



### Minutes of the Parish Council Meeting

held on Wednesday 21<sup>st</sup> May 2025 at 7.00pm in West Row Outdoor Bowls Club, Beeches Road, West Row IP28 8NY

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

Also in attendance: Sharon Vale, Parish Clerk

The Chair opened the meeting at 7:00pm. The Chair and Vice Chair stood down as the Council prepared to propose and elect a new Chair and Vice Chair for 2025/2026.

A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

381	<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 2025/2026 and the Declaration of Acceptance was completed and signed following a unanimous vote.	
382	<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 2025/2026 and the Declaration of Acceptance was completed and signed following a unanimous vote.	
383	<b><u>Apologies and acceptance for absence</u></b>  Received and accepted from Cllr M Peachey, Cllr A Goodenough and D/Cllr D Waldron.	
384	<b><u>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.</u></b>	
385	<b><u>Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence.</u></b> Members reaffirmed that the council meet the eligibility criteria to hold the General Power of Competence.	
386	<b><u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u></b>  Cllr T Gooch-Taylor Balls declared an interest in Item 12 (h) as recorded in the Members' Register of Interests and has been granted a dispensation to engage in discussion and/or voting on this matter.	
387	<b><u>To resolve that the minutes of the meeting of the council held on Wednesday 16<sup>th</sup> April 2025 are a true and correct record.</u></b>  It was resolved that the minutes of the meeting on Wednesday 16 <sup>th</sup> April 2025 were a true and correct record. The minutes were signed by the Chair.	

Signed by Chair of Meeting:.....

Date Signed: 18<sup>th</sup> June 2025



388	<p><b><u>Public Participation session to include District, County Councillors, RAF Mildenhall and Police reports, plus representation from electors of the Parish.</u></b></p> <ul style="list-style-type: none"> <li>a. County Councillor Colin Noble – Suffolk County Council. No report at this time.</li> <li>b. District Councillor Don Waldron – West Suffolk Council. Nothing to report at this time.</li> <li>c. Squadron Leader Andy Ball – RAF Mildenhall. No report at present.</li> <li>d. Sergeant Pete Maxwell – Community Police Officer. No report at present.</li> </ul>	
389	<p><b><u>Planning Matters</u></b></p> <p><b>DCON(C)/21/2337</b> – Application to discharge conditions 25 (details of estate roads) and 28 (details of parking, turning etc.) of application DC/21/2337/OUT. Land East of Beeches Road, Beeches Road, West Row. The Clerk will write to WSC to convey the comments on the planning application that the council considers relevant.</p>	Clerk
390	<p><b><u>Matters Relating to Governance</u></b></p> <p>None.</p>	
391	<p><b><u>Financial Matters</u></b></p> <ul style="list-style-type: none"> <li>a. Approval and Authorisation of Payments for May 2025.</li> <li>b. Approval of April 2025 Bank Reconciliation.</li> <li>c. Approval of April 2025 Current/Deposit Account.</li> <li>d. To receive and note the Annual Internal Audit Report. Reviewed by the Parish Council and adopted in full.</li> <li>e. To consider, approve and sign the Effectiveness of Internal Audit. The Effectiveness of Internal Audit was approved and signed.</li> <li>f. To consider, approve and sign the Annual Risk Assessment. The Annual Risk Assessment was reviewed, and it was agreed that no amendments were required.</li> <li>g. To consider, approve and sign the Annual Governance Statement (Section 1) 2024/25. The Annual Governance Statement 2024/25, Section 1, was approved and signed.</li> <li>h. To consider, approve and sign the Accounting Statement (Section 2) 2024/25. The Accounting Statement for 2024/25, Section 2, was approved and signed.</li> <li>i. To note that the RFO (Clerk) has set the period of Public Rights of Unaudited Annual Governance and Accountability Return. This was noted and will be displayed on the public noticeboard outside the village shop and on the Parish Council website.</li> </ul>	
392	<p><b><u>Matters Relating to Street Furniture/Amenity Provision</u></b></p> <ul style="list-style-type: none"> <li>a. Report on Speed Indicator Device Findings. SID stats remain consistent.</li> </ul>	

