

WESTLETON PARISH COUNCIL

The minutes of **Annual Meeting** of Westleton Parish Council held at 7.30pm on Monday 20th May 2019 in Westleton Village Hall.

Ian Haines

Clerk of the Council

There were Present

Cllr Paul Holmes (Chairman), Cllr Ian Johnson (Vice Chairman), Cllr Julian Alexander, Cllr Roy Jones, Cllr Andrew Paige, Cllr Nick Shearme, Cllr Andrew Turner.

In Attendance

Cllr Richard Smith (SCC for minutes 19/78 – 19/88 only), Ian Haines (Clerk)

PRE AGENDA MATTERS

Contributions from members of the public.

There was 1 member of the public present who spoke with regard to the land registration of the village green. It was noted in this respect that enquires were continuing through SALC. If necessary, further legal advice in this matter would be sought. At the same time, a brief update was also given concerning the Westleton House boundary issue.

AGENDA

19/78 Election of Chair

Cllr Paul Holmes was unanimously elected as Chair and signed the Declaration of Acceptance of Office.

19/79 Election of Vice Chair

Cllr Ian Johnson was unanimously elected as Vice Chair.

19/78 Introductory remarks and apologies for absence:

A welcome was extended to Cllr Andrew Turner this being his first meeting after having been newly elected at the Parish Council Election on 2/5/19.

Apologies: Cllr Antony Clough, Cllr Colin Fisher, Cllr Amanda Freeman, Cllr Chris Freeman, Cllr Norman Brooks (ESC)

19/79 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.

None this time.

19/80 Appointment of Members to Advisory Groups

19/81 Appointment of Representatives to Organisations/Roles

Due to the [low] numbers in attendance, it was agreed that consideration of both these items should be deferred to the following meeting.

19/82 Pre Agenda Report from SCC Councillor

Cllr Smith stated that he would continue to attend Parish meetings on a bi-monthly basis as commitments allowed.

In respect of the recent Sizewell public consultation, it was noted that EDF had received over 1,000 substantive responses.

Cllr Shearme made reference to the uneven condition of road surface on the A12 in the vicinity of the Blythburgh bridge/river causeway and Cllr Smith stated he would look into.

19/83 Pre Meeting Report from ESDC Councillor

Cllr Brooks was not present and so no report was forthcoming.

19/84 Minutes of Previous Meeting – 29 April 2019

It was **agreed** that the minutes of the meeting held on 29th April 2019 be accepted as a true record.

19/85 Matters Arising from the Minutes 29 April 2019

Webmaster Vacancy (minute 19/65) – it was noted that John Bebbington had now come forward and kindly agreed to undertake the role on behalf of the village.

Dunwich Heath Car Park – it was felt that the petition should remain at the village shop/post office for another month in order to give further opportunity for residents to sign.

Lavender Cottage & the Vicarage - Overgrown Hedge (minute 19/70) – Clerk confirmed that letters had gone out to both properties. Noted that the Diocese had responded advising that the property in question is being rented out and so the Clerk was now taking up with the Letting Agent.

Local Housing Needs (minute 19/71) – it was **agreed** that the Clerk should contact Hastoe Homes to re-establish the position going forward as the Parish Council were still very keen to see this project through to fruition. With this in mind, it will be important to appoint a new 'lead' Cllr to help act as a driving force.

19/86 Council Finances and Accounts

- (a) **Signatories to Bank Account** – it was agreed future signatories should be Cllrs P.Holmes, I.Johnson and A.Turner.
- (b) **Register of Members Interests** – Councillors should have received an email/instructions from ESC electoral services.
- (c) **Income 2018/19** - A report on year end income was noted.
- (d) **Expenditure 2018/19** - A report on year end expenditure was noted.
- (e) **Audit & Annual Governance Statement Year End 31st March** – the Clerk advised that John Bebbington was in the process of finalising his report/findings and the Statement/s could then be signed off.
For information a year end bank reconciliation statement had been circulated showing that the Parish Council had a closing balance of £5,408.50 in the Current Bank account and £14,098.14 in the Savings Bank account.
- (g) **Income** - Income to date was acknowledged and approved.
- (h) **Expenditure** - Expenditures to date were acknowledged and approved.

(i) **Standing Orders/Direct Debit** – approval/endorsement given to the continuation of the following:-

- NWG Buss Ltd (WAVE) – water charge/bill for Community Field x2 payments
- Information Commissioners Office – Data Protection annual renewal

(j) **Invoices and Payments** – The following invoices and donations were **agreed** for payment:-

From	Item	Amount
Ian Haines	Replacement netball and football nets for Community Field	£72.10
Ian Haines	Clerks expenses (£43.30) & salary (£414.00)	£457.30
Premier Toilet Hire	Playing Field (5/4-26/4)	£86.40
Came & Company	Annual Insurance Renewal	£845.45*

* The Clerk advised that the brokers were recommending acceptance of a new insurance provider from the 3 quotes which had been obtained. Details circulated. It was accordingly **agreed** to take out the 3 year 'linked in' fixed price option with Inspire (AXA) at a cost of £845.45 per annum.

