apologies	a) Apologies for absence were received from Cllr Charles James, CJ. b) Proposed by TW, seconded by PW, the absence of Cllr CJ was approved.
3. Declarations of pecuniary and non-pecuniary interests	Cllr SH declared an interest in planning application DC/22/1587/FUL as resident of neighbouring property.
4. Minutes	Proposed by AK, seconded by JH the minutes of the meeting held 13 November 2023 were unanimously approved.
5. Public Forum	There were no members of the public in attendance. The Chair's report had been circulated prior to the meeting. The Clerk's report had been circulated prior to the meeting. The Clerk reported that the collapsed bridge under the road at the gate entrance to the Railway Walk had been repaired as have the Tutelina Rd potholes on the junction with Stanningfield Rd. The Clerk had received an email from a company requesting to advertise their business on the Parish Council noticeboards. Council resolved to limit advertising to charities (on request) and not extend it to businesses. Proposed by TW and seconded by JH and unanimously approved. EG to write policy on use of noticeboard for advertising. A discussion about the Water Lane development took place. PR explained the length of time this application had taken and the lack of information forthcoming from West Suffolk Council. PR proposed and TW seconded a decision to complain to the local Government Ombudsman. SH abstained.
6. Statutory Business	
a) SARS report & grant request	Proposed by SH, seconded by PW it was unanimously agreed to award £100 to the Suffolk Accident Rescue Service.
b) Council to consider monthly meetings & committee meetings	A discussion took place. Proposed by PR and seconded by JH it was unanimously agreed to continue with bi-monthly meetings and set up committee meetings for projects including Railway Walk. Contentious planning matters to be considered at extraordinary meetings.
c) Notice of Vacancy	The Clerk informed everyone that the notice of vacancy had been advertised since 20 November 2023 and could now be filled by co-option.
d) Review Standing Orders	Council reviewed the Standing Orders. Proposed by BA and seconded by SH it was unanimously agreed to approve the Standing Orders
e) Review Financial Regulations	Council reviewed the Financial Regulations and agreed they are fit for purpose. Proposed by AK and seconded by TW it was unanimously agreed to approve the Financial Regulations.

<p>f) Consider, review, and approve the statutory legal power of LGA 1972, s137</p> <p>g) Review Risk Management Strategy Policy</p>	<p>The Clerk explained s137. It was unanimously agreed to defer this matter to the March meeting when details of the 2024/25 figure will have been agreed and released.</p> <p>Council reviewed the policy. AK offered to take a further look and make suggestions to improve the policy and report back at March meeting.</p>																														
<p>7. Planning Applications decided upon by PC since last meeting</p>	<ul style="list-style-type: none"> - DC/23/1718/TPO, planning consultation proposal TPO 111 (1970) tree preservation order – four Oaks and two Ash, (T1-T6 on plan in Area A1 on order) overall crown reduction of three metres. Location – Acorns, Stanningfield Rd, Gt W’ham, IP30 0TL, supported. - DC/23/1082/TCA – trees in a conservation area notification one Field Maple (T3773 on plan) – crown lift to two metres above ground level, street record, Pipistrelle Way, Gt W’ham, IP30 0BF, Havebury Housing, supported. - DC/23/1471/HH, H/holder planning application – a. single storey side extension b. detached double garage, Sandy Hollow, Sudbury Rd, IP30 0TJ, supported with observations. - DC/23/2044/HH, H/holder planning application – a. front porch following relocation of front door b. infill of garage door to form new window c. first floor side extension d. single storey rear extension (following demolition of existing conservatory) addition of render to existing front, side, and rear ground floor elevations e. changes to windows and doors, 16 Grove Cottis, Stanningfield Rd, IP30 0UB, supported. 																														
<p>8. Finance</p> <p>a) Payments since last meeting and bank reconciliation</p> <p>b) Bi-monthly statement and cheques to be issued</p> <p>c) VAT Reclaim</p> <p>d) Budget for 2024/25</p> <p>e) Precept for 2024/25</p> <p>f) Grass cutting quote</p> <p>g) Online banking</p> <p>h) Grant application – Headway, Suffolk</p>	<p>Council received and noted the payments and receipts since last meeting and approved the bank reconciliation. Balance of current account is £21,993.31 less cheques totalling £600.87 to be approved and issued. Proposed by PR and seconded by TW. Proposed by PW and seconded by SH. The following payments were approved:</p> <table border="1" data-bbox="628 1339 1506 1563"> <thead> <tr> <th>Detail</th> <th>Cheque No.</th> <th>Net (of VAT)</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>SW Citizens Advice</td> <td>908</td> <td>200.00</td> <td></td> <td>200.00</td> </tr> <tr> <td>E. Gorman (Norton)</td> <td>909</td> <td>104.97</td> <td></td> <td>104.97</td> </tr> <tr> <td>E. Gorman, exps</td> <td>910</td> <td>79.10</td> <td></td> <td>79.10</td> </tr> <tr> <td>E. Gorman (backpay)</td> <td>911</td> <td>216.80</td> <td></td> <td>216.80</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td>600.87</td> </tr> </tbody> </table> <p>Proposed by PR, seconded by BA it was noted a repayment of £1,476.92 had been received from HMRC.</p> <p>Proposed by PW, seconded by TW the budget for 2024/25 was approved.</p> <p>Proposed by PR, seconded by JH it was unanimously agreed that the precept should be set at £13,953 equivalent to 7.59%. Not received yet. Clerk to chase up.</p> <p>JH proposed and TW seconded a decision that the Clerk obtain further information from Lloyds regarding an online account. Proposed by SH, seconded by TW it was unanimously agreed to award £100 to Headway, Suffolk</p>	Detail	Cheque No.	Net (of VAT)	VAT	Total	SW Citizens Advice	908	200.00		200.00	E. Gorman (Norton)	909	104.97		104.97	E. Gorman, exps	910	79.10		79.10	E. Gorman (backpay)	911	216.80		216.80	Total				600.87
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i) Lloyds bank cheque signatory mandate	Clerk reported she had been sent the wrong form so would obtain another for JH to complete as cheque signatory.
9. Council to consider a) Additional street lighting between Community Centre & primary school b) Fencing for children's play area c) Picnic tables, installation	PR proposed, PW seconded a proposal to discuss with SCC highways the possibility of obtaining further street lightning along this route. Unanimously agreed. Proposed by PR, seconded by TW that the Clerk and PW would work closely to obtain quotes for metal fencing of standard height. TW proposed, JH seconded that Clerk speak to Community Centre Chairman to agree location of picnic tables and then proceed to arrange installation. Unanimously agreed.
10. Update reports for information only - Missing streetlight - Railway Walk	- PR gave an explanation - JH informed everyone the survey had been carried out but he had not received the written report yet. Once this has been received, he will pass on to the Clerk for circulation. JH confirmed he will work with AK to do a risk assessment of the Railway Walk.
11. Exclusion of the press and public	- Proposed by PR, seconded by JH, it was resolved that under the Public Bodies (Admission to Meetings) Act 1960 the public be excluded from the meeting due to the confidential nature of the business to be discussed. - HR, paper 1 - Council development, paper 2
12. Matters for consideration at next meeting	S137, new 2024/25 figure
13. Close of meeting	The meeting closed at 9.22pm.
14. Future Meetings	Date of next meeting, Monday 11 March 2024.

Signed.....Date.....