



The Parish Councillors of WEST ROW PARISH COUNCIL are summoned to attend the Parish Council Meeting on Wednesday 15th May 2024 commencing at 7.00pm in the Church Hall on Church Lane

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

The meeting is open to members of the public to attend in person. Members of the public not wishing to attend in person may submit written representations on issues to be covered in the agenda or items in general which will be noted for further consideration.

A G E N D A

WELCOME

- 1. Nomination for and Election of Chair inc. signing of the Declaration of Acceptance of Office for the position.**
- 2. Nomination for and Election of Vice-Chair inc. signing of the Declaration of Acceptance of Office for the position.**
- 3. Apologies for acceptance and absence.**
- 4. Council to note that, in accordance with s151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Financial Officer for the Council as part of her contract of employment.**
- 5. To receive member's declaration of interest and dispensations relating to items in this agenda.** In accordance with Section 31 of the Localism Act 2011, members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests, and non-pecuniary interest in **any items(s) on the agenda.**
- 6. To resolve that the minutes of the meetings of the council held on Wednesday 17th April 2024 are a true and correct record (Paper A).**
- 7. Public Participation (10 minutes in total)**
 - (a) Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
 - (b) To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.



- (c) At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total.

8. External Reports

- (a) D/Cllr Colin Noble – Suffolk County Council.
- (b) D/Cllr Don Waldron – West Suffolk Council
- (c) D/Cllr Mick Bradshaw – West Suffolk Council
- (d) Sqn Ldr Andy Bell – RAF Mildenhall
- (e) PC Andrew Green – Community Police Officer

9. Planning

- (a) **DC/24/0557/VAR** – Planning application – variation of condition 5 (estate roads) of DC/22/0749/VAR to use drawing 054/2021/210-P1 for the construction of 46 dwellings (including 14 affordable dwellings) with the creation of new vehicular access onto Beeches Road. Land East of Beeches Road, Beeches Road, West Row (**Paper B**).
- (b) **DC/24/0564/HH** – Householder planning application – a. renovation of The Old Mill b. part single storey and part two storey side extensions following demolition of existing extension. The Old Mill, West Row Fen, West Row (**Paper C**).

10. Matters Relating to Governance

- (a) To review and adopt Standing Orders (last reviewed May 2023) (**Paper D**).
- (b) To review and adopt Financial Regulations (last reviewed May 2023) (**Paper E**).

11. Financial Matters

To receive the following information and to approve payments.

- (a) To receive and note the Annual Internal Audit Report (**Paper F**).
- (b) To consider, approve and sign the Effectiveness of Internal Audit (**Paper G**).
- (c) To consider, approve and sign the Annual Risk Assessment (**Paper H**).
- (d) To consider, approve and sign the Annual Governance Statement (Section 1) 2023/24 (**Paper I**).
- (e) To consider, approve and sign the Accounting Statement (Section 2) 2023/24 (**Paper J**).
- (f) To note that the RFO (Clerk) has set the period for the Public Rights of Unaudited Annual Governance and Accountability Return.
- (g) Approval of Accounts – Payments – 1st to 31st May 2024 (**Paper K**).
- (h) Approval of April 2024 Bank Reconciliation (**Paper L**).
- (i) Approval of April 2024 Deposit Account (**Paper M**).



12. Matters Relating to Street Furniture/Amenity Provision

- (a) Report on Speed Indicator Device Findings. SID stats attached (**Paper N**).
- (b) Update on Footpath 30 (eroded riverbank) along river at bottom of The Gravel.
- (c) SCC Development.
- (d) Update on Storage Facilities – Ongoing.
- (e) Shop Drove Footpath – Ongoing.
- (f) Building site at the entrance to Pott Hall Road – Ongoing.
- (g) New Cemetery.
- (h) Community Assets – Village Hall, Bowls Club & Amenities.
- (i) Additional defibrillators at the end of Eldo Road and by the Fish and Chip shop.
- (j) Bridleway to Mildenhall. Wamil Hall path wording.
- (k) Banners for Notice Board opposite Plantation Farm.
- (l) West Row Outdoor Bowls Club – new venue for parish meetings/storage facilities.
- (m) Hedge and Verge Cutting – around the village. Awaiting quotation

13. Other Working Party Updates/Reports

- (a) Update on the Echo/Parish Magazine.
- (b) Update on Neighbourhood Plan.
- (c) Warm Places Update – Expenses Update (**Paper O**).
- (d) 100 Club Update.

14. Allotment Matters

15. Events

- (a) Joan Mann Special Sports Day 9th May 2024 09:30 to 14:00 - RAF Mildenhall
- (b) Village Knitting. Poppies for Remembrance Sunday.
- (c) 80th Anniversary End of WWII 2025.
- (d) D-Day 80 – 6th June 2024. Raising the Flag of Peace at the Bowls Club at 9:00am. Lighting of the Beacon at 9:15pm and reading of The International Tribute.
- (e) RAF Mildenhall 90th Birthday Celebrations. Next meeting to take place at Beck Row Parish Hub on Tuesday 18th June 2024 – 11:00 – 12:00pm.
- (f) Family Fun Afternoon 14th September 2024 – Village Hall.

16. Chair and Councillors' Reports/Suggestions (on the night)

17. Correspondence and Exchange of Additional Information (at the discretion of the Chair)



West Row
Parish Council

Clerk: Sharon Vale
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Website: <https://westrowparish.org.uk>
Chair: Cllr Rosalind Hamill

18. Date of next meeting

To confirm the date of the next meeting, scheduled for Wednesday 19th June 2024.

S Vale

Sharon Vale
Clerk to the Council

9th May 2024