

WESTLETON PARISH COUNCIL

The minutes of a meeting of Westleton Parish Council held at 7.30pm on Monday 19 May 2025 in Westleton Village Hall.

Ian Haines
Clerk of the Council

There were Present

Cllr Ian Johnson (Vice Chair), Cllr Julian Alexander, Cllr Barry Banks, Cllr Colin Fisher, Cllr Nick Shearme, Cllr David Watson, Cllr I Webber.

In Attendance

Cllr Richard Smith (SCC for minutes 25/84 – 25/88 only)

Ian Haines (Clerk)

25/84 Chair for the Meeting

Cllr Ian Johnson in the Chair.

25/85 Introductory remarks and apologies for absence:

Apologies were received and accepted from Cllr Andrew Turner (Chairman), Cllr John French, Cllr Paul Holmes, Cllr John Matthews and District Cllr Paul Ashton.

25/86 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 D Watson in relation to discussion on future Allotment provision - see minute 25/93(c).

25/87 Open Public Forum – Contributions from Members of the Public

There was one member of the public present. No matters raised.

25/88 Pre Agenda Report from SCC Councillor

Cllr R Smith advised that he would shortly be holding a meeting with Highway officers and enquired whether there were any local issues that needed to be brought to his attention.

Cllr I Johnson stated that the main concern was the increasing number of temporary road closures taking place (often at short notice) and then occasions when workmen did not remove the signs to indicate the route was once again open. An example was given over the weekend where works/repairs had been carried out the previous week [and were set to continue the following Monday] but the closure signs had remained in place on Saturday & Sunday giving the impression that the route was still closed – when in fact it was not. As well as the inconvenience to motorists, local businesses are also being affected with loss of trade etc.

25/89 Pre Meeting Report from ESC Councillor

No report this time.

25/90 Minutes of Previous Meeting – 28 April 2025

It was **agreed** that the minutes of the meeting held on 28 April 2025 be accepted as a true

record and signed by the Chair.

25/91 Matters Arising from the Minutes 28 April 2025

With reference to minute 25/76 (Village Pond) , the Clerk reported that he had taken up with East Suffolk Council and had received confirmation that their Asset Management/Land Maintenance Team hold responsibility

Further to minute 25/82, the Clerk reported that the post had been advertised, and several applications/expressions of interest had been received.

25/92 Council Finances and Accounts

- (a) **Signatories to Bank Account** – it was agreed the signatories should continue to be Cllrs P Holmes, I Johnson and A Turner. Noted that a mandate change was made in 2020 to have Ian Haines **added** (in his joint/dual role as Clerk & Responsible Financial Officer) – this was done as he is effectively the holder of the Business Debit card.
- (b) **Register of Members Interests** – Councillors reminded that they should log any changes on the ESC web site.
- (c) **Standing Orders/Direct Debit** – approval/endorsement given to the continuation of the following:-
 - WAVE Utilities – water charge/bill for Community Field x2 payments
 - Information Commissioners Office – Data Protection annual renewal
- (d) **Annual Governance and Accountability Return (Part 3) Year End 31st March**
It was **agreed** that sections 1 & 2 of the form should be signed off. The formal audit is due to be conducted by SALC during the week of Monday 2 June.
- (e) **Income 2025/26** – Income to date were acknowledged and approved.
- (f) **Expenditure 2025/26** - Expenditures to date were acknowledged and approved.
- (g) **Invoices and Payments** – The following invoices were **agreed** for payment:-

From	Item	Amount
Ian Haines	Clerk expenses (£67.20) & salary (£770.90) – May	£838.10
Toilets+Ltd	Community Field 11/4-8/5	£129.60*
SALC	Allotment Training (Cllr D Watson)	£86.40

*Paid by debit card

Discussion was had regarding the PC Insurance renewal, it was agreed that current details would be forwarded to Cllr Ian Webber who would pursue a quote with an alternative provider to ensure the best value is secured.

- (f) **Bank balances** as at 11/5/2025 noted

Current	£69,536.59
Savings	£25,241.90
Total Bank Balance	£94,778.49

25/93 Feedback from Working Parties

(a) **Common** – warning notices about adders have been posted. A site meeting had been held the previous week with Emma Quick from Natural England to discuss re-opening of a footpath on the south side of the Common.

(b) **Community Field** – the Chair had accepted the quote provided by Cllr N Shearme for weed treatment on site and this work will be undertaken shortly.

Cllr C Fisher confirmed that he would be carrying out a first grass cut of the season ahead of the planned village Fete (see minute 25/99 below)

(c) **Allotments** – no new details to report.

(d) **Affordable Housing** – no new details to report

25/94 Planning applications

From	Item	Details
Ormonde House, Dunwich Rd, Westleton IP17 3AX	DC/25/1740/FUL	Side extension and associated internal alterations
		Deadline for observations: 4/6/25 Response: No objections

From	Item	Details
Barn Cottage, Mill Street, Westleton IP17 3BD	DC/25/1583/FUL	Single storey side sun lounge extension.
		Deadline for observations: 4/6/25 Response: No objections

25/95 Other Planning Matters

None this time.

25/96 Tree & Footpath Warden Report

None this time.

25/97 Energy Projects (Nationally Significant Infrastructure Projects)

No specific new details to report.

25/98 Sizewell C B1125 Transport WP Northern Transport Forum

Notes from the Northern Transport Forum on 7/5/25 had been previously circulated.

25/99 Westleton Village Fete

A recent meeting of the Organising Committee had been held and Cllr B Banks provided feedback from this. In a turnaround, the group now favoured using the Community Field as

the venue given that it was seen to offer better overall facilities (including the fact that all equipment is currently stored there on site).

25/100 Future of the White Horse Inn

Latest position noted. Situation to continue to be carefully monitored with further discussion set to take place at next Parish Council meeting.

25/101 Correspondence

No items covered this time.

25/102 Date of Next Meeting

The Council next meets at 7.30pm on Monday 30 June 2025.