

WESTLETON PARISH COUNCIL

The minutes of the **Annual Meeting** of Westleton Parish Council held at 7.30 pm on Monday 21st May 2018 in Westleton Village Hall.

Ian Haines

Clerk of the Council

There were Present

Cllr Ian Johnson (Chair), Cllr Arlette Smith (Vice Chair), Cllr Ian Alexander, Cllr Julian Alexander, Cllr Chris Freeman, Cllr Paul Holmes, Cllr Roy Jones, Cllr Andrew Paige, Cllr Nick Shearme, Cllr Roy Swindell

In Attendance

Ian Haines (Clerk)

PRE AGENDA MATTERS

Contributions from members of the public.

There were no members of the public present.

AGENDA

18/20 Election of Chair

Cllr Ian Johnson was unanimously elected as Chair and signed the Declaration of Acceptance of Office.

18/21 Election of Vice Chair

Cllr Arlette Smith was unanimously elected as Vice Chair.

18/22 Introductory remarks and apologies for absence:

Apologies - Cllr Anthony Clough.

18/23 Declaration of interests

Council members to declare possible interests they may have in any items on the agenda, either pecuniary or non-pecuniary and to consider requests of dispensation.

Cllr Nick Shearme declared an interest in relation to the submission of a quote for work under minute/s 18/30 & 18/31.

Cllr Roy Swindell advised that he was receiving cheques from the Parish Council for various expenditure/purchases - see minute 18/32.

Cllr Arlette Smith declared an interest in respect of a letter which had been received on a planning related matter - see minute 18/38 (c).

18/24 Appointment of Members to Advisory Groups

Councillors were appointed or re-appointed to Advisory Groups as follows:

- (a) **Community Field** – Cllr R. Swindell (Chair) and Cllrs J. Alexander, P. Holmes, C. Freeman and N. Shearme.

Co-opted Alan Hargreaves, Craig Alexander, Jonathon Alexander

- (b) **Bonfire** – Cllr N. Shearme (Chair) and Cllrs A. Clough, C. Freeman, P. Holmes and J. Alexander.
Co-opted Kevin Smith, Kevin Berry, Craig Alexander, Jonathon Alexander
- (c) **Commons** – Cllr R. Jones (Chair) and Cllrs A. Smith, J. Alexander, N. Shearme and R. Swindell.
Co-opted David Rouse, John Bebbington
- (d) **Planning** – Cllrs R. Swindell, J. Alexander and C. Freeman.
- (e) **Housing Needs Survey** – Cllr I. Alexander (Chair) and Cllrs P. Holmes, R. Swindell, A. Smith and J. Alexander.

18/25 Appointment of Representatives to Organisations/Roles

Councillors were appointed or re-appointed as follows:

- (a) **SALC** – Cllr A. Paige
- (b) **Sizewell Stakeholder Group** – it was agreed no representative is needed at this time but one may be appointed at a later date.
- (c) **Sizewell C Forum** – Cllr I. Johnson
- (d) **SPLG (Sizewell Parishes Liaison Group)** - Cllr R. Swindell
- (e) **Tree & Footpaths Warden** - Cllr A. Clough
- (f) **Village Hall Committee** - Cllr I. Alexander

18/26 Pre Agenda Report from SCC Councillor

Cllr Smith was not in attendance and no report was forthcoming.

18/27 Pre Meeting Report from from SCDC Councillor

Cllr Catchpole was not in attendance and no report was forthcoming.

The Clerk advised that SCDC were now sending through regular monthly update newsletters and he had emailed out details to Members as well as including in the 'Round Robin' distribution. A copy of the SCDC Annual Report had also been circulated.

18/28 Minutes of Previous Meeting – 23 April 2018

It was **agreed** that the minutes of the meeting held on 23rd April 2018 be accepted as a true record.

18/29 Matters Arising from the Minutes 23 April 2018

Data Protection (minute 18/16) – Clerk advised that he would be submitting an update report to the next meeting. Shredder and new filing cabinet have *not* yet been purchased.

18/30 Community Field

Noted that a meeting of the Community Field Working Group had been held on 25/4/18 and Cllr Swindell gave a report from this. Various works need to be carried out and a schedule has been produced with estimates for undertaking the work totalling in the region of £1000.00 (see attachment to these minutes).

It is proposed to replace the notice board and relocate from the present entry point off the main road to a new position within the car park in order to be more convenient.

The cost of laying the wood safety chippings for the play area was proving to be quite expensive year on year and the group were looking at alternative options in this regard.

