



**Minutes of the Parish Council Meeting**


held on Wednesday 15<sup>th</sup> May 2024 at 7.00pm in St Peter's Church Hall, Church Lane, West Row IP28 8PD

**Present:** Cllr R Hamill, Cllr A Fisher, Cllr June Goodenough, Cllr A Goodenough, Cllr M Connery, Cllr T Gooch-Taylor Balls, Cllr S Knight and Cllr L Baker

Also in attendance: Sharon Vale, Parish Clerk, D/Cllr C Noble and 2 members of the electorate


The Chair opened the meeting at 7:00pm. A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

218	<b><u>Nomination for and Election of Chair inc. signing of the Declaration of Acceptance of Office for the position</u></b>  Cllr A Fisher was elected as Chair for 2024/2025 and the Declaration of Acceptance was completed and signed following a unanimous vote.	
219	<b><u>Nomination for and Election of Vice Chair inc. signing of the Declaration of Acceptance of Office for the position</u></b>  Cllr R Hamill was elected as Vice Chair for 2024/2025 and the Declaration of Acceptance was completed and signed following a unanimous vote.	
220	<b><u>Apologies and acceptance for absence</u></b>  Cllr M Peachey and D/Cllr D Waldron	
221	<b>Council to note that, in accordance with s151 of the 1974 Act, the Parish Clerk is appointed as the Council's Responsible Financial Officer for the Council as part of her contract of employment.</b>	
222	<b><u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u></b>  None were received.	
223	<b><u>To resolve that the minutes of the meeting of the council held on Wednesday 17<sup>th</sup> April 2024 are a true and correct record.</u></b>  It was resolved that the minutes of the meeting on Wednesday 17 <sup>th</sup> April 2024 were a true and correct record. The minutes were signed by the Chair.	

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224	<p><b><u>Public participation (10 minutes in total).</u></b></p> <p>A representative from West Row Village Hall attended and asked about the 'tug of war' rope for the village fete in September. We also asked the representative to chase the documentation for the application of the village hall becoming a Community Asset. If they are not able to provide the documentation, the parish council will apply to Land Registry.</p>	
225	<p><b><u>External reports.</u></b></p> <p><b>a. D/Cllr Colin Noble – Suffolk County Council</b></p> <p>Councillor Noble reported back on the Police and Crime Commission elections held at the beginning of May where Tim Passmore got re-elected. He also advised that the verges at the Mildenhall end along the bridleway from Pott Hall Road had been cut back.</p> <p><b>b. D/Cllr Don Waldron – West Suffolk Council</b></p> <p>Non attendance, however, reported that the government had approved £1.2m to clear the River Lark.</p> <p><b>c. Squadron Leader Andy Bell – RAF Mildenhall</b></p> <p>Non attendance and nothing to report.</p> <p><b>d. PC Andrew Green – Community Police Office</b></p> <p>Non attendance and nothing to report</p>	
226	<p><b><u>To consider planning applications.</u></b></p> <p><b>DC/24/0557/VAR</b> - 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. <b>OBJECT</b> on the grounds of safety as it is right outside of the school and therefore any crossing should be a full zebra crossing.</p> <p><b>DC/24/0564/HH</b> - 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. <b>SUPPORT.</b></p>	Clerk

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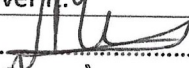


227	<p><b><u>Matters relating to governance.</u></b></p> <p><b>a. Annual review of Standing Orders</b></p> <p>The Standing Orders were circulated to council members ahead of the meeting for consideration. The council members resolved to adopt the Standing Orders for 2024/25.</p> <p><b>b. Annual review of Financial Regulations</b></p> <p>The Financial Regulations were circulated to council members ahead of the meeting for consideration. The council members resolved to adopt the Standing Orders for 2024/25.</p>	
228	<p><b><u>Financial matters.</u></b></p> <p>a. To receive and note the Annual Internal Audit Report. Reviewed by the Parish Council and adopted in full.</p> <p>b. To consider, approve and sign the Effectiveness of Internal Audit. The Effectiveness of Internal Audit was reviewed, and it was agreed that no amendments were required.</p> <p>c. To consider, approve and sign the Annual Risk Assessment. The Annual Risk Assessment was reviewed, and it was agreed that no amendments were required.</p> <p>d. To consider, approve and sign the Annual Governance Statement (section 1) 2023/24. The Annual Governance Statement 2023/24, Section 1 was approved and signed.</p> <p>e. To consider, approve and sign the Accounting Statement (Section 2) 2023/24. The Accounting Statement for 2023/24, Section 2 was approved and signed.</p> <p>f. To note that the RFO (Clerk) has set the period of Public Rights of Unaudited Annual Governance and Accountability Return.</p> <p>g. Approval of Accounts – Payment’s 1<sup>st</sup> to 31<sup>st</sup> May 2024. It was unanimously Resolved to Accept the payments.</p> <p>h. Approval of April 2024 Bank Reconciliation was Received.</p> <p>i. Approval of April 2024 Deposit Account was Received.</p> <p>j. Approval of Grant Application Form from the Village Hall for play equipment was Received.</p>	
229	<p><b><u>Matters relating to street furniture/amenity provision</u></b></p> <p>a. Report on Speed Indicator Device Findings – Results remain consistent with the odd higher speed during weekends. Cllr A Fisher obtaining quotations for speed warning signs.</p> <p>b. Update on Footpath 30 (eroded riverbank) along river at bottom of the Gravel. Clerk to contact Mildenhall Town Council for contact details of the Lark Preservation Society.</p>	<p>AF</p> <p>Clerk</p>

