

# **WESTLETON PARISH COUNCIL**

The minutes of the **Annual Meeting** of Westleton Parish Council held at 7.30pm on Monday 20 May 2024 in Westleton Village Hall.

*Ian Haines*  
**Clerk of the Council**

## **There were Present**

Cllr Andrew Turner (Chairman), Cllr Ian Johnson (Vice Chair), Cllr Julian Alexander, Cllr Barry Banks, Cllr Colin Fisher, Cllr John French, Cllr Paul Holmes, Cllr John Matthews, Cllr Nick Shearme, Cllr David Watson, Cllr Ian Webber

## **In Attendance**

Cllr Richard Smith (SCC for minutes 24/79 – 24/89 only)  
Cllr Cllr Paul Ashton (ESC for minutes 24/79 – 24/89 only)  
Ian Haines (Clerk)

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## **24/79 Election of Chair**

Cllr Andrew Turner was unanimously elected as Chair and signed the Declaration of Acceptance of Office.

## **24/80 Election of Vice Chair**

Cllr Ian Johnson was unanimously elected as Vice Chair.

## **24/81 Introductory remarks and apologies for absence:**

None.

## **24/82 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 J Alexander to receive a cheque reimbursement from the Parish Council - see minute 24/90 below.

## **24/83 Open Public Forum – Contributions from Members of the Public**

There were two members of the public present. A resident spoke with reference to an objection she was raising with the District Council in relation to a planning application (this being the subject of separate consideration by the Parish Council under minute 24/92 below).

## **24/84 Appointment of Members to Advisory Groups**

Councillors were appointed or re-appointed to Advisory Groups as follows:

- (a) **Community Field** – Cllr P Holmes (Chair) & Cllrs J Alexander, N Shearme.  
Co-opted Chris Freeman, Amanda Freeman, Jonathon Alexander
- (b) **Bonfire** – Cllr N Shearme (Chair) & Cllrs B Banks, C Fisher, J French,  
P Holmes, J Alexander.  
Co-opted Kevin Berry, Craig Alexander, Jonathon Alexander, Chris Freeman,  
Amanda Freeman
- (c) **Commons** – Cllr N Shearme (Chair) & Cllrs J Alexander, B Banks, J French,

I Webber.

Co-opted David Rouse, John Bebbington, Joyce Burkenshaw, Chris Freeman, Amanda Freeman

- (d) **Planning** – Cllr J Matthews (Chair) & Cllrs J Alexander, C Fisher, P Holmes, I Johnson, A Turner, D Watson.
- (e) **Housing Needs** – Cllr C Fisher (Chair) & Cllrs J Alexander, B Banks, C Fisher, P Holmes, I Johnson, A Turner, D Watson.
- (f) **Allotments** – Cllr J Alexander (Chair) & Cllrs C Fisher, P Holmes, A Turner, D Watson.
- (g) **Parking** – Cllr B Banks (Chair) & Cllrs J Alexander, C Fisher, P Holmes, I Johnson, N Shearme, A Turner, D Watson.
- (h) **Energy Projects** – Cllr A Turner (Chair) & Cllrs J Alexander, C Fisher, N Shearme, D Watson, I Webber.
- (i) **Finance** – Cllr J Matthews (Chair) & Cllrs J Alexander, I Johnson, A Turner.
- (j) **Complaints** – Cllr A Turner (Chair) & Cllrs I Johnson, J Matthews.

#### **24/85 Appointment of Representatives to Organisations/Roles**

Councillors were appointed or re-appointed as follows:

- (a) **SALC** – Cllr B Banks
- (b) **Sizewell C Forum & B1125 Working Group** – Cllr A Turner
- (c) **Tree & Footpaths Warden** - Cllr I Webber
- (d) **Village Hall Committee** – Cllr B Banks
- (e) **Carlton Colville, Kessingland, Southwold and Villages Community Partnership** - Cllrs A Turner & I Johnson

#### **24/86 Pre Agenda Report from SCC Councillor**

Gull Wing Bridge, Lowestoft – the project is near completion and it is hoped the new road link will be open by the end of June (subject to final mechanical testing being carried out).

