

# **WESTLETON PARISH COUNCIL**

The minutes of the **Annual Meeting** of Westleton Parish Council held at 7.30pm on Monday 22 May 2023 in Westleton Village Hall.

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

## **There were Present**

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

## **In Attendance**

Cllr Richard Smith (SCC for minutes 23/83 – 23/90 only)

Cllr Paul Ashton (ESC for minute 23/83 – 23/98 only)

Ian Haines (Clerk)

## **PRE AGENDA MATTERS**

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

There were no members of the public present.

## **AGENDA**

### **23/83 Election of Chair**

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

### **23/84 Election of Vice Chair**

Cllr Ian Johnson was unanimously elected as Vice Chair.

### **23/85 Introductory remarks and apologies for absence:**

A welcome was extended to David Watson joining as a new Member of the Parish Council and also to Paul Ashton the newly elected East Suffolk District Council representative for the Wrentham, Wangford & Westleton ward.

### **23/86 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 C Fisher to receive a cheque reimbursement from the Parish Council - see minute 23/93 below.

Cllr N Shearme in relation to quote for work submitted - see minute 23/101 below.

Cllr D Watson reported for the record that his cousin owned the piece of land which is the subject of a pre application submission for the affordable housing project – see minute 23/90 below.

### **23/87 Appointment of Members to Advisory Groups**

### **23/88 Appointment of Representatives to Organisations/Roles**

It was **agreed** that consideration of both these items should be deferred to the following

meeting when it was hoped the membership of the Parish Council would be up to full complement (see also minute 23/103 below).

### **23/89 Pre Agenda Report from SCC Councillor**

Cllr Smith gave a brief report/update and reaffirmed his commitment to continue to work closely with the Parish Council.

### **23/90 Pre Meeting Report from ESC Councillor**

Cllr Ashton advised that the new District administration is due to be confirmed at the Full Council meeting on 24/5.

The opportunity was taken to brief Cllr Ashton on some local issues and current concerns.

Cllr Ashton enquired whether the Parish Council had considered producing a Neighbourhood Plan and Cllr Turner advised that we had agreed to this in principle – but not to commence any work/consultation until after a decision was known about the proposed affordable homes project on land north of Heath View. [Noted that a pre application on this proposed development had very recently been submitted by Orwell Housing Association to East Suffolk Council].

### **23/91 Minutes of Previous Meeting – 24 April 2023**

It was **agreed** that the minutes of the meeting held on 24 April 2023 be accepted as a true record.

### **23/92 Matters Arising from the Minutes 24 April 2023**

Defibrillator Unit - minute 23/80 - training for the wider community is being looked at. Cllr Johnson in contact with Catriona Hopkins.

Kings Coronation – minute 23/77 - Cllr Johnson provided feedback from the weekend activities and events held in the village. The 'Big Help Out' on the Bank Holiday Monday had also seen a good turnout of volunteers.

### **23/93 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) **Year End Account Summary 2022/23 – agreed.**
- (e) **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 29 May.

(f) **Income 2023/24** (no report this time)

(g) **Expenditure 2023/24** (no report this time)

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

From	Item	Amount
Ian Haines	Clerk expenses (£61.25) & salary (£451.26) – May	£512.51
A J Gallagher	Annual insurance renewal	£1,259.60*
Bethany Rose Florist	Flowers for Barbara Caines 100 <sup>th</sup> Birthday	£50.00*
Suffolk Coastal Norse	Installation of x2 dog bins	£550.18
Colin Fisher	Community Field Grass Cut	£100.00

\* Payment made by Debit Card

### **23/94 Community Field**

Cllr Paul Holmes volunteered to take over as Chair of the group and provide the Parish Council lead role with setting of future site dates etc. However, it is still hoped Chris Freeman will continue to be involved and able to help co-ordinate planned work/s.

A skip will be ordered to remove the old goalposts, rubble and complete the shed clearance.

### **23/95 Common**

The latest safety audit report was received. The signs warning of the presence of beehives on the north Common in compartment 1 will shortly be renewed as will the fire warning notices across the whole site. The seat on the 'Noodle' in compartment 6 requires minor repairs but otherwise no other problems were identified. It is intended that a clearance/tidy up of the storage container will take place next month.

