

# WESTLETON PARISH COUNCIL

The minutes of Westleton Parish Council at the meeting held at 7.30pm on Monday 25<sup>th</sup> June 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 3 members of the public present.

A member of the public was invited to speak in relation to the Westleton Village Hall planning application (minute 18/48) and gave particular support for the provision of the new kitchen given that the existing facilities were deemed to be not fit for purpose.

## **AGENDA**

### **18/40 Introductory remarks and apologies for absence:**

Apologies - Cllr Anthony Clough & Cllr Richard Smith (SCC).

### **18/41 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 cheques from the Parish Council for undertaking various works – see minute 18/47.

Cllr Roy Swindell advised that he was receiving cheques from the Parish Council for various expenditure/purchases - see minute 18/47.

Cllr Alex Alexander declared an interest in the Westleton Village Hall planning application – see minute 18/48.

### **18/42 Pre Agenda Report from SCC Councillor**

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

### **18/43 Pre Meeting Report from from SCDC Councillor**

Cllr Catchpole was not in attendance and no report was forthcoming. However, latest monthly update report/newsletter from SCDC had been circulated.

### **18/44 Minutes of Previous Meeting – 21 May 2018**

It was **agreed** that the minutes of the meeting held on 21<sup>st</sup> May 2018 be accepted as a true

record.

#### **18/45 Matters Arising from the Minutes 21 May 2018**

No matters arising.

#### **18/46 Audit 2017/18 & Annual Governance & Accountability Return**

A report on the 2017/18 Internal Audit had been submitted from John Bebbington which showed general compliance throughout and there were no *significant* issues to highlight.

The Clerk commented that the Council's Asset & Insurance Register was in the process of being updated and it was the intention to submit details to the July meeting. Similarly, an annual review/update will also be undertaken covering the Council's Financial Risk Assessments and this document will be presented to the next meeting for consideration.

Members were reminded that, wherever possible, they should try to ensure that invoices and/or receipts for work/services etc are made out to 'Westleton Parish Council' rather than to individuals so that the VAT element can be reclaimed – this being particularly important for more expensive items where significant sums are involved.

The meeting also noted the Auditors comments in relation to the RPA Grant for the Common and year on year spend. The Parish Council were satisfied in this respect that the built-in rolling maintenance programme allowed for sufficient flexibility.

On behalf of the Council, the Chair thanked John Bebbington very much for all his time and hard work in formulating the report and recommendations - which it is appreciated is carried out on a voluntary basis.

It was **agreed**:-

- (1) That the 2017/18 Audit should accordingly be received and noted and
- (2) That the Annual Governance & Accountability Return for 31/3/18 be signed off and submitted to PKF Littlejohn.

#### **18/47 Council Finances and Accounts**

##### **(a) Income**

Income to date was acknowledged and approved.

##### **(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  |
|--------------|---|---------|
| Roy Swindell | Payment made for Community Field cut (£45)+<br>minor repair to play equipment (£2.99) | £47.99  |
| Ian Haines   | Clerks expenses (£60.12) & salary (£414.00)<br>June                                   | £474.12 |

|   |  |         |
|---|--|---------|
| Westleton Village Hall<br>Archive Account | Annual management fee for archives   | £200.00 |
| Westleton Village Hall                    | Hire of Village Hall   | £27.50  |
| Suffolk CC                                | Copy of registration documents from County records office - Village Green boundary | £6.00   |
| Sam Felton                                | Community Field – supply of oak beam   | £60.00  |
| Jim's Mowing                              | Feed & Weed Community Field/Playground   | £150.00 |
| Playdale Playgrounds Ltd                  | Community Field Play Equipment<br>Aerial Runway buffer spring                      | £33.83* |
| Jim's Mowing                              | Cut back of growth in Reckford Rd lay-by   | £90.00  |

\*Footnote: figure amended from £26.33 to **£33.83** to reflect additional £7.50 postage charge

### 18/48 Planning Applications

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

**Agreed:** No objections (8 voting for : 2 abstentions)

With reference to this application submitted by the Westleton Village Hall Trustees - the Parish Council, as stated, has no objection in principle and would wish to confirm on record that it has supported the scheme/proposals since the outset when full consultation was carried out within the local community. However, it was noted that the owners of the adjoining property have submitted concerns in a letter of objection to SCDC and to Ian Johnson as Chair of the Parish Council, so, in view of this, we would anticipate that the application should be referred for determination to the full meeting of the Planning Committee. In turn, our understanding of the situation is that the Village Hall Architect, on behalf of the Village Hall Trustees, will be responding to the observations which have been made.

| From                    | Item           | Details  |
|-------------------------|----------------|--|
| Minsmere Nature Reserve | DC/18/2365/FUL | Breeding site to be established for Natterjack toads . |

**Agreed:** No objections (unanimous)

| From       | Item           | Details                                |
|------------|----------------|--|
| Mr M Dukes | DC/18/2601/FUL | Reduction and pruning of x3 oak trees. |

**Agreed:** Details to be forwarded to Anthony Clough (Tree Warden) for comment/s.

**Westleton House** – a brief update was given by Cllr Roy Swindell in respect of the latest position on this application (minute 18/33 of the last meeting also refers).