Noted that a new 30mph speed limit is now in place (effective from 20/5/24) on the B1122 between Yoxford and Lovers Lane in Leiston until the Sizewell Link Road (SLR) is operational – average speed cameras are expected to be installed in the near future to enforce the new speed limit. This work is in line with commitments made in the deed of obligation designed to minimise the impact of Sizewell C before the SLR opens. All Sizewell C construction vehicles will use the SLR when it is operational.

It was also reported that a notice had been placed advising that Darsham Road will be closed to traffic for a 3 week period. Cllr R Smith undertook to find out more information behind the reason for the works.

Cllr Smith also advised that the planning application (SCC/0102/23SC) for a medical waste incinerator at Hinton was likely to be considered by the County Council's Planning Committee on either 9 July or a date TBC in September. The Parish Council are strongly opposed to the proposal.

#### **24/87 Pre Meeting Report from ESC Councillor**

The Parish Council were dismayed to learn that East Suffolk Council at their District Planning Committee on 14 May had [by a casting vote] passed approval for the outline planning application for 110 houses on land to the south of Darsham station. We have previously objected and are still very concerned about the local impact – particularly in

relation to traffic/road safety and access to and from the development onto Westleton Road and then, in turn the A12 junction.

Cllr P Ashton responded to a number of questions and on the particular traffic issue stated that he did not feel that a direct access point from the estate onto the A12 was viable. It was also confirmed that the route of a footpath through Cockfield Hall into Yoxford village was being retained and would offer for residents the option of providing a pedestrian route direct to the local shop/s and other village facilities.

#### **24/88 Minutes of Previous Meeting – 30 April 2024**

It was **agreed** that the minutes of the meeting held on 30 April 2024 be accepted as a true record and signed by the Chair.

#### **24/89 Matters Arising from the Minutes 30 April 2024**

This main focus this time at the Annual Residents Meeting had taken the form of a presentation to explain the **revised** traffic calming measures being proposed for Westleton now that it is highly likely that Average Speed Cameras will be installed through the village. In order to obtain the widest possible views and feedback the Parish Council had set up a new consultation platform which had been run in the Village Hall from 3 to 17 May and the Chair reported back from this – the results/votes cast are appended to these minutes. These final set of proposals will now be taken forward for discussion to the next meeting of the Sizewell C B1125 Transport WP on 11 June.

Cherry Lee Development - further to minute 24/77, the Clerk reported that the developers had reconsidered and now agreed to adopt the street name address as 'Cherry Lee Close'.

#### **24/90 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 3 June.
- (e) **Income 2024/25** (no report this time)
- (f) **Expenditure 2024/25** (no report this time)
- (g) **Invoices and Payments** – The following invoices were **agreed** for payment:-

| From          | Item   | Amount    |
|---------------|--|-----------|
| Ian Haines    | Clerk expenses (£53.60) & salary (£744.03) – May | £797.63   |
| A J Gallagher | Annual insurance renewal                         | £1,295.15 |
| Toilets + Ltd | Community Field 25/3-21/4                        | £21.54*   |

|                  |                                       |          |
|------------------|---------------------------------------|----------|
| Westleton Garage | Fuel for Work Parties                 | £25.00   |
| Leiston Press    | Traffic Consultation board            | £79.20*  |
| Toilets + Ltd    | Community Field 22/4-19/5             | £129.60* |
| Julian Alexander | X2 bags of compost for flower barrels | £9.00    |

\* Payment made by Direct Debit

## 24/91 Feedback from Working Parties

(a) **Common** – noted that the potential encroachment/boundary issue had not yet been fully resolved. In the meantime, Cllr N Shearme to take action in respect of the blocked section of path.

(b) **Community Field** – the Working Party are continuing to make good progress on a number of repairs and a further site meeting is planned for 23 May to hopefully complete and bring all the play equipment back into use. The new rubber matting/grass area which had recently been laid is looking good.

Noted that work has also been undertaken to make improvements to the surface of the boules court.

Cllr P Holmes stated that he had further looked into options for purchasing a new children's roundabout/carousel and the cost would be approx. £2750 + fitting & installation. There is a grant available through the District Council's Outdoor Playing Space Fund (approx. £830 for this current year). The Clerk will apply.

Cllr C Fisher reported he had arranged a site meeting for 21 May with a representative from Greenfutureenergy Ltd to look at the possible location and specification to install a 3 phase & Neutral electrical supply onto the site plus an EV charging facility adjacent to the Car Park. Further details including estimate/s and costings to be reported to the next Parish Council meeting so that the Finance Sub Committee can consider and prioritise any funds as may be deemed appropriate.