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	<p>c. SCC Development – Cllr M Peachey reported back on the SCC development. The council voted to <b>SUPPORT</b> Cllr R Hamill, Cllr A Fisher and Cllr M Peachey to have delegated authority to make decisions on this planning application.</p> <p>d. Update on Storage Facility – Village Hall have been advised that we do not wish to take ownership of their storage container. Close.</p> <p>e. Shop Drove Footpath – Ongoing.</p> <p>f. Building Site at the entrance of Pott Hall Road – Clerk to correspond with the Enforcement Officer.</p> <p>g. New Cemetery - The reserved matters application has yet to be submitted but is coming together slowly. The Archaeological specification that was drawn up by our appointed archaeologist was sent to SCC for approval, but they required some tweaks to be made, which has taken a little extra time to make and then resubmit. The idea being that we try to find and correct as many potential problems as possible before we submit the documents to WSC, to make our life easier further down the road. Thankfully we have plenty of time to sort the reserved matters, so it is no great trouble. Cllr M Peachey is still yet to hear back from SCC regarding the transfer of the land, and he has asked Cllr Noble to investigate further for us.</p> <p>h. Community Assets – Village Hall, Bowls Club &amp; Amenities. Awaiting paperwork from the village hall with regards to deeds.</p> <p>i. Additional defibrillators at the end of Eldo Road, and one by the Fish Shop. Cllr R Hamill to enquire what grant funding is available, and to find pricing for red paint for the village hall phone box.</p> <p>j. Bridleway to Mildenhall – Wamil Hall path wording. Cllr A Fisher has sent to Cllr M Peachey some wording for the board.</p> <p>k. Banners for Notice Board opposite Plantation Farm – It was agreed that the village hall could erect a banner for their fete in September.</p> <p>l. West Row Outdoor Bowls Club – New venue for parish meetings/storage facilities.</p> <p>m. Hedge and Verge Cutting around the village. Quotation received from Ken Hutchinson. Council voted to accept this quotation. Work will begin next week.</p>	<p>AF</p> <p>RH</p> <p>AF</p>
230	<p><b><u>Other working party updates/reports</u></b></p> <p>a. Update on the Echo/Parish Magazine – May/June edition has been distributed.</p> <p>b. Update on Neighbourhood Plan – Cllr M Peachey received a draft copy of the plan yesterday; however, it is quite lengthy and will take some time to review. Ian Poole stressed that it is the first draft that will need amending, and that certain sections are yet to be included. Cllr M Peachey has forwarded this draft to everyone, feel free to review, and let the Clerk and Cllr M Peachey have any comments. Hopefully we can go through this in greater details next month once everyone has had a chance to look over it.</p>	

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	<p>c. Warm Place Update – next fish and chip lunch arranged for Friday 31<sup>st</sup> May 2024.</p> <p>d. 100 Club Update – next draw to be held in June.</p>	
231	<p><b><u>Allotment matters</u></b></p> <p>An additional borehole has been dug. Cllr A Goodenough will contact RC Coleman regarding resurrecting a borehole which is already on site.</p>	
232	<p><b><u>Events</u></b></p> <p>a. Joan Mann Special Sports Day 9<sup>th</sup> May 2024 – RAF Mildenhall. Cllr A Fisher and the Clerk attended the event. Close.</p> <p>b. Village Knitting – Poppies for Remembrance Sunday. Knitting poppies is all going to plan.</p> <p>c. 80<sup>th</sup> Anniversary End of WWII 2025. Working group to be set up.</p> <p>d. D-Day 80 – 6<sup>th</sup> June 2024 – 9am raising of the ‘Flag of Peace’; 9pm Tribute will be read by Cllr R Hamill and a wreath laid, which will then be moved to the Memorial on the Church Green. 9:15pm lighting of the beacon. Pop up museum will be at the Bowls Club from Thursday 6<sup>th</sup> to Saturday 8<sup>th</sup> June. Evening of Saturday 8<sup>th</sup> June, live music by the Knightingales at the Bowls Club.</p> <p>e. RAF Mildenhall 90<sup>th</sup> Birthday – Next meeting at Beck Row Parish Hub on Tuesday 18<sup>th</sup> June 2024 – 11:00 to 12:00. Cllr A Fisher and the Clerk will attend.</p> <p>f. Family Fun Afternoon 14<sup>th</sup> September 2024 – Village Hall. Cllr R Hamill will provide the ‘tug of war’ rope, and the parish council will man the ducks and paddling pool for ‘grab a duck’ in the parish gazebo.</p>	Clerk AF
233	<p><b><u>Chair and Councillors’ reports/suggestion (on the night)</u></b></p> <p>Cllr R Hamill has been given a set of memorabilia plates of the village which were donated to The Shed, which she would now like to donate to the parish council for display in the new parish building.</p>	
234	<p><b><u>Correspondence and exchange of additional information (at the discretion of the Chair)</u></b></p>	
235	<p><b><u>Date of the next meeting</u></b></p> <p>To confirm the date of the next meeting, scheduled for Wednesday 19<sup>th</sup> June 2024.</p> <p>Meeting closed at 21:45pm</p>	

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