19/87 Community Field

Pending the appointment/composition of a new Community Field Advisory Group, a written report had been provided by Roy Swindell giving a summary of current and outstanding issues. Details circulated.

Noted that grant application for the Boules Court resurfacing work has been placed with East Suffolk Council.

Tree Planting & Memorial – delivery has been received of the large hose reel for watering the 18 lime trees and the new bench has been placed in temporary storage. **Agreed** to proceed with the quote obtained for a stainless steel plaque to be provided by Black Dog Signs at a cost of £145.00 + VAT.

19/88 Common

The Parish Council were pleased to note that, on the whole, the Common was in excellent condition and had benefited greatly from the substantial amount of clearance work which had been undertaken over the last 12 months. It was hoped that the Community Payback Team could be engaged again to carry out further on-site improvements in the near future.

The Clerk also confirmed that the annual application for stewardship grant for 2019/20 had recently been submitted to Natural England.

19/89 Planning Applications

From	Item	Details
Potton Hall, Blythburgh Road Westleton	DC/19/1669/COU	Retrospective application for partial change of residential garden amenity land & associated structures to provide a spa/luxury day retreat.

Agreed no objections.

19/90 Establishment of Planning Sub Committee

It was **agreed** to adopt a set of Terms of Reference under which the Planning Sub Committee will operate in future. This will allow the group to meet (as necessary) in between Parish Council meetings to comment upon and give feedback on planning applications and be able to meet the new tighter response timescales which have been set by East Suffolk Council.

19/91 Tree Warden Report

Cllr N Shearme reported that he had recently carried out a 'one off' grass cut of the war memorial in the continuing uncertainty over who is now maintaining it.

The Chairman (Cllr P Holmes) confirmed that the Barrel Fair had responsibility for the general upkeep/appearance and so he would look into this.

19/92 Bottle Banks

Further discussion took place on the subject of finding a permanent new site to house the village bottle bank. Given the circumstances now reported it was felt that the most viable option would be to pursue enquiries with the landlord/owners of the White Horse to see if they would be agreeable to the containers being relocated there. Cllr Paul Holmes to action and report back.

19/93 Parish Map

The Clerk reported that unfortunately the final proof had not yet been received from the designers so would have to be submitted next time. In the interim, possibility of obtaining sponsorship to be explored.

It was felt appropriate that the Planning Sub Committee should identify the best location where to site the plinth in the vicinity of the village green/pond. Clerk to make associated enquiries over whether any planning consent may be required given location within the conservation area.

19/94 Financial Standing Orders

Agreed consideration be deferred until the following meeting.

19/95 Glebe Meadow & Village Parking

Further to minute 19/76(g) of the last meeting, the Clerk had circulated an email received from Sarah Quinlan acting on behalf of Glebe Meadow CIC. It was noted from this that Glebe were considering including within the planning application space to accommodate between 10-15 cars. However, as reported last time, they were saying that supporting evidence would need to be provided to demonstrate such a need exists within the village – otherwise without this the overall application/development may be jeopardised.

If the parking element *is* included in the planning application, then it is understood Glebe Meadow CIC will retain the freehold and lease the space at a nominal charge to the Parish Council over say 25 years. This in itself was seen as being acceptable but the Parish Council were still nervous about some of the unknown quantities/elements such as maintenance responsibility, as well as the cost of signposting and lighting. In addition, there would be other factors to build in such as public liability insurance etc.

It was therefore felt that the Clerk should go back to try to clarify in more detail what these costs would be. Without this, the Parish Council did not feel that they could give a ready commitment to take on any responsibility – despite it being acknowledged that parking in general remains a problem in the village.

Note: The above represents the feedback which will be given to Sarah Quinlan. The Chairman (Cllr Paul Holmes) subsequently asked after the meeting in an email to the Clerk if the earlier decision taken could be varied so that, in effect, the Parish Council would still be retaining an open mind in this matter. **The wording here in this minute has therefore been amended slightly to reflect this position with the consent of all 7 Members who were present.**

It is hoped further discussion can take place at the next meeting with a full complement of Members present.

19/96 Correspondence

Councillors were advised of the following:

- (a) SALC Councillor Briefings – various dates in June. Cllr A Turner is booked to attend.
- (b) Email about status of Hastoe Homes project. Clerk to respond to enquiry.

19/97 – Date of Next Meeting

To note that Council next meets on Monday, 24 June 2019 at 7.30pm.