

# WESTLETON PARISH COUNCIL

The minutes of Westleton Parish Council at the meeting held at 7.30 pm on Monday 22<sup>nd</sup> January 2018 in Westleton Village Hall.

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

## **There were Present**

Cllr Andrew Paige (Chair), Cllr Arlette Smith (Vice Chair), Cllr Julian Alexander, Cllr Anthony Clough, Cllr Chris Freeman, Cllr Paul Holmes, Cllr Ian Johnson, Cllr Roy Jones, Cllr Roy Swindell

## **In Attendance**

Cllr Richard Smith (SCC) – for minutes 17/234 – 17/242 only, Ian Haines (Clerk)

## **PRE AGENDA MATTERS**

### **Contributions from members of the public.**

A member of the public brought up concerns about a planning application for Westleton House. The query was noted and further discussion on the issue took place under minute 17/243 below.

## **AGENDA**

### **17/234 Introductory remarks and apologies for absence:**

Apologies - Cllr Ian Alexander and Cllr Nick Shearme

The Vice Chair took the opportunity to advise that Ian Haines had satisfactorily completed his 3 month probation period and it was **agreed** in the light of this that he should be offered the appointment of Clerk to the Parish Council on a permanent basis. Ian thanked the meeting for this endorsement.

### **17/235 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.

### **17/236 Pre Agenda Report from SCC Councillor**

Cllr Smith gave an update with regard to the setting of the SCC 2018/19 budget.

There was nothing specifically to report back on with regard to Sizewell as the planned meeting with EDF had been put back to April.

Cllr Smith confirmed that he would assist in dealing with the request by the Parish Council to set up a walkabout/site meeting around the village with someone from the County Highways Team and liaise on this further with the Clerk (minute 17/223 of the last meeting refers).

### **17/237 Pre Meeting Report from from SCDC Councillor**

Cllr Catchpole was absent from the meeting. As previously reported, because of poor health, Cllr Catchpole is unable to attend meetings with any regularity and Cllr Smith suggested that if there were any District Council issues, then it may be appropriate to look to involve Cllr Ian Pratt as the nearby member for Leiston.

### **17/238 Minutes of Previous Meeting - 27 November 2017**

It was **agreed** that the minutes of the meeting held on 27<sup>th</sup> November be accepted as a true record.

### **17/239 Matters Arising from the Minutes 27 November 2017**

**Village Pond** - Further to minute 17/222, Cllr Clough reported that he had met with Peter Ross from Norse and as a result a cutback of growth had been undertaken to within half a metre of the existing fence around the site. Noted that this had exposed rat holes which had subsequently been plugged. Peter Ross had also provided Land Registry records showing ownership of the boundary surrounding the pond.

**Vehicle Activated Sign** – update on this covered under minute 17/248 below.

### **17/240 Community Field**

No updates.

### **17/241 Common**

Cllr Jones advised that David Rous was scaling down his involvement (as previously reported) and Juliet Bullimore had now taken over responsibility for managing the voluntary groups. Some new volunteers had also come forward to help.

Noted that the next meeting of the Advisory Group is due to take place on 9/2/18.

Cllr J Alexander referred to a section of hedge which still required cutback and Cllr Jones stated that he would take this up with the landowner.

Cllr Freeman referred to the fact that a number of potholes were now in evidence and it was **agreed** aggregate should be purchased to fill these in. Cllr Freeman to carry out this work.

### **17/242 Council Finances and Accounts**

- **Audit Report 2016/17 & Appointment of Auditor for 2017/18** – The Clerk advised that BDO LLP (the external auditors which had been used for the 2016/17 Audit) had now formally signed off the audit for the last financial year and details had been published on the Council's website in accordance with Regulations. There were two recommendations made in total and the Clerk reported that he had discussed these with John Bebbington (the Council's internal auditor).

Due to changes in the law and because the Council operate under the prescribed level of expenditure, there is no requirement to appoint an external auditor for 2017/18 and it was therefore **agreed**, under these circumstances, that the Clerk should approach John Bebbington to see if he would be prepared to formally continue in the capacity as the Council's chosen [internal] auditor. In so doing, it was recognised that John had already given a substantial amount of his time voluntarily in this role and the Clerk was asked to send a letter recording the Council's appreciation and thanks.

