

# **WESTLETON PARISH COUNCIL**

The minutes of a meeting of Westleton Parish Council held at 7.30pm on Monday 24 June 2024 in Westleton Village Hall.

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

## **There were Present**

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

## **In Attendance**

Cllr Cllr Paul Ashton (ESC for minute 24/107 only)  
Ian Haines (Clerk)

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### **24/103 Introductory remarks and apologies for absence:**

Apologies were received and accepted from Cllr I Johnson (Vice Chair), Cllr J French and Cllr Richard Smith (SCC)

### **24/104 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.

Cllrs C Fisher & P Holmes to receive cheque reimbursement from the Parish Council - see minute 24/112 below.

### **24/105 Open Public Forum – Contributions from Members of the Public**

There was one member of the public present. No questions or issues were raised.

### **24/106 Pre Agenda Report from SCC Councillor**

No report this time.

### **24/107 Pre Meeting Report from ESC Councillor**

Comments were recorded at the last Parish Council meeting at our dismay that the East Suffolk Council District Planning Committee had passed approval for the outline planning application for 110 houses on land to the south of Darsham station. Cllr J Matthews asked if there was a route available for parties to be able to appeal against this decision and Cllr P Ashton stated that he would make enquiries. Cllr Matthews will then look to follow up and coordinate further if appropriate.

Cllr N Shearme stated that there were rumoured to be new proposals in the pipeline to introduce a temporary speed restriction along the whole route of the A12 between the Magpies shop/High Lodge junction and Wickham Market – this to be in place until the new Sizewell C relief road is brought into use. Such a measure was felt by Members to be wholly unnecessary. Cllr Ashton stated that he was unaware of any such plan but would take up the matter with SCC/Highways as this would fall under their area of responsibility.

## 24/109 Minutes of Previous Meeting – 20 May 2024

It was **agreed** that the minutes of the meeting held on 20 May 2024 be accepted as a true record and signed by the Chair.

## 24/110 Matters Arising from the Minutes 20 May 2024

Westleton Emergency Plan (minute 24/99) – the Clerk confirmed that he would carry out some work on this during the August recess period and report back.

## 24/111 Audit 2023/24

The SALC Internal Audit report had recently been published and the Parish Council considered the findings and main points and the Clerk reported on follow up actions which would be undertaken. Overall, Members were very pleased with the results and it demonstrated that our control systems and procedures operate very well.

Action – Clerk to put in place further measures as necessary and report back.

In addition, both SALC (and the external Auditors KPF Littlejohn) are supporting a national move towards Parish Council's adopting a '**.GOV**' website domain and email address. To this end, the Clerk reported that he had been in contact with Suffolk One (our website provider) about making this change. The setup costs involved were minimal (under £100) and so it was **agreed** that this move be pursued with Suffolk One overseeing the process.

In addition, it was flagged up that new NALC Financial Regulations had been published and these would need to be adopted by the Parish Council. Clerk to report further.

## 24/112 Council Finances and Accounts

(a) **Projected year-end figures** – first quarter details noted

As at 24/5/24 Current Bank A/c stands at £37,860 & Savings A/c £24,873

(b) **Income 2024/25** - Income to date was acknowledged and approved.

(c) **Expenditure 2024/25** - Expenditures to date were acknowledged and approved.

(d) **Invoices and Payments** – The following invoices were **agreed** for payment

From	Item	Amount
Ian Haines	Clerk expenses (£66.20) & salary (£744.03) – June	£810.23
Westleton Garage	Fuel x2 for Working Parties	£22.40
Mr C Fisher	Community Field Grass Cut	£250.00
Toilets+Ltd	Disabled loo for Village Fete on 10/8	£204.00*
Toilets+Ltd	Community Field 20/5-16/6	£129.60*
Mr C Freeman	Labour/plant hire/building materials for Play Area repairs	£2640.02
Mr P Holmes	Timber/materials for play area components	£259.00

\* Payment made by Direct Debit

## 24/113 Feedback from Working Parties

(a) **Common** – contact has been made with Collins Farming & Forestry Ltd about undertaking planned clearance work in the autumn.

Urgent work now needs to be undertaken to upgrade the car park area between Mill Street & Bakers Lane to fill in the potholes. Cllr Shearme to obtain quote for the materials.

Fire warning signs to be erected on site.

John Bebbington had previously given notice that he intended to stand down as Secretary to CAG at the end of the year and an advert (with job description) has been put out. Anyone interested please contact Ian Haines for further details.

**(b) Community Field** – the Working Party have met on several occasions recently and completed jobs to the play area so that all equipment is back into use. The various improvements made looked very good and thanks were expressed to Chris Freeman and team.

