

WESTLETON PARISH COUNCIL

The minutes of Westleton Parish Council at the meeting held at 7.30pm on Monday 23rd July 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 Anthony Clough, Cllr Chris Freeman, Cllr Paul Holmes, Cllr Roy Jones, Cllr Nick Shearme, Cllr Roy Swindell

In Attendance

Cllr Richard Smith (SCC) – for minutes 18/61 – 18/67 only, Ian Haines (Clerk)

PRE AGENDA MATTERS

District Councillor Raymond Catchpole.

The Chair reported on the recent passing of Raymond Catchpole who had served as District Councillor for a number of years. It was understood that a by-election would be held to appoint a successor.

Contributions from members of the public.

There were 7 members of the public present.

A member of the public was invited to speak in relation to his own planning application (minute 18/68). Comments noted.

A second member of the public also spoke in support of the amended plans which had been submitted for Westleton Village Hall (minute 18/68). Comments noted.

AGENDA

18/61 Introductory remarks and apologies for absence:

Apologies - Cllr Andrew Paige.

18/62 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 advised that he was receiving a cheque from the Parish Council for undertaking various works – see minute 18/67.

Cllr Roy Swindell advised that he was receiving a cheque from the Parish Council for a purchase - see minute 18/67.

Cllr Arlette Smith declared an interest in relation to site 371 as specified in the SCDC First Local Plan – see minute 18/78

Cllr Ian Alexander declared an interest in the Westleton Village Hall planning application and with this took no part in the voting thereon – see minute 18/68

18/63 Pre Agenda Report from SCC Councillor

Cllr Smith reported that SCC Highways had now provided costed figures for the provision of additional white lining to be undertaken in the form of dragons teeth and 30 mph roundels to act as a further speeding deterrent through the village. The total estimated cost for the work was £2155.27. Cllr Smith stated that there was only very limited finance available and that this had to be seen against many other priority projects but if the Parish Council were prepared to contribute £1000.00, then he would look to meet the remaining sum from his own dedicated Highways budget.

The Parish Council have been pressing for these additional measures for sometime and in the circumstances thanked Cllr Smith very much for his generous offer.

It was therefore **agreed** (unanimous) that the sum of £1,000.00 be set aside as the Parish Council's contribution towards this traffic calming measure. It was hoped the work could be completed as soon as possible.

As an aside to the above, several members made more general comments/observations in respect of the need for the existing roads signs to be kept more visible/clear so that they remained as a prominent warning for motorists to keep to speed restrictions.

18/64 Pre Meeting Report from from SDCD Councillor

No report.

18/65 Minutes of Previous Meeting – 25 June 2018

It was **agreed** that the minutes of the meeting held on 25th June 2018 be accepted as a true record.

18/66 Matters Arising from the Minutes 25 June 2018

Minute 18/46 - Clerk confirmed that the Annual Governance & Accountability Return had been submitted to PKF Littlejohn.

Minute 18/51 - Clerk read out a response received from RSPB stating that unfortunately they are not able to make a contribution towards the cost of siting an additional dog waste bin. Clerk will now pursue installation arrangements with Norse.

Minute 18/56 - Clerk read out response which had been received from local landowner following concerns expressed last time about speeding issues with farm vehicles. Position to be kept under review/monitored.

18/67 Council Finances and Accounts

(a) Income

No statement this time as no change in Income position since last meeting.

(b) Expenditure

Expenditures to date were acknowledged and approved.

(c) Invoices and Payments

The following invoices and donations were **agreed** for payment:-

From	Item	Amount
Premier Toilet Hire	May Holiday – Community Playing Field	£108.00
Ian Haines	Clerks expenses (£43.75) & salary (£414.00) July	£457.75
Signscape & Signconex	Notice Board – Community Playing Field	£690.48
R.J.Scarlett	Service of strimmer	£91.80
Ian Haines	Staples – (1) Shredder (2) Filing Cabinet both items for Parish Council use (see also Asset Register – item 18/76 below)	£90.18
Jim's Mowing	Community Playing Field cut/trim	£60.00
British Recycle Plastic	Common Black Slough Handrail & posts	£922.03
Ross Birnie	Drone photographs – The Common	£150.00
Roy Swindell	Preservative for Community Field Shed	£34.85
CTS	Westleton Village Green related tree work	£420.00

18/68 Planning applications

From	Item	Details
Mrs A Braybrooks	DC/18/2743/TCA	To fell 2 holly trees – rear garden of Well Cottage, Mill Street, Westleton

Agreed: No objections (unanimous)

From	Item	Details
Mr G Bing 7 Woodlands, Dunwich Rd, Westleton	DC/18/2471/FUL	Part owner of shared open space between nos 7 & 8. To change use of land to garden moving existing fence to Land Registry Boundary Lines.

Agreed: No comment on this application i.e. the Parish Council were minded neither to give support or to object to the application (unanimous).

From	Item	Details
Westleton Village Hall Trustees	DC/18/2232/FUL & DC/18/2233/LBC	Westleton Village Hall - construction of new entrance/foyer extension and meeting room to rear + other internal alterations & external works.

