

WESTLETON PARISH COUNCIL

Councillors are duly summoned to a **Meeting of Westleton Parish Council** to be held on **Monday 29 July 2024 at 7.30pm** in the Village Hall, Westleton. Members of the public are entitled to attend.

Ian Haines
Parish Clerk

AGENDA

24/120 Introductory remarks and apologies for absence

Ian Webber

24/121 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.

24/122 Contributions from members of the public

Members of the public who are present are not entitled to participate in the Council meeting but are invited to give their views on items on the agenda or raise other relevant issues for Council to note. (The time allowed: maximum of 3 minutes per speaker and up to 20 minutes in total for this item).

24/123 Pre Meeting Report from SCC Councillor

To receive a report from Cllr Richard Smith.

24/124 Pre Meeting Report from ESC Councillor

To receive a report from Cllr Paul Ashton.

24/125 Minutes of Previous Meeting

To confirm the minutes of the meeting held on 24 June 2024.

24/126 Matters Arising from the Minutes

24/127 Council Finances and Accounts

(a) Income 2024/25 To note income to date

(b) Expenditure 2024/25 To note expenditure to date

(c) To receive bank balances correct to 24 June

Current	£36,320
Savings	£24,965.85
Total Bank Balance	£61,285.85

(d) Invoices and Payments –

To consider the following for payment:-

From	Item	Amount
Ian Haines	Clerk expenses (£75.45) & salary (£744.03) – July	£819.48
HJG Gardening	War Memorial Maintenance May	£228.00
HJG Gardening	War Memorial Maintenance June	£208.00
Ian Haines	Reimbursement for Ink Cartridge order	£12.00
SALC	Annual Internal Audit Fees	£328.80
V.C.Cooke Ltd	Skip Hire – Community Field	£258.00*

Boards Direct	New Noticeboard for the village (general use)	£175.20*
Paul David Enterprises	Collection charge for return of goods – order was not the right size.	£30.00*
Boards Direct	Replacement [larger] noticeboard price difference between original order	£103.00*
Guy McGregor Assocs	Payroll services - quarter	£16.20
Toilets+ Ltd	Community Field 17/6-14/7	£129.60*

*Paid by Debit Card

24/128 Feedback from Working Parties

- (a) **Common** – Cllr N Shearme to update and provide feedback from the CAG meeting on 22/7/24.
- (b) **Community Field** – Cllrs P Holmes to update.
Cllr C Fisher also to provide an update report on power supply connection costs to the site (minute 24/113(b) refers)
- (c) **Car Parking** - Cllr B Banks to update following meeting on 16/7/24.
- (d) **Allotments** - Cllr J Alexander to update.
- (e) **Affordable Housing** - Cllr C Fisher to update following meeting on 17/7/24.

24/129 Planning applications

From	Item	Details
Groveley, Blythburgh Rd, Westleton IP17 3AS	DC/24/2228/FUL	Construction of two storey extension (single room above another) to create third bedroom with study above.
	Status:	Deadline for observations:16/7/24 Response: No objections

From	Item	Details
Lucarnes, Mill Street, Westleton IP17 3BD	DC/24/1882/FUL	RECONSULTATION – CHANGE OF DESCRIPTION Two-storey & part single-storey extension to the rear, increase the size of the front porch, build a detached garden store, increase the hard standing for parking and replace all windows <u>and replace the existing side conservatory extension with a porch.</u>
	Status:	Deadline for observations: 5/8/24 Response:..

From	Item	Details
Stranton, Darsham Road, Westleton IP17 3AH	DC/24/2307/FUL	To build a terrace of three new dwellings - two 3-bed and one 4-bed. Also alterations and extension to Stranton to create a one and a half storey dwelling with attached 1-bed annex
	Status:	Deadline for observations: 13/8/24 Response:

24/130 Other Planning Matters

Cllr J Matthews to report.

24/131 Tree & Footpath Warden Report

Cllr I Webber to report.

24/132 Westleton Village Picnic

Cllr A Turner to update.

24/133 Energy Projects

Update from Sub Committee Members.

Feedback from SEAS meeting held on 12/7/24.

24/134 Sizewell C B1125 Transport WP 9/7/24

Cllr A Turner to update.

24/135 Parish Council Surgery

Cllr A Turner to provide feedback from the session held on 29/7/24.

24/136 Sizewell C Community Fund

To receive updates from the 'Meet the Funder' event/s on 11/7 & 17/7/24.

24/137 Standing Orders & Financial Regulations

In line with standard good practice and Audit recommendations there is onus on the Council to periodically review and update as may be appropriate:-

Standing Orders

No changes this time.

Financial Regs

Page 14 Section 11 para c – NALC threshold figure amended (notes at the bottom)

Page 15 “ “ “ h – brief addition to end of sentence

24/138 Finance Sub Committee – Terms of Reference

To approve Terms of Reference (draft attached) under which the recently established Finance Sub Committee should operate.

24/139 Asset & Insurance Register 2024/25

Minor changes/updates (as highlighted in red) have been made to the Parish Council's Asset Register as part of a regular annual review.

24/140 Risk Assessment 2024/25

To approve.

24/141 Internal Control Statement

To approve. A new line has been added at the start of section 3 to reflect that the Parish Council now has in place a Finance Committee (see also item 24/138 above).

24/142 Correspondence to the Council

Any correspondence to be noted and considered.

Date	Details of Correspondence	Actions Taken/Required
13/6/24	Yoxmere Benefice – are seeking support in the form of a donation to assist with the publication of the 'Fisherman' newsletter/magazine	For consideration – Cllr A Turner to update (minute 24/122(c) refers
15/7/24	Westleton Gardeners – financial support for planting covering 2023 & 2024	For consideration

24/143 Date of Next Meeting

To note that the Council next meets at 7.30pm on Monday 30 September 2024.

Exclusion of Press and Public (LGA 1972, Part 1, Schedule 12A, Section 100A(4). To consider whether under Section 100A(4) of the Local Government Act 1972, the press and public should be excluded from the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972 and indicated against each item marked***