



Weybread Parish Council Meeting of the Parish Council Held at the Village Hall Minutes 27th September 2022

Present: Mr G Gibbs – Chairman, Mrs S Hardy – Vice Chairman, Mrs J Blair, Mrs S Middleton, Mrs A Pickess and Mr G Tibbenham

Also present: 1 member of the public, District Councillor Mrs L Hadingham and County Councillor Mr P Gould.
The Clerk Mrs Newby.

1. **Apologies for Absence:** Mr C Jordon.
2. **Declarations of Interest:** No additional declarations received.
3. **Approval of the Minutes:** The Minutes for 19th July 2022 were approved as being an accurate record. **Resolved**
4. **Co-option of vacancy of Councillor:** None received. Although there may be a couple that will consider it.
5. **Welcome to the new Clerk and RFO.** Mrs Newby has also achieved the CiLCA 2015 qualifications. Therefore, the Parish Council can adopt the General Power of Competence. **Resolved to adopt the General Power of Competence.**
6. **Reports:**
 - a. County Councillor's Report: Mr Gould's report had not been received; he will send it again.
 - Simple scheme to buy solar panels returns for Suffolk residents.
 - Cost of living support, www.suffolk.gov.uk/FinancialHardship. If high energy bills are preventing you from putting the heating on. Contact warm Homes Healthy People, email <mailto:whhp@eastssuffolk.gov.uk>
 - Suffolk to take part in trial walking and cycling on prescription scheme.
 - The Importance of buses. Councillor Richard Smith. The future of rural transport. Enough passengers are needed to make the transport useful. Develop a bus charter.
 - Mr Gould now has a community engineer that works in his team. This person can help with County Council issues. One of the issues he will look into is the drainage problem in Weybread.
 - b. **District Councillor's Report:** Mrs Hadingham reported on the following:
 - The District Council are also co-ordinating with the government for Cost of Living Support.
 - There was a site meeting at Friars Meadow, due to complaints received regarding the wheelbarrows, health and safety etc. Mrs Hadingham, Mr Gould and Mr Gibbs attended the Bio-

Diversity site meeting. The wheelbarrows could be moved further in and not close to the highway. The owner of the wheelbarrows would like to put something along the side of the road towards the village hall. This would need a licence and this can be done through the Parish Council. The wheelbarrows are considered as 'raised beds' and will help with disabilities. There was a general agreement, this area was approved providing it is kept tidy. Tennis balls have been placed at the end of the wheelbarrow handles for safety. The Parish Council Resolved to support this with a majority vote 5:1. **Action Parish Council/Clerk** to sort out the licence.

- Green Canopy, there are not enough trees. Tree coverage across the district is set to increase to help tackle bio-diversity loss and climate change.

c. Chairman's report:

- There is a resident in Friars Meadow that is having problems cutting their grass. Perhaps someone in the village could volunteer?
- Welcome to the Clerk.

d. Clerk's report: Still early days in the job. Had some issues finding the Councillors houses. Although the Clerk knows WordPress for the website, she may need some training on it. Mrs Middleton said she would be happy to do this with her.

e. Tree warden report: Nothing had been received. Mr Gibbs to contact the tree warden. There was in the past a mention of a seed collecting date.

- Some of the hedges along the road in Upper Weybread need to be cut back.
- The commemorative Oak tree looks dead.
- A review of the trees in the village is needed.

f. Policing Issues: Nothing on the crime map for this area.

7. Parish Council Meeting was suspended at this point to allow for Public Speaking. There being no questions or comments from the public, the Parish Council meeting then resumed.

8. Internal Auditor report: The Clerk discussed the issues from the Internal Audit Report. The Clerk is communicating with Heelis and Lodge, regarding payments to the open churchyard. The Clerk believes that there should not be a problem in the future, due to the General Power of Competence. The other items in the report will be sorted by the Clerk.

9. Appointment of Internal Auditor: It was resolved to use Heelis and Lodge again. They have audited the accounts for the last two years. The Clerk has used them before.

10. Adopt the Planning Policy and the National ALC Civility and Respect Pledge: The Planning Policy was considered a good idea. It was something that was done in the past. It was also noted that the planning application details would be put up on the website, so that residents could comment to the Parish Council. **Resolved.**

The Civility and Respect Pledge questions were put to the Parish Council. It was **Resolved** to accept this pledge.

