

WESTLETON PARISH COUNCIL

The unapproved minutes of Westleton Parish Council at the meeting held at 7.30pm on Monday 24th September 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 Andrew Paige, Cllr Nick Shearme

In Attendance

Cllr Richard Smith (SCC) – for minutes 18/83 – 18/89 only, Cllr Michael Gower (SCDC) Ian Haines (Clerk)

PRE AGENDA MATTERS

Contributions from members of the public.

There were 3 members of the public present.

Recent Accident involving a Tractor and Pedestrian

The Chair spoke about a recent serious incident in Wash Lane involving a tractor and a member of the public out walking her dogs. The Parish Council have previously expressed concerns about farm vehicles travelling too fast on minor roads in and around the village and this again highlighted the need for drivers to give greater consideration and take extra care. **Agreed** that Clerk write to local landowners/farmers in the vicinity plus an article also to be drafted to go in 'The Fisherman'.

Cllr Clough also referred to the fact that in some cases the trailers of agricultural vehicles were not being properly covered resulting in debris such as straw, vegetables etc falling onto the road and in the same letter it was suggested that reference should be made with a request that protective sheets be used to prevent such occurrences.

AGENDA

18/83 Introductory remarks and apologies for absence:

Apologies - Cllr Roy Swindell.

The Chair welcomed Cllr Gower newly elected District Council Member.

18/84 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 Arlette Smith declared an interest in relation to site 371 as specified in the SCDC First Local Plan and took no part in the discussion – see minute 18/89.

Cllr Ian Johnson advised that he was receiving a cheque from the Parish Council for printing reimbursement - see minute 18/90.

Cllrs Chris Freeman and Julian Alexander – in connection with works under minute 18/92.

18/85 Pre Agenda Report from SCC Councillor

Cllr Smith reported that SCC Highways had advised him that work was imminent on carrying out the planned white lining and speed reduction measures in the village.

An update was also given in relation to Sizewell C and latest meetings which had taken place. Noted that the Stage 3 public consultation is likely to begin in January. Cllr Smith stated that the body *Planning Aid England* were available to provide advice to local communities who were most impacted and at risk.

18/86 Pre Meeting Report from from SCDC Councillor

Cllr Gower gave a brief statement which referred to the importance and focus which would be placed on the formulation of the Local Plan (see also minute 18/89 below) and the various challenges being faced.

18/87 Minutes of Previous Meeting – 23 July 2018

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

18/88 Matters Arising from the Minutes 23 July 2018

Minute 18/76 - Clerk informed that the Asset Register had been sent to the Council's Insurers for information. The Council's Policy is based 'new for old' cover and under the circumstances Hiscox were recommending that an additional column be included showing the actual 'insurance value' of each item listed. Clerk & Cllr Roy Swindell to carry out further work in this respect.

18/89 Suffolk Coastal First Draft Local Plan

The Chair read out a prepared statement which referred to the Open Public meeting held in the village on 28/8/18 and also to the subsequent response (attached with the agenda papers) which the Parish Council had submitted to SCDC as part of the programme of consultation. The results from this would now be awaited with great interest.

Agreed (9 voting For, 0 Against, 1 Abstention – Cllr Arlette Smith)

That the views on the Suffolk Coastal First Draft Plan as set out in the statement prepared by the Parish Council dated 11/9/18 be so endorsed.

18/90 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
Firework Emporium	New Years Day Fireworks	£1,100.00
Ian Haines	Clerks salary August	£414.00
Premier Toilet Hire	Community Field 13/7-27/7	£59.40

R.J.Scarlett	Service of mower + fuel	£132.48
Roy Swindell	Payment for grass cutting Com Field	£45.00
Premier Toilet Hire	Community Field 28/7-31/8	£135.00
Premier Toilet Hire	Common 10/8-31/8	£86.40
Roy Swindell	New broom for Com Field	£8.25
Roy Swindell	Container for Com Field	£39.99
J C Alexander	New Tractor Wheel (Com Field)	£55.00
Ian Johnson	Printing (Local Plan Consultation)	£36.00
CATS (Coastal Accessible Transport Services Ltd)	Donation request	£50.00
Ian Haines	Clerks expenses (£104.18) & salary (£414.00) September	£518.18
Premier Toilet Hire	Community Field 1/9-11/9	£37.80

18/91 Planning applications

From	Item	Details
RSPB Minsmere Nature Reserve	DC/18/2856/FUL	Installation of ground mounted solar PV generator
Deadline for observations passed: No objections		

From	Item	Details
Well Cottage & Middle Cottages, Mill Street Westleton	DC/18/3320/FUL	Conversion of 2 cottages into single dwelling
Deadline for observations passed: No objections		

From	Item	Details
Potton Hall Blythburgh Road Westleton	DC/18/2861/FUL	Retrospective application for c/use of residential garden and associated structures to provide a spa/day retreat
Deadline for observations passed: No objections		

From	Item	Details
Mulleys Cottage Mill Street, Westleton	DC/18/3400/FUL	Detached cartshed, storage area & greenhouse
Agreed: No objections		
<p>Observation - the Parish Council commented that they would not wish to raise any objection on the basis of the application as it stands as we understand the proposals relate to the present bed & breakfast business being run from the premises and the need to improve the on site facilities for additional parking, laundry and storage - rather than any expansion of the business (in terms of additional accommodation) for which it is envisaged a change of use would be required.</p>		

Westleton House – the Clerk reported that the owners had now submitted a set of revised drawings in the form of a new application (DC/18/3663/FUL). These details had only been received through in the post that afternoon and so, although the plans were tabled, the

Council did not consider that they had sufficient time to fully digest them – particularly given the sensitivity of the site and history with the previous application DC/17/4568/FUL having earlier been refused by SCDC. In relation to this, the PC had also previously expressed strong concerns about certain boundary issues relating to the site and it is not clear, at this stage, whether these have been resolved with this latest application

Agreed Defer consideration - Cllrs J Alexander & C Freeman to examine further and pass details to Cllr R Swindell when he returns from holiday. It is suggested that another 'Open Public Viewing' of the plans should be organised given previous level of opposition and high volume of objections. Clerk to also write to SCDC requesting an extension of time on the consultation period.

