

WESTLETON PARISH COUNCIL

The minutes of Westleton Parish Council at the meeting held at 7.46 pm on Monday 23rd April 2018 in Westleton Village Hall.

Ian Haines

Clerk of the Council

There were Present

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

In Attendance

Ian Haines (Clerk)

PRE AGENDA MATTERS

Contributions from members of the public.

There were 4 members of the public present.

A member of the public was invited to speak in relation to the Westleton House planning application and a summary of the discussion on this is covered under minute 18/10 below.

AGENDA

18/1 Introductory remarks and apologies for absence:

Apologies - Cllr Richard Smith (SCC) and Cllr Raymond Catchpole (SCDC).

18/2 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.

18/3 Pre Agenda Report from SCC Councillor

Cllr Smith had provided a report for the Annual Parish Meeting preceding this meeting.

18/4 Pre Meeting Report from from SCDC Councillor

Cllr Catchpole was not in attendance and no report was forthcoming.

18/5 Minutes of Previous Meeting – 26 March 2018

It was **agreed** that the minutes of the meeting held on 26th March 2018 be accepted as a true record.

18/6 Matters Arising from the Minutes 26 March 2018

No matters arising.

18/7 Community Field

Cllr Swindell gave a brief update. Noted that a meeting of the Community Field Working Group is due to take place on 25/4/18. A number of works have been identified. Costings to be reported to the next Parish Council meeting.

18/8 Common

Cllr Jones gave feedback from the last meeting of the Common Advisory Group held on 6/4/18 (notes attached). The majority of the subjects covered had been reported to the Parish Council previously under minute 17/283.

Black Slough steps – as previously **agreed** Cllrs J. Alexander and C. Freeman to purchase aggregate/filler for the work.

Reference was also made to the recent cut back of shrubs in the vicinity of the entry/exit from the Mill Street car park and that a communication about this had been received from a resident. Noted that the Secretary to the Group was preparing a response.

18/9 Council Finances and Accounts

Income

There was no income to report to date for the new 2018-19 financial year.

Expenditure

There was no report this time round. Noted that year end financial statements are currently being prepared ahead of the Audit of Accounts.

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

From	Item	Amount
Roy Jones	Stationery expenses re Common	£4.75
Ian Haines	Clerks expenses (£124.97) & salary (£414.00)	£538.97
SALC	Annual Subscription for 2018/19	£250.63*
Premier Toilet Hire	Easter holidays – Playing Field	£16.20
Westleton Village Hall	Hire of Village Hall	£75.00

* The Vice Chair queried the cost involved and whether the Parish Council obtained value for money from their membership. Clerk was asked to take up with SALC and report back.

18/10 Planning Applications

Westleton House – the SCDC Planning Committee meeting on 19/4/18 had rejected the application by a vote of 5 to 3. The Parish Council recorded their appreciation and special thanks to Cllr Roy Swindell, Cllr Roy Jones, & John Reast for their involvement in lodging the objection and presenting a case to the Planning meeting. It was also **agreed** that a letter be sent to District Cllr Maureen Jones thanking her for her support.

Notwithstanding the position reported and also being mindful of the related boundary issue with the village pond, as well as the planning appeal process, the Parish Council discussed what should be the best approach to take next. In the circumstances it was **agreed** that:-

- (1) Cllrs Roy Swindell and Roy Jones pursue further lines of enquiry/advice and report back either to the next full meeting or, if need be, for an Emergency meeting of the Parish Council to be convened.
 - (2) Clerk to send a formal letter to the Head of Asset Management at Suffolk Coastal and Waveney District Council's seeking an urgent meeting over the boundary discrepancy.
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Other Planning Applications

From	Item	Details
Sharon Glanville	DC/18/1420/FUL	Internal alterations and two storey extension to rear following demolition of conservatory.

Agreed: No objection. (10 voting for : 1 against)

18/11 Tree Warden Report

Cllr Clough advised that the owners of 'High Oaks' in Baker's Lane were submitting a request to SCDC to prune the oak trees at the front of their property to help prevent incursion of roots into sewer pipes. **Agreed** no objection.

It was also reported that to commemorate their centenary year, the Women's Institute were hoping to plant daffodil bulbs along the approaches to the village and they had applied to SCC Highways for a licence. In addition, they would also like to plant a flowering cherry tree behind the shed on the village green and had applied for a licence to SCDC. The WI would be providing the funds for both projects. **Agreed** no objection.

18/12 SALC

No update.

18/13 Sizewell

No update – other than as covered by Cllr Richard Smith in his report to the Annual Parish Meeting which had preceded.

18/14 Local Housing Needs

Cllr I Alexander reported on the latest position in respect of negotiations in this matter between Hastoe Housing and the agent acting on behalf of the landowner.

Under the circumstances, the Parish Council **agreed** that another local Housing survey should now be conducted and Cllr I Alexander stated that he hoped that this could be commenced in June. A meeting of the Local Housing Advisory Group would then need to be arranged with CAS also being involved.

18/15 Highways Site Walkabout/Visit

A site meeting with Parish Council representatives in attendance had been held on 17/4/18

with Denise Mortimer from SCC Highways to look at a number of local concerns relating to maintenance. As a follow up to this an email had been received and circulated listing actions which SCC Highways would be taking.

It was recognised that Love Lane is designated as an unadopted road and so it was **agreed** in this particular instance that the Parish Council would purchase materials (tarmac) so that the immediate area where it joins with Mill Street can be levelled and made good.

The Parish Council were still hopeful that additional measures can be put in place to deter speeding through the village and Denise Mortimer had indicated that she would liaise further in this respect and speak to Cllr Richard Smith about the availability of funds.

18/16 New General Data Protection Regulations

The Clerk had prepared a briefing paper following his attendance at a recent training event.

In line with good practice it was **agreed** that:-

- (1) That the Parish Council approve and adopt a Data Protection Policy and Data Retention Policy.
- (2) That the Clerk (Ian Haines) carry out the role of Data Protection Officer for the foreseeable future.
- (3) That the Parish Council purchase a shredder plus a lockable filing cabinet for use by the Clerk to store records securely.

18/17 Insurance

The Parish Council's insurance policy is due for renewal in May. The Clerk will review and update the Asset and Insurance Register.

18/18 Correspondence

No updates but latest newsletters etc have been included in the April 'Round Robin'.

18/19 – Date of Next Meeting

To note that Council next meets on Monday, 21 May 2018 at 7.30pm.