The Clerk mentioned the opting-out of the SAAA external audit for the following 5 years. It was **Resolved** that the Parish Council would stay with them.

11. Review and agree the insurance quote for one year: The premium has been increased this year, to £414.26. The Clerk stated that the policy has remained the same apart from the Fidelity Insurance Guarantee has been increased to £100,000. This is

because of the additional money that the Parish Council has access too. **The Parish Council Resolved to pay this.**

12. Finance Report:

The financial summary for the current year was discussed and noted. The bank reconciliations for this year were also noted. Brought forward balances were noted:

The Balances b/f were:

General Reserves	£2400.00
Community Project	£3200.00
General Reserves	£702.23
TOTAL carried forward	£6302.23

Balances as at 8/9/22

Community Account	£6387.38
Recreation Account	£84552.84

13. Payment Schedule for September 2022:

Payee	Allocation	Amount
Heelis and Lodge		£58.00
Tina Newby		£122.50
Tina Newby		£163.28
HMRC		£71.00
East Anglian Air Ambulance	s137	£50.00
Diss & District Community Transport Association	s137	£50.00
		£514.78
To pay		
RwHTC	s137	£300.00
Six Sense	s137	£30.00
Royal British Legion	s137	£50.00
Weybread Village Hall	s137	£500.00
SCC		??
		£880.00

There was an agreement to pay the cheques written for £514.78, approve the additional payment of 880.00 when the cheque book arrives. The total would therefore be £1,809.04 (including the insurance). Proposed by Mrs Blair and seconded by Mrs Hardy. **Resolved.** Due to the completion of the last cheque book and banks no longer auto renew cheque books. The Clerk offered to pay for the insurance and the Parish Council would refund her. *Since the meeting the Clerk has contacted the Insurance Company and they will grant 14 days for the payment to be made. The Clerk will keep an eye on this.*

- 14. Bank Account issues:** As previously mentioned there is no current cheque book.
Action Mr Gibbs to communicate with the Bank and arrange for a new cheque book and a new mandate form. Signatories: Mrs Hardy, Mr Tibbenham, Mrs Blair and Mr Gibbs. Non-Signatories: Mrs Middleton and Mrs Pickess. The Non-signatories were approved as being the authorisers for the future bank reconciliations.
- 15. Planning Issues:** No planning applications.
- 16. Village Issues:**
- Footpath fingerposts: Mrs Pickess has noticed some of the footpath signs have been replaced.
 - Smell coming from sewage drain in The Street: This issue has been happening for years. The smell is coming from a manhole, being pumped from Fressingfield.
Action Mrs Pickess to report the job number to Mr Gould.
 - Village Sign: The post is in need of replacement and the sign itself needs to be refurbished. The whole area needs a tidy up. Mr Jordon has a site meeting to obtain quotes. There is a very good artist in the village that has offered to repaint the sign for the Parish Council and the village.
 - Rural Service Review: The update was in the minutes for last meeting.
 - New noticeboard, design and outstanding application: There was an agreement to install a StormGuard Lift-E-Up Interpretation Panel Lectern, size A1L. The quote has come out as £1198.00 + VAT. **Action Clerk to confirm** whether the quote comes with legs etc. Mrs Hadingham will donate some of the costs towards this.
- 17. Next Meeting:** Tuesday 15th November 2022 commencing 7.30pm
- 18. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted:**
Clerks Contract.
The Clerk reported
- that she will have continuous service, item 2.2!
 - queried confirmation for the length of probation, item 4?
 - There is no job description attached, item 6.
 - The Salary item 9, needs to include the SCP scale and the rate of pay.
 - item 9.3 could include BACS transfer when available.
 - item 16.1 there is no Parish Council's expenses policy, take out this reference.
 - item 16.2 The Clerk will be reimbursed for mileage for business use, but not for travel for the main PC meetings. The Parish Council appreciates the hand delivered meeting packs. The Clerk will update the noticeboard while she is in Weybread delivering the meeting papers.
 - There was an agreement to pay the Clerk £10 per month for the use of her laptop and working from home. Additional costs for stationery and printing will be charged on an ad hoc basis.

There being no further business for discussion, the meeting was declared closed at 9.25pm

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