It was **agreed** that Cllr Swindell should now proceed with the purchase of materials as outlined. However, further enquiries to be made to see if a slightly less expensive notice board can be sourced.

18/31 Common

Black Slough steps – as previously **agreed** Cllrs J. Alexander and C. Freeman to purchase materials to carry out the work up to a maximum spend £50. Cllr Jones additionally advised on quotes obtained for erecting a second hand rail [made of wood effect plastic] to go alongside the steps to provide additional support and also to look to replace the existing wooden hand rail/fence at a later stage. The total cost involved for materials including delivery amounted to approximately £590.00. The Common Working Group are due to next meet on 22/6/18 and further discussion will then be held on this item.

Cllr Jones also confirmed that GeoSuffolk, in cooperation with the Suffolk Coast & Heaths AONB, were going ahead with installing the geological information panel. This would be at no cost to the Parish Council and it was the intention to site it at a mid point on the Common to act as a focal point.

Reference was also made to the Reckford Road lay-by and the requirement for plant growth around hedge saplings to be cut back. A quote of £90 had been received from Jim's Mowing for undertaking this work. The Vice Chair observed that the Parish Council had previously agreed that this should be carried out on a regular maintenance basis.

18/32 Council Finances and Accounts

- (a) **Signatories to Bank Account** – it was agreed these should remain as Cllrs A. Paige, A. Smith and R. Swindell.
- (b) **Register of Members Interests** – There were no changes to be reported.
- (c) **Income 2017/18** - A report on year end income was noted
- (d) **Expenditure 2017/18** - A report on year end expenditure was noted.
- (e) **Audit & Annual Governance Statement Year End 31st March** – the Clerk advised that John Bebbington was in the process of finalising his report/findings and the Statement/s could then be signed off.
For information a year end bank reconciliation statement was tabled which showed that the Parish Council had a closing balance of £14,064.94 in the Current Bank account and £14,070.05 in the Savings Bank account. Cllr Swindell gave a reminder that whilst it was recognised this represented a healthy financial position, specific money was set aside (ring fenced) for particular projects e.g. improvements to the Village Hall, regeneration of the Playing Field and ongoing works to the Common.
- (g) **Income** - Income to date was acknowledged and approved.
- (h) **Expenditure** - Expenditures to date were acknowledged and approved.
- (i) **Invoices and Payments** – The following invoices and donations were **agreed** for payment:-

From	Item	Amount
Roy Swindell	Payment made for Community Field cut x2	£90.00*
Ian Haines	Clerks expenses (£42.42) & salary (£414.00) (April)	£456.42

R.J.Scarlett	Fuel	£20.00
Came & Company	Annual Insurance Renewal	£838.28
Premier Toilet Hire	Easter holidays – Playing Field	£91.80
Roy Swindell	Additional keys for Community Field shed	£14.00

*The Clerk highlighted that since finalising the agenda, there had been an additional outlay for a second grass cut of the Community Field and so the sum to be paid out to Roy Swindell should read as £90.00 and not £45.00 as originally set out.

18/33 Planning Applications

Westleton House – further to minute 18/10, Cllr Swindell reported that he and John Reast had met on site with Tony Rudd who worked in the Asset Management Team for SCDC and Waveney District Council's. It was understood that Mr Rudd would be following this up by sending a letter to the owners with regard to the boundary.

18/34 Tree Warden Report

No update.

18/35 SALC

Following comments made at the last meeting concerning whether the annual subscription to SALC provided full value for money, further discussion on this subject took place and it was accepted that continuing membership of SALC was merited.

18/36 Sizewell

No update.

18/37 Local Housing Needs

Cllr I Alexander reported that a meeting with Hastoe Housing and CAS had been set for 5/6/18 to discuss arrangements for undertaking the local Housing survey.

18/38 Correspondence

Councillors were advised of the following:

- (a) Your Police Your Say – details of forthcoming roadshows around the county.
- (b) Police Connect Network – new messaging group established to share information etc. Clerk has signed up to receiving notifications.
- (c) Resident comments contained in a letter addressed to the Parish Council about the SCDC Local Plan consultation carried out last year. **Agreed** that the Clerk formulate a response with reference to the specific site mentioned.
- (d) Southwold Hospital Community Celebration 26/5/18 – Councillors have received an open invite to attend at this event.

Other updates and latest newsletters etc included in the May 'Round Robin'.

18/39 – Date of Next Meeting