### 18/49 Suffolk Coastal Local Plan

In August 2017, the District Council published a Local Plan Issues and Options consultation and it was reported that Town/Parish Councils were now being invited to a briefing session

at the SCDC offices in Melton on 18/7/18 (19.00-20.00) to outline the next stage of the process and to learn more about the work that has gone into the production of the First Draft Plan.

The District Council will be undertaking a period of public consultation on the First Draft Plan from 20 July to 14 September 2018 and a series of local drop in venues have been arranged. As well as this, the Planning Policy Team will also be organising 1 hour sessions for individual Town/Parish Councils (3 representatives maximum) to meet with officers to discuss issues raised in the consultation document. These drop in sessions are open to anybody who wishes to find out more about the consultation.

### **18/50 Community Field**

Cllr Swindell gave an update on a number of planned works which it was hoped could be completed before the start of the school summer holidays. It was **agreed** a new Notice Board should now be purchased (estimated net cost £575.00).

The Community Payback Team would be undertaking on-site work on 26 & 27 July. They will also be carrying out pathway clearance work in the vicinity of the village green.

### **18/51 Common**

Cllr Jones gave feedback from the meeting of the Common Advisory Group on 22/6/18.

Black Slough steps – further to minute 18/31, it was **agreed** to proceed with the purchase of x2 plastic wood effect handrails & posts at a total cost of £1,143.65. This will allow for a second support to be installed immediately and also provide back-up for when the existing wooden rails eventually require replacement. [Actual installation work to be undertaken by Cllrs J. Alexander and C. Freeman will entail additional cost/s].

Tools – it was **agreed** 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.

Dog Waste Bins – it is proposed that an additional bin be sited on the junction between the track known as Black Slough and Mill Road. Clerk to first investigate whether RSPB may be prepared to fund/contribute given the location borders the Nature Reserve area.

Noted that Suffolk Wildlife Trust have appointed Tracey Houseley as new Community Wildlife Officer to replace Susan Stone.

### **18/52 Tree Warden Report**

No update.

### **18/53 SALC**

The notes from the SALC Suffolk Coastal Area meeting held on 4/6/18 had been circulated for information.

### **18/54 Sizewell**

Latest Sizewell C update report and TEAGS bulletin had been circulated for information.

### **18/55 Local Housing Needs**

Cllr I Alexander reported back following a meeting which had taken place on 5/6/18 with Hastoe Housing and CAS to discuss arrangements for conducting a new local Housing survey and the timetable involved for completion.

### **18/56 Vehicle Activated Sign**

The latest activity figures for the quarter had been circulated. The speeding data results have also been passed to the Police in the hope that they may instigate speed checks in the village to coincide with peak vehicle use.

The Clerk advised that he had again written to Denise Mortimer at SCC Highways to see if there was any movement with regard to the dragons teeth and additional white lining measures to deter speeding drivers. If no progress then matter to be taken up with Cty Cllr Richard Smith.

Cllr J Alexander expressed concern at the speed of some local tractor drivers operating in the area and associated road safety issues. It was **agreed** that the Clerk should send out a suitable worded letter to the landowner/farmer.

### **18/57 New General Data Protection Regulations**

Further to minute 18/16, the Clerk reported that he had attended a free briefing session on 14/5/18 which had been run by the Head of Audit at SCDC. Reassurances given over the measures which the Parish Council have in place to comply with the new Regulations.

It was noted the Parish Council now have a Privacy Notice published on the website.

As previously agreed - the Clerk advised that he would shortly be purchasing a shredder and a lockable storage cabinet for files in order for the Parish Council to both dispose and store material on a more secure basis.

### **18/58 Local Government Boundary Commission – SCDC & Waveney DC Merger**

The Clerk advised that unfortunately he had been unable to attend a briefing session held on the previous Friday but he had asked to be provided with a copy of the presentation slides and would circulate these for information.

### **18/59 Correspondence**

Councillors were advised of the following:

- (a) SCDC Quality of Place Awards 2018 – nominations invited.
- (b) Scottish Power Renewables – notification on phase 3 consultation and public information days.
- (c) Leiston CAB – invite to AGM on 11/7/18.
- (d) Suffolk Minerals & Waste Plan – programme of consultation .

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

### **18/60 – Date of Next Meeting**