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	<ul style="list-style-type: none"> <li>b. Update on Footpath 30 (eroded riverbank) along river at bottom of the Gravel. Ongoing.</li> <li>c. SCC Development – No update other than the planning comments raised in Item 389.</li> <li>d. Shop Drove Footpath – Ongoing.</li> <li>e. Building site at the entrance to Pott Hall Road – Cllr A Fisher has spoken with WSC regarding the site, and they have agreed to visit and inspect it.</li> <li>f. New Cemetery – Still awaiting land valuation from SCC.</li> <li>g. Hedge and Verge Cutting – This took place on Tuesday 20<sup>th</sup> May 2025. Hedge and verge cutting will take place again end of September.</li> <li>h. The Ancient Parish of Mildenhall Charities – Public Right of Way from Friday Street to Village Hall Car Park. Cllr M Peachey reported that it has been possible to negotiate with the landowner, Mildenhall Parish Charities, to withdraw their objection and allow the Order to proceed to confirmation, without requiring the cost and hassle of a public inquiry. Cllr M Peachey expects the legal confirmation to happen in the next couple of months, after which this route will be officially recognized as a public right of way. Once this has been completed, Cllr M Peachey suggests that the Parish Council write to all those who have helped in this effort to thank them.</li> <li>i. Additional cabling to the village sign by the Memorial – Awaiting quotation.</li> <li>j. Road signs for Cats at Pott Hall Road, Children Crossing and Parking outside the School - Cllr A Fisher will contact the Police to inquire whether they can patrol the area outside the school in relation to parking concerns. The Clerk will purchase bollards and signs for Pott Hall Road.</li> <li>k. Erection of Flagpole on St Peter's Church Green – The Clerk to check if we need planning permission.</li> </ul>	Clerk/AF AF/Clerk
393	<p><b><u>Other Working Party Updates/Reports</u></b></p> <ul style="list-style-type: none"> <li>a. Update to the Echo/Parish Magazine – Next edition will be brought forward a week earlier.</li> <li>b. Update on Neighbourhood Plan – The public consultation period has now ended. Some further consultation is required with some statutory bodies, which will take around 6 weeks, after which amendments to the plan will be considered, and the plan will then go to West Suffolk Council for their review.</li> <li>c. Warm Places Update – Additional funding has been received from Community Action Suffolk. The slow cookers have arrived and will be distributed once we determine who is in need on one. Next fish and chip lunch Friday 27<sup>th</sup> June 2025.</li> <li>d. 100 Club Update – Draw will take place next month.</li> </ul>	
394	<p><b><u>Allotment Matters</u></b></p> <p>None.</p>	

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395	<p><b><u>Events</u></b></p> <ul style="list-style-type: none"> <li>a. Easter Egg Hunt Monday 21<sup>st</sup> April 2025, The Shed, Jarmans Lane – 11:00 to 13:00. The event was a great success and will now be held annually at the parish office and throughout the village hall playing fields. Close.</li> <li>b. 80<sup>th</sup> Anniversary End of WWII 2025. We will celebrate VJ Day to mark the end of World War II over the weekend of 15<sup>th</sup> to 17<sup>th</sup> August 2025. West Row Historical Society to take the lead on this event. Cllr R Hamill continues to chase grant applications. All is coming together for the planned activities.</li> <li>c. Parish Council Surgeries. Next surgery to take place on Saturday 21<sup>st</sup> June 2025 from 10:00 to 11:00 – Cllr A Fisher and Cllr T Gooch-Taylor Balls will attend. Additional surgeries will be on every third Saturday of the month.</li> <li>d. Litter Pick – Provisionally Saturday 13<sup>th</sup> September 2025 – 10:00 to 12:00.</li> </ul>	
396	<p><b><u>Chair and Councillors' reports/suggestion (on the night)</u></b></p> <p>Cllr A Fisher suggested purchasing a pin badge for each councillor to wear at certain events, subject to the agreement of all councillors. Cllr A Fisher will obtain quotations, and the Clerk will also look into potential suppliers.</p> <p>Cllr M Peachy reported that SCC have now released their draft report into the ancient public footpath that once ran between Pollards Lane and Weston Ditch, across fields and roughly parallel with Hurdle Drove. SCC officers believe that a public right of way does exist there, so have recommended to continue the process of potentially recording it, and a decision as to whether to move to the next stage, which would be issuing a legal order, will be taken at a SCC sub-committee meeting in the coming months. The exact timing is not yet known but they have a deadline of September for this decision. The Parish Council has made clear to SCC that although the return of a lost footpath would be welcome and would hopefully add a safe recreational walking route to the village, the route must be formally diverted before it could be reopened, as the original route would be detrimental to the present landowners. SCC, who also happen to be one of the affected landowners, have committed to working to achieve this, should it get that far.</p>	
397	<p><b><u>Correspondence and exchange of additional information (at the discretion of the Chair)</u></b></p>	
398	<p><b><u>Date of the next meeting</u></b></p> <p>To confirm the date of the next meeting, Wednesday 18<sup>th</sup> June 2025.</p> <p><u>Meeting closed at 20:30 hours.</u></p>	

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