Clerk: Sharon Vale
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Chair: Cllr Alan Fisher

Minutes of the Parish Council Meeting

held on Wednesday 20th May 2026 at 7.00pm in West Row Outdoor Bowls Club, Beeches Road, West Row IP28 8NY

Attendance:

Councillor Alan Fisher	Chair
Councillor Roz Hamill	Vice Chair
Mrs Sharon Vale	Clerk
Councillor Martin Connery	
Councillor Lisa Baker	
Councillor Alan Goodenough	

Members of the electorate and other attendees: County Councillor Louis Busuttil and PC Scott Cameron.

The Chair opened the meeting and welcomed all members. The Chair then stood down as the Council prepared to propose and elect a new Chair for 2026-27.

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

555	**Nomination for and Election of Chair inc. signing of the Declaration of Acceptance of Office for the position** Councillor A Fisher was elected as Chair for 2026/2027 and the Declaration of Acceptance was completed and signed following a unanimous vote.	
556	**Nomination for and Election of Vice Chair inc. signing of the Declaration of Acceptance of Office for the position** Councillor L Baker was elected as Vice Chair for 2026/2027 and the Declaration of Acceptance was completed and signed following a unanimous vote.	
557	**Apologies and acceptance for absence** Apologies received from Councillor M Peachey, Councillor J Goodenough, Councillor T Gooch-Taylor Balls, Councillor S Knight, District Councillor Don Waldron and Squadron Leader Owen Crosby.	

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558	**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.** It was noted that, in accordance with S151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Financial Officer as part of her contract of employment.	
559	**Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence.** It was noted that Sharon Vale is Proper Officer of the Council and that the Council meets the eligibility criteria to hold the General Power of Competence.	
560	**To receive member's declaration of interest and dispensations relating to items on this agenda.** None were received.	
561	**To resolve that the minutes of the meeting of the council held on Wednesday 15th April 2026 are a true and correct record.** It was resolved that the minutes of the meeting on Wednesday 15th April 2026 were a true and correct record. The minutes were signed by the Chair.	
562	**Public Participation session (15 minutes) to include District and County Councillors', RAF Mildenhall and Police Reports, plus representation from electors of the Parish.** a. **County Councillor Louis Busuttil – Suffolk County Council** County Councillor Louis Busuttil introduced himself as the newly elected County Councillor for the Mildenhall Electoral Division of Suffolk County Council. He advised that he represents the Reform UK party and stated that he would be in a position to provide further information regarding his plans and involvement at county level at the next Parish Council meeting in June.	

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	b. District Councillor Don Waldron – West Suffolk Council Nothing to report at this time. **c. Squadron Leader Owen Crosby – RAF Mildenhall** Report attached. **d. PC Scott Cameron – Community Police Officer**. PC Cameron informed the Council of reports concerning suspected drug-related activity in the Village Hall car park, involving the exchange of drugs from a vehicle. Following police intervention, the activity appears to have ceased. PC Cameron also advised that he continues to engage with pupils at West Row Academy. In addition, he has been working with personnel at RAF Mildenhall to raise awareness of dangerous driving, drink driving, and other related driving issues.	
563	**Planning Matters** None.	
564	**Matters Relating to Governance** It was unanimously agreed that the Parish Clerk be granted delegated authority to obtain and approve quotations and instruct expenditure for works, services, or purchases for the cemetery up to a maximum value of £15,000 per item/project.	
565	**Financial Matters** a. Approval and Authorisation of Payments for May 2026. It was unanimously Resolved to Accept the payments. b. Approval of April 2026 Bank Reconciliation was received. c. Approval of April 2026 Current/Deposit Account was received. d. To receive and note the Annual Internal Audit Report (page 3 of 6). Reviewed by the Parish Council and adopted in full. e. To consider, approve and sign the Effectiveness of Internal Audit. The Effectiveness of Internal Audit was approved and signed. f. To consider, approve and sign the Annual Governance Statement (Section1)2025/2026) (page 4 of 6). The Annual Governance Statement 2025/2026, Section 1, was approved and signed.	

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	g. To consider, approve and sign the Accounting Statement (Section 2)2025/2026 (page 5 of 6). The Accounting Statement for 2025/26, Section 2, was approved and signed. h. 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.	
566	**Matters Relating to Street Furniture/Amenity Provision** a. Report on Speed Indicator Device Findings. SID stats remain consistent. b. Update on Footpath 30 (eroded riverbank) along the river at bottom of the Gravel. The meeting with SCC officers was cancelled (by them) at the last minute – to be rescheduled. Councillor M Peachey spoke with them on the phone instead, though nothing major to report. Funding for maintenance works remains the main issue. c. SCC Development. Councillor M Peachey has been in contact with the developers regarding the transfer of the green spaces to WRPC upon their completion. They are supportive of this in principle, and we await further correspondence on the issue. d. Building site at the entrance to Pott Hall Road. Councillor A Fisher has spoken to WSC regarding the site and can report that the case is still ongoing and that the enforcement order is still in place. e. New Cemetery. The final planning approval has been issued, and Councillor M Peachey is in the process of obtaining quotes for the various items. The first job will be perimeter fencing, and hopefully we will be able to instruct this before the next meeting (see delegated authority item). f. Bus Stop Signs. Cllr A Fisher, Cllr R Hamill and the Clerk met with the Transport Development Manager with regard to potential bus stops signs around the village. We await a further update. g. Hedge and Verge Cutting. Verges were cut last week. Hedge and verge cutting will take place again in September. Close.	
567	**Other Working Party Updates/Reports** a. Update to the Echo/Parish Magazine. b. Update on Neighbourhood Plan. Awaiting to hear from WSC when they “adopt” the plan following its approval at referendum, provisionally this should be the 9th June.	

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	c. Warm Places Update. Expenses update. The next fish and chip lunch will be on Friday 29th May 2026. d. 100 Club Update.	
568	**Allotment Matters** Allotment BBQ for allotment holders will be arranged sometime in either July or August.	
569	**Events** a. Christmas 2026. Councillor A Fisher has spoken to Rev'd Mark McCaghrey regarding our plans for the lighting of the Christmas tree on the first Friday of December. The next step is to arrange a meeting and set up a working group. b. Parish Council Surgeries. Next surgery to take place on Saturday 20th June 2026 from 10:00 to 11:00. Additional surgeries will be on every third Saturday of the month.	**Clerk AF**
570	**Chair and Councillors' reports/suggestion (on the night)** • Christmas tree has been ordered. • Judes Ferry ACV registration is pending. • Improvements to the public footpath between Chapel Road and Cricks Road. The connection with Cricks Road itself has yet to be ordered, but SCC say it will be done by the end of the year. • Easter Egg Hunt 2027. Village Hall booked for Easter Monday 29th March 2027. • Councillor A Goodenough has planted geraniums around the memorial. He also reported that there is a dead tree near the memorial which needs to be felled. The Parish Keeper and Councillor A Goodenough will arrange for this to be done • Councillor L Baker spoke about a recent initiative being funded by Shropshire council for one of the local parish councils, where volunteers are being recruited to fill in potholes around the village. The Clerk said she would investigate this and see if this is something which could take place in West Row.	
571	**Correspondence and exchange of additional information (at the discretion of the Chair)**	

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572	**Date of the next meeting** The next meeting is scheduled for Wednesday 17th June 2026.	
573	**Meeting closed** The meeting closed at 20:45 pm.	

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Signed by Chair of Meeting:…….
Date Signed: 17th June 2026