

WEST FARLEIGH PARISH COUNCIL

MINUTES OF THE WEST FARLEIGH PARISH COUNCIL MEETING HELD ON MONDAY 21st NOVEMBER 2022 IN BRAMLEY BARN, WEST FARLEIGH

PRESENT: Cllrs M Moy (Chair), J Morgan, H Swan, B Scott, C Wilson and Mrs A Broadhurst, Clerk
3 members of public

Public Discussion

There was no public discussion.

1. Apologies

None received.

2. Councillor Declarations

No interests declared.

3. Minutes of the Meeting held on 26th September 2022

The Minutes of the meeting had been previously distributed and Cllr Scott proposed that they were a true record. This was seconded by Cllr Swan, with all in favour. The Chairman signed off the official copy.

4. FINANCE

4.1. To note Budget Monitoring Report to 31st October 2022

The Budget Monitoring Report was **Noted**.

4.2 To Note the Income received

Mrs A Broadhurst – Cash received for 1x Jubilee mug	£ 4.00
Miss J Morgan – Cash received for 1x Jubilee mug	£ 4.00
MBC – Parish Service Scheme Funding (2 nd payment)	£383.50

4.3 To Approve the Expenditure since the July Meeting

It was proposed by Cllr Moy to approve the following transactions, this was seconded by Cllr Morgan; with all in favour.

Cheques

101324 – Dandelion Time – Hall Hire	£ 25.00
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Internet Banking Payments to be made

Mrs A Broadhurst – Salary Owed (Apr-Nov with back pay)	£771.73
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Standing Order

Mrs A Broadhurst – October Salary	(£54.40 owed)	£760.00
Mrs A Broadhurst – November Salary	(£405.89 owed)	£760.00

Direct Debits:

People's Pension – Monthly Payment (October)	£ 55.00
People's Pension – Monthly Payment (November)	£ 68.98
Waveney IT Support Services – Email Accounts & Remote Support (Oct)	£ 89.90
Waveney IT Support Services – iCloud Signature set Up	£ 54.00
Waveney IT Support Services – Email Accounts & Remote Support (Nov)	£ 91.08

5. HIGHWAY MATTERS

5.1 Highways Improvement Plan (HIP)

It was noted that the new style draft HIP had been circulated to all Councillors before the meeting. The Clerk explained that all items now added to the list needed to be in a priority order. Councillors confirmed that the priority order should be: Smiths Hill, 20's Plenty Scheme and then Heath Road – possible widening scheme using the verge (as hopefully 20's Plenty will assist with the issues around the Thatched House). The Clerk will send this back to the new Team at KCC and a face-to-face meeting can then be arranged to discuss the items in more detail.

ACTION: Clerk

6. RESOURCES AND ENVIRONMENTAL MATTERS

6.1 Play Area Flooring

The Clerk reported that she was made aware of a weed growing out of the new flooring in the play area and, when discussed with Maria Cook & Kompan, they didn't see this as an issue, as it is easily dealt with. As the new grounds maintenance contract is due to be discussed, it was suggested that this area be added with the wording:

"Play area flooring to be checked for weeds monthly. To be removed as necessary and weed killer to be used if required."

The Clerk added that this would also help prevent any moss build up, which was an issue on the old safety flooring. It was noted that, if weedkiller is required, the area will need to be sealed off for 8 hours before children are allowed access to the equipment.

6.2 Website & Email Accounts

It was noted that switching over to the new email accounts is slightly more complicated than first thought. A telephone conversation is arranged with Waveney IT for Tuesday 22nd November to discuss setting up the contact address book, as this has been an issue. Councillors hoped to still be able to move across to the new system at the beginning of January, however the Clerk will update Councillors after her forthcoming conversation. It was noted that Cllrs Morgan and Swan would need to speak with Waveney IT for assistance and the Clerk would arrange this for them. **ACTION: Clerk**

6.3 Trees for the Green (Incorporating The Queen's Green Canopy)

The Clerk reported that she had met with Matt from TreeCycle to discuss the various options for tree planting on the green. He felt that the Parish Council could have another Field Maple and an Oak near to where the original Field Maple had been located. These would not interfere with sight lines for Charlton Lane or Ewell Lane. He had confirmed that he still wished to donate the Oak as previously offered. There had also been discussion regarding planting a flowering Cherry tree and he confirmed that an ornamental variety could be planted further down (on the Charlton Lane side). He had added that choosing a smaller variety would mean that any views won't be blocked in the long term for the residents. He has suggested that the Parish Council budget £80-£100 per tree, which would allow for fairly established (6' – 8' tall) trees. Although we could go for slightly smaller ones at a cost of £60-£80 (5'-6' tall).

