

HERRINGSWELL Parish Council

Minutes of the Meeting of Herringswell Parish Council
Held at the Village Hall on Monday 3rd July 2023 at 7:30pm

Councillors present: Cllr. L. Marchington, Cllr. S. Boyce, Cllr. S. Griffiths.

Present: Clerk – Vicky Bright. Cllr. D. Dicker – WSC & Cllr. A. Drummond – WSC/SCC.

No Members of the Public were in attendance.

Meeting opened at 7:30pm

- 23/07/1** Chair's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):
Apologies: Cllr. G. Brown.
- 23/07/2** Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:
Cllr. L. Marchington declared a personal interest in Item 8.
- 23/07/3** Minutes of the Annual Parish Council Meeting held on 15th May 2023 - LGA 1972, Schedule 12, para 41(2):
Resolved 23/07/3.01
The minutes of the Annual Parish Council meeting held on 15th May 2023 were adopted as a true statement and signed by the Chair (LM).
- 23/07/4** To Receive County, District and Community reports:
WSC – Cllr. Dawn Dicker;
- Councillors have formed a progressive alliance; 19 Independents (17 Labour, 1 Green & 1 Liberal). The West Suffolk Working Partnership have a cabinet of 10 members of which 8 have portfolios. The leader and deputy leader do not hold a portfolio, but have a vote. Their priorities are the grass cutting schedules, and the Western Way Hub project.
 - There is a PSPO Consultation and cumulative impact assessment for Licensing and dog exclusion zones, the deadline is 21st July 2023.
- SCC – Cllr. Andy Drummond;**
The monthly newsletter was circulated to Councillors before the meeting. Thanks were offered to Cllr. Drummond for his promise of a Highways Locality Grant towards the traffic surveys at the Warren Road crossroads.
- Councillors were asked to look into the fact that the hedges on Bury Road, Newmarket have been cut during nesting season, is this in breach of the guidance and law. Concerns were raised in general at the inadequate grass cutting and weed killing in the Forest Heath area.
- 23/07/5** Planning Applications:
Update on West Suffolk Local Plan
i)

HERRINGSWELL Parish Council

Minutes of the Meeting of Herringswell Parish Council
Held at the Village Hall on Monday 3rd July 2023 at 7:30pm

The Clerk advised that notification had been received to say the final consultation has been delayed to January 2024.

23/07/6

i)

Highways/Footpaths & Trees:

Crossroads/Warren Road Junction – Speed Surveys Update

Resolved 23/07/6.01

It was agreed to proceed with the traffic surveys at two points on the crossroads, at a cost of £525 per survey, with Cllr. Drummond (SCC) contributing 50% of the costs from his Highways Locality Budget.

The speed surveys will be undertaken in September 2023.

The Clerk advised that the works to repair the advance warning sign that is slightly askew and the faded 'slow' markings and faded junction markings are still pending.

The faded and damaged reflective posts/markers on the bend after the crossroads to Kentford that the Clerk reported are still waiting for a response from Highways.

23/07/7

i)

Parish Matters:

Update on War Memorial repairs

The stone has now been re-erected with extra pinning to give extra support. The fence posts and chain are scheduled to be repaired/replaced this week; the posts will have reflective markers on them. Thanks were given to Cllr. Drummond for his Locality Grant towards the extra support pins.

ii)

Update on Phone Box Refurbishment and Repairs

The Clerk confirmed she has reported the phone box to BT and sent photos, but is still awaiting a response from BT.

iii)

Discuss Quote to replace Roses etc.

The Clerk presented a quote from Alan Nunn to remove the old shrubs and replace with new and add two rose bushes at the Village Garden. It was agreed to have Cllr. Brown look at the garden and the quote to determine if the works were necessary, upon his return from holiday. This item is deferred to the September Agenda.

23/07/8

i)

Village Hall:

Update on Village Hall Management and Trusteeship

The Clerk advised that the changing over the Trusteeship is still in progress with the Charity Commission.

HERRINGSWELL Parish Council

Minutes of the Meeting of Herringswell Parish Council
Held at the Village Hall on Monday 3rd July 2023 at 7:30pm

- ii) **Review the Terms & Procedures of Hire**
The Clerk is to take a look at the Terms & Conditions and Booking Forms and make the necessary amendments to bring them up to date. It was agreed not to increase the hire fees at this time.
- iii) **Discuss Cleaning (Incl. Deep Clean & before hires)**
It was agreed that Cllr. Marchington and the Clerk will have a tidy up and remove any rubbish etc. during the summer holidays. The Clerk is to look for a reliable Cleaner who is prepared to do a deep clean and then a general clean before bookings, as required. The Clerk is also to find a window cleaner to clean the windows inside & out and clean the porch.
- iv) **Discuss proposal to make an outdoor seating area/patio**
It was agreed that once the boiler/oil tank and old shed are removed the area can be tidied up and then the Council will take a look at the September meeting to agree ideas for the Clerk to get quotes and look at funding available.
- v) **Approve the Clerks Admin Hours May – July 2023**
Resolved 23/07/8.01
The Clerks hours for the hall admin was approved at 3.5 hours @ £48.83 for the period of May 2023 – July 2023.
- 23/07/9** **Correspondence:**

 - The Clerk advised that the next stage of the proposed A11 Fiveways Roundabout to Red Lodge improvements is a public engagement event on Tuesday 18th July 2023 at 7pm, at the Jubilee Centre, Mildenhall.
- 23/07/10**

 - i) **Finance & Policies:**
Parish Council Bank Reconciliation from list of payments/receipts
The Payments and receipts were scrutinised and approved. The account balance was confirmed as £13,363.46 as of 30th June 2023.
Resolved 23/07/10.01.
That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chair of the meeting (LM).
 - ii) **Payment Schedule for signing and approval for payment of outstanding invoices**
Resolved 23/07/10.02
The following payments were approved and the Authorisation sheet was signed by Cllr. Liz Marchington and Cllr. Selina Boyce.

Payee	Details	Invoice number	Payment Option	Total	Power

HERRINGSWELL Parish Council

Minutes of the Meeting of Herringswell Parish Council
Held at the Village Hall on Monday 3rd July 2023 at 7:30pm

					to pay*
GB Carpentry	Memorial fence posts repairs		BACS	£253.91	Parish Council and Burial Authorities (Miscellaneous Provisions) Act 1997, s. 1
V Bright	VH Admin Hours		BACS	£48.83	Local Government (Miscellaneous Provisions) Act 1976, s.19
V Bright	Expenses & Mileage		BACS	£20.62	Local Government Act 1972 S.111

23/07/11

Councillor’s Reports & Items for next Agenda

None.

Next Meeting to be held will be on Wednesday 13th September 2023 at 7:30pm in the Davies Memorial Village Hall.

Meeting closed at 8:48pm

Signed: *L. Marchington*
Chair, Herringswell PC

Date: 2nd October 2023