

# Culford, West Stow and Wordwell Parish Council

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## MINUTES

of the Annual General Meeting held at Culford Village Hall on

**Thursday 25<sup>th</sup> May 2023**

**Present:** Councillors: Rachael Salt (Chair), Paul Turnill, Andrew Miller, David Fisher, Paul Luke

**In attendance:** Christine Mason (Clerk to the Council) and one member of the public.

Prior to the commencement of the meeting, a minutes silence was observed in memory of former Councillor Bruce Murdoch.

### 1. Election of Chair

Proposed and seconded and unanimously agreed that Cllr Rachael Salt be re-elected for 2023-2024.

### 2. Election of Vice-Chair

Proposed and seconded and unanimously agreed that Cllr David Fisher be re-elected as Vice-Chair for 2023-2024.

### 3. Signature of Acceptance of Office Forms

The Declaration of Acceptance of Office forms were duly signed.

### 4. Apologies

All councillors were present.

Apologies were received from Cllr Susan Glossop, Cllr Rebecca Hopfensperger. In relation to the Lorry Review and its lack of progress, councillors were disappointed that Cllr Hopfensperger did not attend the parish council meeting.

### 5. Declarations of Interest

a. None received.

b. None received.

### 6. Minutes

Proposed and seconded that the minutes of the meeting held on 30<sup>th</sup> March 2023 be approved and the Chair authorised to sign them as a true record.

### 7. County & District Councillor Reports

Reports from Cllr Glossop were previously circulated and noted. Key issues raised by the community

included speeding traffic, large lorries using the road through the village, fly tipping, maintenance of public rights of way, dog fouling, flooding, public footpaths overgrown with weeds, tree maintenance without planning permission.

A report from Cllr Hopfensperger was circulated prior to the meeting. Topics included the HGV review and its lack of detail, the continuing issues with speeding and accidents at the Rats Hall Corner area, particularly some discrepancies over the evidence used by SCC to justify improvements in the vicinity, potholes and the change in the highways contract, presently there are approximately 1800 in the system with 125 being added on a daily basis.

As a matter of urgency, Cllr Hopfensperger to be asked to arrange a long overdue meeting with the Parish Council, the community liaison officer and a representative from the speed and safety team who deals with HGV issues.

Cllr Luke said the damaged pavement at the corner of West Stow Hall has not yet been repaired, an update is needed. Cllr Hopfensperger to be contacted.

## **8. Public Forum**

No issues were raised.

## **9. Lorry Route Review / FOI request**

Owing to the absence of Cllr Hopfensperger, agenda item 9 was deferred until the next meeting.

## **10. Report & Administrative Business**

- a. The two notice boards and bench have been sanded down, repaired, and stained; a new Vehicle Activated Sign has been purchased, delivery eight weeks following the order; a replacement dog waste bin has been ordered, delivery to be confirmed.
- b. Arrangements for the Parish Council to pick up the amplification equipment from Bacton Parish Council has been postponed at this present time.

## **11. Planning & Environment**

### **DC/23/0525/FUL Brockley Corner, Equus Lodge, Brandon Road, Culford IP28 6TY**

Siting of temporary dwelling for use as site manager dwelling in association with equine facility.

Applicant Mr & Mrs Mason, Kings Livery Limited – an extension has been granted for comments.

No objections.

### **DC/23/0685/HH 1 Icklingham Road West Stow IP28 6EZ**

Householder planning application – detached front porch and annexe.

No objections.

### **DC/23/0736/HH Woodlands 2 Chimney Mills West Stow IP28 6ES**

Householder planning application – a. enlargement of hardstanding to front b. front porch

c. relocation of front door d. new brickwork to front elevation e. single storey wraparound extension

(Following the demolition of existing garage) f. replacement roof.

No objections.

## **12. Traffic Incident Reporting Tool**

Proposed by Cllr Miller, seconded by Cllr Luke that the Traffic Incident Reporting Tool prepared by Cllr Salt be approved – all in favour. To be posted on the website and Whatsapp.

## **13. Request for financial support from Culford Parochial Council**

Following further discussion, it was proposed by Cllr Turnill, seconded by Cllr Luke that a grant of £700 be given towards the cost of grass cutting at St Mary's Church – all in favour.

## **14. Financial Matters**

- a. To review and approve the Financial Regulations (no changes)
- b. To review and approve Standing Orders (no changes)
- c. To review and approve the Financial Risk/Risk Management Assessment
- d. To approve the 2022/23 Accounts, including the end of year reconciliation
- e. To receive and approve the Annual Governance & Accountability Return and to authorise the Clerk and Chair to sign them on behalf of the Council

i. Section 1 – Annual Governance Statement

ii. Section 2 - Annual Accounting Statement

iii. Certificate of Exemption.

f. To receive the schedule of receipts and payments and to approve payments.

Proposed by Cllr Miller, seconded by Cllr Turnill that all items within Financial Matters be approved  
enbloc – all in favour.

**15. Insurance for 2023/24**

Proposed by Cllr Turnill, seconded by Cllr Miller that the insurance premium payable to BHIB Limited  
for the sum of £429.79 be approved – all in favour.

**16. Councillor Training**

Cllr Turnill and Cllr Miller expressed their interest in attending post-election training. The Clerk to check availability with SALC.

**17. Website**

A quotation for £120 per year to carry out updates to the website on behalf of the Parish Council was unanimously approved.

**18. Proposed meeting dates for 2023/24**

Agreed as 27 July 2023 - 28 September 2023 - 23 November 2023 - 28 January 2024  
28 March 2024 - 23 May 2024.

**19. Councillors' reports and items for future agendas**

King's Coronation Celebrations: A thank you to David for the BBQ at the Village Club and to Dianne and her team at West Stow for doing such excellent jobs. A good community event and will certainly be repeated.

Other points raised included the cleaning of the War Memorial (ongoing), responsibility for cutting the overgrown grass verge on the bend (already reported to SCC), two councillor vacancies to be filed in West Stow..

With no further business the meeting closed at 9.06pm