It was noted that this was the correct time to be planting and the Clerk stated that this would allow the Parish Council to register the Oak tree as part of the Queen's Green Canopy before the deadline. After brief discussion, Councillors felt that the Field Maple should not be planted currently, as there are already a number of larger trees on the green. It was agreed that, if either of the larger trees (close to the play area) ever had to be felled, a Field Maple could be replanted there instead. It was proposed by Cllr Moy to approve the purchase of a Cherry tree (with TreeCycle supplying an Oak) at a cost of approximately £100. This was seconded by Cllr Swan, with all in favour. **ACTION: Clerk**

The Clerk was asked to check whether fungal resistant varieties were available. **ACTION: Clerk**

The Clerk then asked for Councillors to approve the purchase of the official plaque for the Oak tree. Having researched this, the RBLI can produce a free-standing plaque for £145 (+ vat & delivery). It was proposed by Cllr Moy to purchase the specific plaque required from RBLI, this was seconded by Cllr Morgan; with all in favour. **ACTION: Clerk**

6.4 Grounds Maintenance Contract 2023-2026

The Clerk reported that the grounds maintenance contract is due to go out to tender imminently for 2023-2026. The draft details had been circulated and Councillors agreed to add a further item:

Charlton Lane – Below Park Cottage to the beginning of the footpath

To keep the road against the wall clear of weeds and leaf debris. To be cleared twice a year.

Councillors agreed that the amended list currently covered the needs of the village. It was noted that, once the new land has been transferred to the Parish Council, this would need to be discussed and added as an amendment. Cllr Moy voiced that the Parish Council had been very happy with the current Contractor, who has worked above and beyond carrying out additional work, as needed. He asked whether the Parish Council could award the contract again to the current contractor, without going out to tender. The Clerk confirmed that, as he had been the most competitive quote received last time, it would be likely that a similar situation would arise with the renewal quotes. With this in mind, Councillors could choose to take this route, rather than going back out to tender, if they felt that this offered value for money for the village. However they discussed the option of extending to 5 years, if both parties were happy with how the first 3 years had progressed. It was then proposed by Cllr Moy to approach the current contractor to confirm that they would wish to tender again and to obtain their prices for the next 3 years, with an option to extend for a further 2 years, to be discussed at the January meeting. **ACTION: Clerk**

6.5 MBC Governance Review

The Clerk informed all present that MBC has contacted Parish Councils regarding the forthcoming Parish Boundary Review. There is an online survey to be completed in the first instance which asks whether Councillors are happy with the current boundary and Councillor numbers (would they wish to increase etc.) After brief discussion the Clerk was asked to complete the survey on the Parish Council's behalf. **ACTION: Clerk**

6.6 Civility and Respect Pledge

The Clerk read out statements relating to the Civility & Respect pledge, which led to discussion regarding the inadequacies of the Code of Conduct, if this pledge is required by NALC, SLCC and One Voice Wales. After brief discussion it was subsequently proposed by Cllr Moy for West Farleigh Parish Council to adopt the pledge. This was seconded by Cllr Swan, with all in favour. The Clerk stated that there would need to be two policies drawn up (Dignity at Work and Equality & Diversity). **ACTION: Clerk**

6. PLANNING MATTERS

6.1 Any applications received before the meeting

(No applications received)

6.2 Planning Decisions

6.2.1 Decisions Outstanding with MBC

The outstanding applications were noted.

6.2.2 Applications Approved by MBC

The approved planning applications were noted.

6.2.3 Applications Refused by MBC

The approved planning applications were noted.

7. DATE OF NEXT MEETING – Monday 16th January 2023 at 7.30pm

With no further matters to discuss, the meeting was adjourned at 8.33pm and moved into a Confidential session.

Minutes of Confidential Agenda Item 8 – Staffing Matter will be filed with a signed copy of these minutes.