Noted that x2 new dog bins have been installed by Norse.

As previously agreed, it is intended that a plaque in memory of Roy Jones will be fitted to the new bench. Cllr J Alexander had obtained a quote/estimate of £40.

### **23/96 Planning applications**

From	Item	Details
Argyll House, Yoxford Road, Westleton	DC/23/1687/FUL	Retrospective Application - Replace a north-facing, very large, single glazed, rotten window with 2 double glazed sash windows, in keeping with other windows at the front of the property
	<b>Status:</b>	<b>Deadline for observations: 2/6/23</b> <b>Response: The Parish Council are of the view that the original style and size of window should be reverted back.</b> <b>Reasoning: the property is located in a prime spot within the village conservation area and was for many years a shop; as such it is a part of the character and heritage of the village which should be maintained.</b>

From	Item	Details
Land to the south east of Darsham Road, Westleton	DC/23/415/AGO2	Creation of winter storage irrigation reservoir for agricultural use
	<b>Status:</b>	<b>Deadline for observations: 7/6/23</b> <b>Response: No Objections</b>

### **23/97 Sizewell C - EDF Traffic Mitigation Plans for Westleton**

Cllr Turner gave feedback from a site meeting held that morning with representatives from EDF, ESC & SCC. There are still some unresolved issues upon which a formal response from the East Suffolk Conservation Team is awaited - in this respect discussion followed on what strategy to adopt. Cllrs P Holmes & C Fisher to check back on records specifically relating to the Village Green.

### **23/98 East Suffolk Planning Alliance (ESPA)**

Further to minute 23/73, Cllr Turner gave an update. Additional information to be sought.

### **23/99 Tree Warden Report**

No report this time.

### **23/100 Organising Future Events**

This was included as a discussion item to look at responsibility for arranging 'big occasion' community events in the village. It was confirmed that the Parish Council will look to continue to do all it can to help ensure these are as representative and inclusive as possible and to facilitate and coordinate by inviting local groups and businesses to be a part.

Reference was also made to future arrangements covering the Annual Residents Meeting - **agreed** that a different approach (involving providing tea/coffee and wider publicity) could be tried for next year to attract and engage with more people. Action – Clerk.

### **23/101 War Memorial – Garden Maintenance**

It was reported that 3 quotes had been received. Clerk to contact the lowest bidder in order to clarify a couple of points and then for a decision to be obtained via email.

### **23/102 Village Parking**

The subject of parking in the village is being revisited and the report produced back in 2011 will be used as the starting point for new engagement with residents. It was suggested that a Parking Sub Committee should be established and Cllr B Banks volunteered to act as the lead on this.

### **23/103 Parish Council Membership**

The Clerk reported that following the recent non-contested Parish Election there are currently 3 vacancies. It is now intended to advertise to fill these seats by Co-option and a notice/poster has been produced. Details will be advertised on noticeboards and the

website. The deadline for applications is Friday 23 June. Anyone interested please contact the Clerk Ian Haines for further details.

### **23/104 Correspondence**

Councillors were advised of the following:

- (a) Email received from *20's Plenty for Suffolk* group seeking support to rolling out of 20mph speed limit in villages. Cllr A Turner to take part in webinar and report back further.

### **23/105 Safety Warning to Residents**

Cllr P Holmes reported that there had been a recent spate of cold calling (Nottingham Knockers) visiting in Westleton. The advice is for anyone not to engage and to inform the Police straightaway.

### **23/106 Clerk Salary**

Information to be circulated to Members via email as part of commitment to undertake regular annual review.

### **23/107 Overgrown Hedge**

Clerk to take up and send a letter to the owner/occupier of Central House.

### **23/108 Commemorative Seat**

A request had previously been received from Jane Simmonds asking if a bench/seat could be placed on the Village Green. Cllr J Alexander confirmed that he had assembled a frame for the concrete base but had not yet had the opportunity to complete the work. Cllr A Turner offered to provide help/assistance.

### **23/109 Westleton Speedwatch**

Cllr Turner reported that as a result of the advert placed in *The Fisherman* he had recruited 6 new people to the group.

### **23/110 Date of Next Meeting**

To note that the Council next meets at 7.30pm on Monday 26 June 2023.