# Minutes of the meeting of Wilby Parish Council

# held at Wilby Coronation Hall on 18th July 2024 at 19.00

## Present: Cllr Steve Lee (Chair), Cllr Robin Cross (Vice-Chair), Cllr Helen Ball and Anna Clarke (clerk)

# MINUTES

## Chairman’s welcome

## Apologies and approval of absences

## (a) Councillors to receive any apologies for absence.

## Apologies were received from Councillor Regis, County Councillor Linders and the Tree Warden

## (b) Councillors to **vote** on acceptance of any apologies received

## Agreed

1. **To receive Declarations of Interest**

Councillors to declare interests in subsequent agenda items as follows:

(a) Pecuniary Interests N/A

(b) Other registerable interests N/A

(c) Non-registerable interests N/A

1. **To consider requests for dispensations** N/A
2. **Councillor vacancies: To review any applications for co-option**

None

1. **To resolve that the minutes of the meeting of the council as well as the Annual Parish Council Meeting held on 22nd May 2024 are a true and correct record and signed by the Chair -** Agreed
2. **County and District Councillors & Footpath and Tree Warden Reports**

(a) The Tree Warden will be attending a day meeting for Suffolk Tree Wardens on 20th July

(b) The Footpath Warden has chosen to stand down from the position – Next Brunby news and next agenda to advertise for a replacement. Councillors noted some footpaths have been cut

(c) Cllr Linders report

Councillors to raise any questions on submitted reports - None

1. **To receive Action Log updates/progress reports for information on the following:**
   1. PC Flood Report – A request was placed in Brunby News and Church Close were contacted but no feedback. Item to be removed from agenda.
   2. Highways Update – Clerk to contact Philip Faircloth-Mutton and provide CIL funds update
   3. Wilby PC website – Clerk to investigate moving to a .gov.uk website and email provider.

Clerk to update Councillor with issues on website.

* 1. Banking – PC to move to online banking transactions.
  2. VETS Defibrillator – Further advertising in Brunby for additional volunteers

## Brundish and Wilby Joint Planning Meeting

## Summer event planning – Minutes to be shared with Councillors. PC to support advertising the event.

## Signage at Wilby Green

## Deferred to following meeting.

## Public participation session (15 minutes)

## Councillors to receive questions or comments from the public on agenda items

## None

1. **To consider planning applications**

APPLICATION FOR LISTED BUILDING CONSENT - DC/24/03007 - Russel House, Russel Green, Wilby.

https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=SG5R68SHGAP00&activeTab=summary

Councillors agreed to support the application.

1. **Finance**

(a) To receive Finance Report

* + 1. Bank Reconciliation
    2. Budget to Actual
    3. Receipts and Payments since last meeting

(b) To discuss pre approval of the Clerks salary for 12 months

Agreed to pay the Clerk monthly – until the Clerk’s ‘salary review date’ pending pay readjusting considerations.

(c) To authorise payments listed below:

### APM refreshment expenses: £13.45 - approve

### Salaries: £356.60 - approve

### Stamps: £6.80 - approve

### Community Heartbeat VETS invoice: £120 - approve

1. **AGAR**

Clerk submitted documentation to PFK Littlejohn and Heelis & Lodge. Bank statements for the full duration were unable to be submitted due to lack of access to the PC account. Now resolved.

1. **Policies for review**

(a) TBC

(b) Standing Orders – Proposed and seconded.

(c) *Financial Regulations – on hold*

1. **Items for consideration for inclusion on the next agenda**
2. **Correspondence for Information**

Invoice from Anglia Charging received in error. Village Hall Committee to resolve. Issued invoice negating the charge and apology issued.

## Items from Parish Councillors

## VH and PC communication link being established.

## 

## Date of next meeting

12th September 2024.

*A. Clarke*

*Clerk to the Council*

*Meeting close 20.48*

*Approved by Cllr. Lee, Chair…………………………………….…………………………………….Date ………………..*