

MARKET WESTON PARISH COUNCIL

Minutes of Market Weston Parish Council meeting held on Monday 13th May 2019 7:30pm in Market Weston Village Hall.

Present: Cllrs: D Fulcher, M Martin, A Hall, S Austin, And B. Cllr Bull & C. Cllr J Spicer

1. **Election of Chairman**

Cllr Martin nominated Cllr Fulcher for the position of chair; this was seconded by Cllr A Hall.

2. **Chairman's Declaration of Acceptance of Office**

Cllr Fulcher completed the Declaration of Acceptance of Office.

3. **Councillors Declaration of Acceptance of Office**

Those Councillors present completed their Declaration of Acceptance of Office.

4. **Election of Vice Chairman**

Cllr Fulcher nominated Cllr Martin for the position of vice chair; this was seconded by Cllr A Hall.

5. **Apologies:** Cllr S Allen

6. **To elect Council Officers and Representatives to outside bodies**

Cllr Martin was elected to represent Market Weston Parish Council for both the Village Hall and the PCC.

7. **Members Declarations of Interest and Dispensations:**

7.1 To receive declarations of interest from councillors on items on the agenda. None

7.2 To receive written requests for dispensations for disclosable pecuniary interests. None

7.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None

8 **Minutes** - Minutes of Monday 25th March 2019 meetings agreed and signed as a correct record.

9. **Meeting open to the public**

The noise issue with Liberty House continues with another noisy party being held in April. It was understood that this party was hosted by the owner's family. We are currently waiting to hear from West Suffolk Council regarding the application for change of use.

10. **Report from County Councillor:**

Cllr Spicer will have a look at the potholes in Church Road as a complaint has been received about the state of the repairs. The Clerk will report the potholes on Ponds End Lane. It is important that any potholes are reported using the SCC online reporting tool. B1111 at Hopton is closed for resurfacing.

11. **Report from West Suffolk Councillor: C Bull**

A new Council was elected for the West Suffolk Council on the 2nd May. Full Council will meet for the first time on 22nd May. The new council now has a different profile now with 36 of the 64 Councillors being Conservative and 25 being independents.

12. **Chairman's Report**

The Chairman had no report to make.

13. **Clerks Report**

13.1 Highways self-help update. The Clerk is attending a SCC highways Self help session on Wednesday at Stonham Barns

13.2 Councillors training

Coney Weston Parish Council are thinking of hosting some Councillor training and asked if any of our Councillors would be interested in attending. All those present would be interested in attending if the timings worked.

14. **Finance.**

14.1 To consider payments. The following accounts were approved and cheques signed by two signatories.

14.1.1 Administration.

14.1.2 MW PCC £300

14.1.3 MW VH £390

14.2 End of Year Accounts

The internal audit for the year was completed by the internal auditor. Section 1 followed by section 2 was agreed and approved by the Council. The Clerk will send off the relevant documents and ensure we are compliant with any transparency code obligations.

Action Clerk

14.3 Accounts Software

The Clerk has begun the free trial with the account's software. There have been a few issues, but they are being dealt with. She is hopeful that she will be able to provide the councillors with a report at the next meeting.

Action Clerk

14.5 VAT Claim

The Clerk is preparing an online VAT claim.

Action Clerk

15. **Review and agree policies/documents to include:**

The following documents were reviewed and agreed.

15.1 Financial Regulation

15.2 Standing Orders

15.3 Financial Risk Assessment

15.4 Risk Assessment

16. **Planning Matters**

16.1 DC/19/0876/HH The Staithe, Homepiece, Market Weston. Extension to existing garage. **No comments made.**

17 **Play area report**

17.1 Play area report

Following the departure of Cllr Hatten, the Councillors need to organise a rota for inspection of the play equipment. The Clerk will put this on the next agenda for further discussion. **Action Clerk**

17.2 The Green, ongoing upkeep

It was unclear if Guy Hatten has the relevant insurance to carry on cutting the green as he is no longer a Councillors. The Clerk will contact him about this. **Action Clerk**

18 **Village Hall report**

Cllr Martin will ask the village Hall committee to confirm that they are happy to have the defibrillator installed on the outside wall of the Hall and if they have any preference as to where it goes.

Action Cllr Martin

19. **Defibrillator**

19.1 Update on project.

There have been some issues with the cabinets and as such the device has not arrived yet.

20. Councillors reports and items for future agenda

No reports made.

21. Correspondence for information

None received.

22. Date of next meeting: Thursday 18th July followed by Thursday 19th September 2019

23. To consider the exclusion of the public and press in the public interest for consideration of the following items:

23.1 Personnel Issues. None

23.2 Legal Issues. None