

Great & Little Whelnetham Parish Council

Minutes of the Annual Parish Council meeting held Wednesday 14 May 2025 at 7.30pm at Great Whelnetham Community Centre

Present	Councillors Peter Royce, PR, John Hepworth, JH, Paul Wallace, PW, Sally Henderson, SH, Bill Atkins, BA, Tim Webber, TW, Clerk Elaine Gorman, EG and 1 member of the public
1. Election of Chairperson and Vice Chair	SH proposed PR to continue as Chair, seconded by JH. All agreed. PW proposed JH continue as Vice Chair, seconded by TW, all agreed.
2. Apologies	Received from Cllr Lucy Allen. Council agreed to consent to accept apologies.
3. Declarations of pecuniary and non-pecuniary interests	None declared
4. Minutes	Minutes of the previous meeting held 5 March 2025 were proposed by TW and seconded by PW and unanimously approved.
5. Public Forum	<p>The Chairman's report had been circulated prior to the meeting.</p> <p>County Council and District Cllr Karen Soons' latest newsletter was circulated prior to the meeting. Apologies were not received from KS.</p> <p>The Clerk's report was circulated prior to the meeting.</p> <p>A member of the public had submitted a question via email regarding cyclists on the Railway Walk. A discussion took place and the Chairman confirmed a written response would be issued in due course.</p> <p>NHW crime stats for Mar & April were circulated prior to the meeting along with County & District Cllr Karen Soons' Feb, Mar, Annual, April & May newsletters, play inspection reports for Mar & Apr, PCC Tim Passmore's invite to Q&A on policing Fri 9 May 2025, plus Suffolk CC Local Gvt reorganisation meeting invite Fri 9 May, at Moreton Hall CC at 7.30pm.</p>
6. Statutory Business	<ul style="list-style-type: none"> a) Council approved the continuation of the appointment of the Clerk to the Council as the Responsible Financial Officer b) Council received and approved the updated employment contract for the role of Clerk c) Council received, considered and approved the statutory legal power identified in LGA 1972, s137. S137 of the Local Government Act 1972 allows local councils to spend a limited amount of money for purposes for which there is no other specific statutory power. The limit of expenditure under this provision for 2025/26 is £11.10 x 1064 (per head of population), = £11, 810.40 for Gt & Lt W'ham PC. d) Council received, considered, and approved the following policies: Grant Awarding Policy, Disciplinary Policy, Grievance Policy, Publication Scheme, Equality & Diversity Policy, Health & Safety Policy, Complaints Procedure, Training and Development Policy, Community Engagement Policy, Freedom of Information Policy. e) Council received the Risk Assessment. Cllr JH offered to make some changes in response to the work being carried out on the Railway Walk. Cllr JH will report back at the Sept meeting. f) Council received & approved the External Audit report for 2024/25.
7. Planning Applications decided by PC since last meeting	- DC/25/0336/TCA , Trees in a conservation area notification – one wild cherry (T3777 on plan) crown lift to 2.5 metres above ground level, one Wild Cherry (T3778 on plan) lateral crown reduction by 1.5 metres from building, one Wild Cherry (T3791 on plan) crown lift to 2.5 metres above ground level and lateral

	<p>crown reduction by 1.5 metres clear of streetlight, one Thorn (T3801 on plan) crown lift to two metres above ground level over footpath, one Pear (T3802 on plan) remove basal growth, Location Street Record, Pipistrelle Way, Gt W’ham, IP30 0BF, Applicant Havebury Housing, No comment</p> <p>- DC/24/1099/HH – a. front porch, b. first floor side extensions, c. two storey side extension d. two storey rear extensions, Location, Anglezarke, Sudbury Rd, Sicklesmere, IP30 0TJ, Applicant, Dovydas Bartkevicius, Object</p> <p>- DC/25/0661/CLE, Application for lawful development certificate for existing use or development – one dwelling, Location, Copy Farm Cottage, Cocks Green Lane, Gt W’ham, IP30 0UF, No comment</p> <p>- DC/25/0605/FUL, Planning application – retention of access and surfaced compound previously approved under DC/23/2098/RM to be used for agricultural use, Location, land off Bury Rd, Gt W’ham, No comment.</p>																														
8. Finance	<p>a) Council received and approved the Statement of Accounts for year ending 31 Mar 2025.</p> <p>b) Council approved Suffolk Assoc of Local Councils as the internal auditor for 2025-26</p> <p>c) Council received and approved the Internal Control statement for Jan – Mar 2025.</p> <p>d) Council approved PKF Littlejohn as external auditor for 2025-26</p> <p>e) Council received and noted the payments and receipts since the last meeting and approved the bank reconciliation. Balance of bank account is £21,049.98 less cheques of £530.67 to be authorised</p> <p>f) B-monthly statement received and approved. The following payments were approved:</p> <table><tr><td>Detail</td><td>Chq No</td><td>Net of VAT</td><td>VAT</td><td>Total</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>SALC subs</td><td>946</td><td></td><td></td><td>452.58</td></tr><tr><td>E. Gorman, exps</td><td>947</td><td></td><td></td><td>78.09</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total</td><td></td><td></td><td></td><td>530.67</td></tr></table> <p>g) The Clerk explained the online banking application had been received by Lloyds and the Council will move over in the next few weeks. EG to devise online banking policy.</p> <p>h) The Clerk explained she was having difficulty getting the contractor to provide a revised quote for installation of benches. Cllr BA offered to follow up and will contact contractor.</p> <p>i) Council considered and approved a grant request for the Women’s Lighthouse of £200</p> <p>j) Council considered and approved a grant request for the East Anglian Air Ambulance of £100</p>	Detail	Chq No	Net of VAT	VAT	Total						SALC subs	946			452.58	E. Gorman, exps	947			78.09						Total				530.67
Detail	Chq No	Net of VAT	VAT	Total																											
SALC subs	946			452.58																											
E. Gorman, exps	947			78.09																											
Total				530.67																											
9. Council to consider	<p>a) Council agreed for Railway Walk – working party to be included on June’s agenda for discussion. Cllr SH reported that she had spoken to two residents wishing to express their thanks for the work going on at the Railway Walk and to thank Cllr JH personally for his work to date.</p> <p>b) Council agreed to include item on cyclists on Railway Walk on June’s agenda</p> <p>c) Council agreed to defer the purchase of the VAS until November meeting</p> <p>d) Council agreed to investigate costs of pedestrian crossing for bus stop/post office Sicklesmere Rd location.</p>																														

10. Update reports	<p>a) Railway Walk - PR read out JH's report on the Railway Walk. Great progress being made and this work will continue throughout this year.</p> <p>b) Trust deed – this replaced the original document known as deed of trust created by the parish council for the purpose of the charity to exist. Years on, the trust deed needed to be re-determined as did the type of charity. The community centre worked with the parish council to come up with a suitable document and at the same time changed the type of charity. The parish council then determined changes were required to be incorporated into the lease in order to protect the interests of the parish council going forwards.</p>
11. Matters for consideration at next meeting	Railway Walk working party
12. Close of meeting	9.00pm
13. Date of next meeting	Wednesday 18 June at 7.30pm

Signed.....

Dated.....