An application for grant funding towards purchasing a new children’s carousel has been made to the District Council’s Outdoor Playing Space Fund. Decision awaited.

There is a need for a cut back to be undertaken of the inside of the playing field boundary hedge. Cllr P Holmes to make enquiries and obtain 3 quotes. The store shed roofs also require re-felting and this needs to be addressed.

Cllr C Fisher gave feedback from a site meeting which had been held on 21 May with a representative from Greenfutureenergy Ltd to explore the possibility of installing EV charging points in the car park area. However, it was **agreed** that before any sort of decision or commitment could be given towards proceeding with this proposal a response first of all was needed from UK Power Networks as to the actual cost is of connecting a full electric supply into the site. Cllr Fisher stated that he would report back.

**(c) Car Parking** – Cllr B Banks advised that a letter to East Suffolk Council had gone out in relation to Village Green proposal and a response was awaited.

**(d) Allotments** – Cllr J Alexander reported back following a recent meeting. The position outlined may now mean that the Parish Council will have to look at pursuing other site options.

**(e) Affordable Housing** – there had been 88 responses to the Housing Needs Survey representing a 35% return rate. Sue Downs at CAS will be producing a draft report on the findings to share with Orwell HA and in turn, a meeting will then be called to finalise the report and discuss the next steps.

#### 24/114 Planning applications

From	Item	Details
Lucarnes, Mill Street, Westleton IP17 3BD	DC/24/1882/FUL	Two-storey & part single-storey extension to the rear, increase the size of the front porch, build a detached garden store, increase the hard standing for parking and replace all windows
	<b>Status:</b>	<b>Deadline for observations: 24/6/24</b> <b>Response: No objections</b>

From	Item	Details
Christama, Reckford Rd, Westleton IP17 3BE	DC/24/2000/FUL	Construction of a single-storey rear extension using materials to match the existing to create additional living space
	<b>Status:</b>	<b>Deadline for observations: 4/7/24</b> <b>Response: No objections</b>

### 24/115 Other Planning Matters

Cherry Lee site – noted that Hastoe HA are the social housing provider involved with the development.

White Horse Inn – there was criticism of the recent work which had been carried out by contractors acting on behalf of the brewery - namely the unsightly metal trunking/ventilation system which had been installed on the exterior of the building. It was **agreed** that Cllr J Matthews would prepare a letter to go to Adnams and also East Suffolk Planning Conservation Team outlining our concerns.

### 24/116 Tree & Footpath Warden Report

Cllr I Webber referred to two separate issues with regard to overgrown trees in the vicinity of the Village Green. It was **agreed** that a letter should be sent to East Suffolk Council asking that work be carried out to cut back/reduce the branches.

### 24/117 Westleton Summer Picnic

A planning meeting will take place on Thursday 27 June at 5.30pm in the Village Hall Foyer. It is hoped that wider help/volunteers can be enlisted from within the community.

### 24/118 Energy Projects

No report this time.

### 24/119 Sizewell C B1125 Transport WP

Cllr A Turner gave feedback from the B1125 Working Group meeting which had been held on 11 June. The Parish Council had presented the results of the most recent residents' consultation which had been undertaken in May and the good news is that confirmation has subsequently been given that Average Speed cameras **will be** installed in Westleton on the B1125. As a result, EDF and its traffic consultants are now amending the plans in line with our wishes. The Parish Council very much viewed this as a successful outcome and recorded their thanks once again to everyone who had participated and given their views. Full details about the proposed traffic calming measures for Westleton can be found on the Parish Council Website.

### 24/120 Parish Council Surgery

No report or matters raised this time .

The next surgery is due to take place on Monday, 29 July between 10.30-11.30.

### 24/121 New Noticeboard for the Village Shop

**Agreed** that a replacement noticeboard (for general public use) should be ordered at a cost of £175.20 +VAT.

## **24/122 Correspondence**

Councillors were advised of the following:

- (a) Email from Suffolk Community Federation re Sizewell C Community Fund update and invite to 'Meet the Funder' event/s. **Agreed** that Cllrs J Matthews & I Webber to attend.
- (b) Citizens Advice East Suffolk - **agreed** that a donation of £200 should be made as a contribution towards the running of the local Leiston branch.
- (c) Yoxmere Fisherman request by the Benefice for financial support towards running costs of the magazine. Action - Cllr A Turner to make additional enquiries and obtain more information.
- (d) Adnams Community Trust Fund – details noted.

## **24/123 Village Union Jack Flag**

Action - Cllr P Holmes to obtain a price for purchasing a replacement flag.

## **24/124 Date of Next Meeting**

To note that the Council next meets at 7.30pm on Monday 29 July 2024.