The Parish Council noted that since the last meeting, amended plans had been submitted and details of the changes made were described. Representatives acting on behalf of the Village Hall trustees had also set up a meeting with the owners of the neighbouring property for 23 August to go through the modifications.

Agreed: No objections (8 voting for : 1 abstention)

The Parish Council wished to place on record that it fully supports the application. The Village Hall is very important to the community and the much needed update and refurbishment will provide better facilities for our ageing population and the needs of the village.

18/69 Community Field

Cllr Swindell gave a reminder that the Community Payback Team would be undertaking on-site work on 27/28 & 29 July.

18/70 Common

Cllr Jones gave an update.

Black Slough steps – an order has been placed for the plastic wood effect handrails & posts. Delivery due to take place on 27 July.

Drone aerial photographs – expenditure authorised (see minute 18/67 above).

Siting of Beehives – the Parish Council had previously granted consent to Sheena Robertson. Noted that the hives have been positioned in a safe site on the far corner of the old football pitch.

Tools – it had been agreed last time that new equipment (in the form of scythes and sickles) should be purchased given the number of new volunteers coming forward. Maximum related spend up to £180.00. Cllrs Nick Shearme and Julian Alexander to source with a view to obtaining best prices.

18/71 Tree Warden Report

Cllr Clough reported that a resident in Bakers Lane had approached him about reducing the height of a large sycamore on her land and he had raised no objections to this.

Cllr J Alexander also referred to the height of two poplar trees located on The Green and whether they may be prone to damage by strong winds. Alongside this the condition of several other trees located in and around the village were also discussed. Cllr Clough stated that as far as he was aware all the trees mentioned were healthy but he would set up a site meeting with the District Council's Arboricultural Officer to get further advice etc.

18/72 SALC

No updates this time round.

18/73 Sizewell

No updates this time round. Next Sizewell C Forum meeting due to take place on 26 July.

18/74 Local Housing Needs

Cllr I Alexander advised on the latest position involved in discussions with Hastoe Housing and the landowner. Noted that instructions now issued to the acting solicitor.

Update also given in relation to timetable for completing the new local Housing survey. **Agreed** (unanimous) that members of the Housing Needs Advisory Group act in this matter on behalf of the Parish Council.

Cllr I Alexander also stated that he was looking for additional volunteers to come forward* to assist with the door to door delivery of the survey and that it was hoped the exercise itself could be completed by the end of September.

* Cllrs Roy Jones, Ian Johnson and Nick Shearme additionally volunteered to help in this capacity.

18/75 Local Government Boundary Commission – Electoral Review of East Suffolk SCDC & Waveney DC Merger

The Clerk had circulated latest information received and the details were noted.

18/76 Asset and Insurance Register

The Clerk outlined changes/updates which had been made to the Parish Council's Asset Register. [This also followed observations made by the Internal Auditor in the most recent audit].

Agreed (unanimous) that the Council's Asset and Insurance Register 2018-19 be approved. Clerk to now submit details to the Council's Insurers.

18/77 Financial Risk Assessment

An annual Financial Risk Assessment review had been conducted and the Clerk highlighted the changes/updates which had been made taking into account best practice as well as recommendations made by the Internal Auditor.

Agreed (unanimous) that the Council's Financial Risk Assessment for 2018-19 be approved.

18/78 Suffolk Coastal First Draft Local Plan

The public consultation on the First Draft Local Plan runs from 20 July to 14 September 2018 and a series of local drop in venues have been arranged by the District Council.

Within the parish boundary of Westleton, a significant site has been identified for potential development and it was **agreed** that strong opposition to this in principle should be lodged.

Footnote: Cllrs P Holmes, J Alexander and R Swindell are set to attend a meeting at Melton on 17 August and will present reasons for our opposition to the Reckford Road site and support for our response in the August 2017 consultation.

18/79 New Year Day Fireworks

A motion that a maximum spend of £1,300.00 should be apportioned for the fireworks display was lost (3 voting for : 4 against).

It was subsequently **agreed** (8 voting for : 1 abstention) that a maximum spend of £1,100.00 should set towards the New Year Day fireworks. If necessary, the group should modify the order to the funds allocated based on the discounted rate obtained.

18/80 Website

Cllr Ian Alexander had announced that after 7 years acting as the Webmaster he would be standing down at the end of the year. The Parish Council wished to place on record their grateful thanks to Cllr Alexander for all the work he had undertaken in this capacity.

It was not a requirement that the Webmaster had to be a member of the Parish Council and so arrangements will be made to draw up an advert to seek a volunteer from within the community. It is estimated that approximately 10hrs per week needs to be devoted to the role.

18/81 Correspondence

The Clerk referred to emails both he and the Chair had received from two residencies in Love Lane highlighting problems with parked contractor vehicles blocking the entry point. Other incidents were understood to have occurred in the past making it impossible for emergency vehicles to gain access and in view of the position reported it was **agreed** that the Clerk should log details onto the SCC highways website to see if they would be prepared to erect a suitable sign at either end to deter this happening.

18/82 – Date of Next Meeting