18/92 Common

Cllr Jones gave feedback from the last meeting of the Common Advisory Group held on 24/9/18 (notes attached).

Drone aerial photographs – high quality prints have been produced of the area and these will be used in association with the development of the Common Management Plan.

Tools – competitive quotes have been obtained for the purchase of 6 sickles from Pryce of Lowestoft at a cost of £16.00 each. **Agreed** that order should be placed (Clerk & Cllr J Alexander to liaise on this).

Birch tree stubs – option of spraying the roots with chemicals to prevent regeneration will not now be pursued. Instead, it is intended that the roots will be removed by a mechanical digger and it was noted that Cllr C Freeman had been approached for a quote to undertake this work and, if possible, to also give an estimated cost for clearing the area currently under consideration.

Community Payback Scheme – considerable clearance work has been undertaken during the recent week on site (13-17 August). Waste material being retained for New Years Day bonfire. CPS next due on site in February 2019.

Black Slough steps – delivery of the handrails & posts took place in August and currently in storage. Work to begin on installing the new handrail down the left hand side of the steps asap. Advisory Group recommending that this should be an inhouse contract as Cllr C Freeman has so far managed all of the work done to the steps. Labour cost estimated at £300.00 + purchase of additional building materials.

Agreed (8 voting for 2 abstentions (Cllrs Freeman & Alexander) that Cllr Freeman effectively act as Contract Manager for overseeing the work and to call upon the support of Cllr J Alexander and J C Alexander as needed.

New Dog Bin at Black Slough exit from Mill Road – Clerk confirmed that an order has been placed with Norse .

18/93 Tree Warden Report

Further to minute 18/71, Cllr Clough reported that he had approached the District Council's Arboricultural Officer about having a tree 'health check' in the village but had to date not received a response.

Noted that an approach had been received from the Westleton WI to carry out some wild daffodil planting in the vicinity of The Green which they would fund as part of their Centenary celebrations. This was **agreed** (unanimous).

Reference also made to a number of locations around the village where pruning of trees and hedges is required. In the majority of cases these are located on private land.

Agreed that an article should be published in The Fisherman to highlight problem and include a general plea for landowners to meet their responsibilities and cutback growth etc to their boundary.

Cllr N Shearme put forward the suggestion that as this year is 100 years since the end of the First World War it would be a fitting way for the village to commemorate by planting 18 new trees to replace specimens around the village some which are coming to the end of their life. This had unanimous support and it was **agreed** that the planting should take place on the Playing Field site – the exact location of which to be determined by the Community Field Advisory Group. Choice of tree to be left open at this stage – either oak, beech or lime (with the latter being favoured). Also that use should be deployed of hiring Cllr Freeman's digger to carry out the planting at the appropriate time.

18/94 War Memorial

Cllr A Smith referred to the legacy/beneficiary arrangement which up until now has been in place for carrying out an annual clean of the village War Memorial. Given the position reported, it was **agreed** that Cllr Smith would proceed to organise for this work to be undertaken in time for Remembrance Day. Cllr P Holmes confirmed that as the Barrel Fair Committee met the costs of the upkeep of the Memorial Garden, then they would be prepared to meet this additional annual cleaning cost (estimated at approximately £150).

18/95 Love Lane

Clerk reported that further to minute 18/82 of the last meeting, he had made enquiries with SCC Highways about provision for erecting two signs at either end of Love Lane to deter vehicles from parking and causing an obstruction. An email had been received back but the County Council were quoting over £1,000 for carrying out the work and this sum was felt to be exorbitant. The Clerk had written back to take this up, but a reply had not yet been received. Cllr R Smith had also been made aware of the situation.

The Chair also referred to a recent problem in the high winds with a tree coming down blocking Love Lane and the Parish Council were pleased to note that this had been removed and dealt with the same day as an emergency by Suffolk Highways

18/96 Banking Arrangements and Payment of Invoices

The Chair reported that he felt the time was now right for the Parish Council to obtain a debit card so that orders/invoices could be paid via this means and as a way of operating more efficiently and in line with good practice followed elsewhere. It was therefore **agreed** (unanimous) that the Clerk, as the Council's Responsible Financial Officer, should be designated nominated holder with a maximum £100 spend limit to be put in place without the need to obtain authorisation.

The Clerk stated that based on this decision, he would now contact Barclays Bank to set up and the Parish Council's Financial Standing Orders would also need to be revisited to embrace the change/s being proposed.

18/97 Correspondence

Councillors were advised of the following:

- (a) Suffolk Constabulary – changes to local policing model.
- (b) Suffolk Highways – review of grit bin process.
- (c) SCDC Local Plan – various letters and emails from residents which had been sent to the Chair (see also minute 18/89 above).

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

In addition to the above, the Vice Chair made reference to an approach which had been received (via email) enquiring whether the Parish Council would be interested in commissioning a hand drawn Parish Map showing local landmarks etc. It was noted that this idea had previously been examined for siting adjacent to the village pond and that a sum of money had been retained in the Jubilee Fund which could be utilised.

Agreed that the Clerk make further enquiries about the specification involved and report back.

18/98 – Date of Next Meeting

To note that Council next meets on Monday, 22 October 2018 at 7.30pm.