(c) **Car Parking** – Cllr B Banks advised that a letter to East Suffolk Council had been formulated in relation to Village Green proposal.

(d) **Allotments** – Cllr J Alexander to follow up contact with Nat Bacon.

(e) **Affordable Housing** – the findings from the village wide Housing Needs Survey are awaited

## 24/92 Planning applications

| From                                 | Item               | Details   |
|--------------------------------------|--------------------|---|
| 3 Bakers Lane, Westleton<br>IP17 3AZ | DC/24/1540/F<br>UL | <b>Single storey rear extension with new timber dormer window above &amp; small pitched roof dormer windows to front elevation. Complete refurb of property including replacement of all doors and windows. Rendering to be replaced/ repaired as required &amp; painted Suffolk Pink</b> |
|                                      | <b>Status:</b>     | <b>Deadline for observations: 31/5/24</b><br><b>Response:</b> Westleton Parish Council objects to the proposed development due to :   |

|  |  |  |
|--|--|--|
|  |  | <p>1) The size of the proposed extension is significantly out of proportion to the existing property. This is demonstrated by the planned increase in the number of bedrooms from two to four.</p> <p>2) The overall design of the proposed development is significantly out of character with this row of cottages in a conservation area.</p> <p>3) The potential loss of light to an immediate neighbour is at an unacceptable level.</p> <p>4) Significant concern over shared access during construction phase and the potential for blocking of residential access from construction vehicles.</p> |
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### 24/93 Other Planning Matters

Cherry Lee Development – it was noted that there had been complaints from neighbours about the noise from the JCB’s working on site.

### 24/94 Tree & Footpath Warden Report

Cllr I Webber stated that he would log a footpath complaint\* on the SCC Highways reporting portal which had been brought to his attention about crop encroachment.

\* this had also been covered/raised at the PC Surgery earlier that day

### 24/95 Westleton Village Fete

A decision has been reached to hold the fete on the Community Field on **Saturday 10 August** (12.30-5pm) so as not to coincide with the Village Hall themed ‘French Day’ taking place the following day on Sunday 11 August.

Another meeting of the group will be convened asap to finalise details and then enlist wider help with the organisation.

### 24/96 Energy Projects

Cllr A Turner gave feedback from the Sizewell C Northern Transport Forum which had been held on 8 May. There is a community helpline number and email (0800197 6102 [info@sizewellc.com](mailto:info@sizewellc.com)) so that local residents can ask questions or raise concerns including to report vehicles believed to be SCZ vehicles which are driving badly, fast, or which are using a road they shouldn’t be using (e.g. any vehicle over 3.5 tonnes on the B1125).

LionLink Project - Cllr D Watson added that he understood National Grid are shortly due to undertake further ground investigations in the area.

### 24/97 Parish Council Surgery

Cllr A Turner provided feedback from the session held on 20 May which he had attended with Cllr J Alexander. Several topics were covered including concern about the stopping of the Westleton prescription service. Possible alternative arrangements involving use of the Village Hall were discussed – Action Cllr B Banks to enquire further.

The next surgery takes place on Monday, 24 June between 10.30-11.30.

#### **24/98 Possible Reinstatement of Water Well on the Village Green**

No further progress to report at this stage.

#### **24/99 Westleton Emergency Plan**

Cllr C Fisher suggested that it would be a worthwhile exercise to reconstitute a village wide Civil Plan to provide back-up advice, contact details etc in the event of a local emergency. Clerk to undertake further research and report back.

#### **24/100 Clerk Time Recording**

Over a 12 month period the Clerk has been keeping timesheets to record his hours. Based on this information, it was **agreed** that that the present arrangement of 10 hours per week working should continue and that this be kept under review with the Chair & Vice Chair. If necessary, as an option, the Clerk be remunerated for accruing additional hours worked over a period or allowed to take Time Off In Lieu (TOIL) as the equivalent of paid leave.

#### **24/101 Correspondence**

Councillors were advised of the following:

- (a) Email from Suffolk Community Federation re Sizewell C Community Fund update and membership of the Awards Panel.

#### **24/102 Date of Next Meeting**

To note that the Council next meets at 7.30pm on Monday 24 June 2024.