- **Income and Expenditure 2017/18**  
Noted.

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

From	Item	Amount
SALC	Intro to Clerks Training	£22.00
Sizewell Parishes LG	Annual Subscription	£30.00
Ian Haines	Clerks fees & salary (Dec)	£490.99
Warrior Fire & Rescue	Donation for attendance at Bonfire event	£100.00
Ian Haines	Clerks fees & salary (Jan)	£484.45
Westleton Village Stores	Provisions for Bonfire event	£119.76
BDO LLP	External Audit Fees for 2016/17 Audit	£120.00

### 17/243 Planning Applications

From	Item	Details
Johnathan Clark	DC/17/5175/FUL	Re-submission of historic planning approval DC/14/2675/FUL for extensions and alterations to existing dwelling. Pine Cottage, The Hill, Westleton
Annette Stalley	DC/17/4568/FUL	Erection of new dwelling to replace existing garage and outbuilding on land to the rear of Westleton House, The Street, Westleton

**DC/17/5175/FUL** – it was noted that observations on this application were required by 31/12/17 – the PC did not object to the original application and in this re-submission there were no changes proposed to the front elevation (the only elevation visible from the road). On this basis, **no objection** had been sent to SCDC in consultation with the Chair and Vice Chair.

**DC/17/4568/FUL** – the Parish Council's formal response (**strongly opposing** this application) was unanimously **agreed** and the submission to SCDC is appended as a file copy to these minutes as a formal record. The Vice Chair thanked Cllr Swindell in particular for all the work carried out.

### 17/244 Housing Needs

No updates.

### 17/245 Tree Warden Report

There were no specific updates this time, although the Vice Chair praised the hedge cutting work which had recently been undertaken in Darsham Road. It was **agreed** that the Clerk should send a suitable worded letter to the landowner.

### 17/246 SALC

No updates.

### 17/247 Sizewell

No updates.

### **17/248 VAS (Vehicle Activated Sign)**

Cllr Swindell reported on the latest activity. The figures showed that the problem of vehicles speeding had recently reached a peak and although EDF had provided a sympathetic response to the concerns raised at the last meeting (minute 17/226 refers), there was recognised to be only a limited amount which could be done on their part.

Cllr Swindell stated that in the light of the worsening situation he had also written to the Police asking if they could re-introduce speed checks in the area as this was really seen as the only effective deterrent. However, to date, no response had been received.

The Council had also previously asked SCC Highways if measures such as 'gates' and painted dragons teeth on the road could be put in place but there appeared to be no progress on this. The proposal/s could be highlighted again when the proposed walkabout round the village takes place (see minute 17/236 above).

### **17/249 Bonfire & Fireworks - 1<sup>st</sup> January 2018**

The event had been very successful with an estimated 200-300 people in attendance. Congratulations to be recorded to Cllr Shearme and supporting team involved in the organisation. Total proceeds were broken down as follows:-

£642.97 Donations on the night  
£30.00 Subsequent donations received (£20.00 cheque + £10.00 cash)  
£235.00 50/50  
£232.00 kitchen

Final figure for outgoings could not yet be determined as not all of the receipts for food/drink purchased had yet been received.

It was confirmed that the debris/residue from the bonfire had all now been cleaned away and the remaining ash will be barrel loaded and disposed of to a designated site. The concrete area where the bonfire had been held will then be swept.

### **17/250 – Westleton Archives**

Cllr Jones reported that the Trustees were submitting a separate bid for Heritage Lottery for help towards the cost. To this end, a letter of support to be jointly signed by the Chair of the Parish Council and the Chair of the Westleton Village Hall had now been drawn up.

### **17/251 Correspondence**

The Clerk advised that letters of thanks had been received from Leiston CAB and TEAGS for respective donations received.

A joint communication had also been received that day from Suffolk Coastal and Waveney District Councils in relation to the creation of the new single 'super district' Council and the Electoral Review process involved. A link had been provided for Councillors to take part in a survey and submit individual views/comments. The Clerk advised that the email clearly stated that Parish boundaries will **not** be affected by this review.

### **17/252 – Date of Next Meeting**

To note that Council next meets on **Monday, 26 February 2018 at 7.30pm.**