

# **WESTLETON PARISH COUNCIL**

The minutes of the **Annual Meeting** of Westleton Parish Council held at 7.30pm on Monday 24 May 2021 in Westleton Village Hall.

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

## **There were Present**

Cllr Paul Holmes (Chairman), Cllr Ian Johnson (Vice Chairman), Cllr Julian Alexander, Cllr Barry Banks, Cllr Antony Clough, Cllr C Fisher, Cllr Amanda Freeman, Cllr Chris Freeman, Cllr Andrew Paige, Cllr Nick Shearme, Cllr Andrew Turner

## **In Attendance**

Cllr Richard Smith (SCC for minutes 21/40 – 21/52 only), Ian Haines (Clerk)

## **PRE AGENDA MATTERS**

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

There were no members of the public present.

## **AGENDA**

### **21/40 Election of Chair**

Cllr Paul Holmes was unanimously elected as Chair and signed the Declaration of Acceptance of Office.

### **21/41 Election of Vice Chair**

Cllr Ian Johnson was unanimously elected as Vice Chair.

### **21/42 Introductory remarks and apologies for absence:**

Apologies: Cllr Norman Brooks (ESC).

### **21/43 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 this time.

### **21/44 Appointment of Members to Advisory Groups**

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

- (a) **Community Field** – Cllr C Freeman (Chair) & Cllrs, J. Alexander, P. Holmes, A. Freeman, N. Shearme.  
Co-opted Roy Swindell, Jonathon Alexander
- (b) **Bonfire** – Cllr N. Shearme (Chair) & Cllrs A. Clough, C.Fisher, C. Freeman, P. Holmes, J. Alexander.  
Co-opted Kevin Smith, Kevin Berry, Craig Alexander, Jonathon Alexander
- (c) **Commons** – Cllr N. Shearme (Chair) & Cllrs, J. Alexander, A.Freeman, C. Freeman, A.Turner  
Co-opted David Rouse, John Bebbington, Arlette Smith, Roy Jones.
- (d) **Planning** – Cllr A.Turner (Chair) & Cllrs J. Alexander, C.Fisher, C. Freeman, P.Holmes, I. Johnson
- (e) **Housing Needs** – Cllr C. Fisher (Chair) & Cllrs P. Holmes, I. Johnson, A. Turner, J.Alexander.
- (f) **Village Party Organising Sub Group** – Cllr I. Johnson (Chair) & Cllrs P. Holmes,

C. Freeman, A. Freeman, J. Alexander, B. Banks

\* other community groups from within the village to be invited/co-opted

### **21/45 Appointment of Representatives to Organisations/Roles**

Councillors were appointed or re-appointed as follows:

- (a) **SALC** – Cllr B. Banks
- (b) **Sizewell C Forum** – Cllr A. Turner
- (c) **Tree & Footpaths Warden** - Cllr A. Clough
- (d) **Village Hall Committee** – vacancy – to be discussed further at June meeting.

### **21/46 Pre Agenda Report from SCC Councillor**

Cllr Smith had made a report to the Annual Residents Meeting which had preceded.

### **21/47 Pre Meeting Report from ESC Councillor**

No report this time as Cllr Brooks was not present.

### **21/48 Minutes of Previous Meeting – 26<sup>th</sup> April 2021**

It was **agreed** that the minutes of the meeting held on 26<sup>th</sup> April 2021 be accepted as a true record.

### **21/49 Matters Arising from the Minutes 26<sup>th</sup> April 2021**

In relation to minute 21/25 (Annual Governance Statement & Accountability Return), the Clerk reported that all the audit paperwork for 2020/21 had now been sent off to Littlejohns and the Parish Council website had been updated to comply with the Transparency Code.

Further to the discussion last time under minute 21/37 [and also with reference to minute 21/44(f) above], it was **agreed** that a figure of £1000.00 should be set aside to support this event to be held as a ‘thank you’ to the local community for everyone who had volunteered and helped during the pandemic and lockdown periods. Provisionally the date has been earmarked for the afternoon/evening of Saturday 28 August. Arrangements to be co-ordinated and progressed through the Organising group.

### **21/50 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) **Income 2020/21** – No statement this time.
- (e) **Expenditure 2020/21** - Expenditures to date were acknowledged and approved.
- (f) **Invoices and Payments** – The following invoices were **agreed** for payment:-

From	Item	Amount
Ian Haines	Clerk expenses (£62.10) & salary (£414.00) – May	£476.10
Came & Company	Annual Insurance Renewal	£893.89
Westleton Garage	Fuel for Working Group	£25.65

### 21/51 Community Field

Cllr C Freeman thanked everyone who had provided additional help recently with general maintenance and tidying up of areas. Works completed included (1) repair to cricket nets (2) fitting new gate post (3) top dress boules court & (4) replacement of basketball support. The cost of some of these items and materials had been purchased by him personally and receipts (totaling £218.31) were passed to the Clerk for reimbursement.

An invoice for £60.00 had also been received from Gary Denny (Suffolk Anti-Pest Services) for earlier rabbit control work which had been undertaken. A quote had also obtained for possible future additional measures which may need to be undertaken and the situation in this respect will be further monitored/assessed.

As agreed last time (minute 21/26), an order has now been placed to purchase 25 litres of wood stain to be used as preservative to coat/paint the storage shed. Cllr Alexander also flagged up that one of the mowers needs some repair/attention.

The possibility of improving signage on site will also be looked at with reference to the idea of encouraging more visitors to make donations to help offset costs in running the facility.

### 21/52 Common

Cllr N Shearme reported that the annual safety audit will be conducted on Saturday 29<sup>th</sup> May and that a full meeting of the Common Working Party is due to be held on Wednesday 2<sup>nd</sup> June.

### 21/53 Planning applications

From	Item	Details
Misner Old Hall Lane Westleton	DC/21/1805/FUL	To demolish existing chalet bungalow and build a new two-storey house with separate summer house & cart lodge/garaging with room above
	<b>Status:</b>	<b>Deadline for observations: 21/5/21</b> <b>Response:</b> Westleton Parish Council is not in principle opposed to the development of the existing buildings on the Misner site but believe the scale of the proposed changes to be excessive. The footprint of the new building is 75% larger than the existing chalet bungalow and the addition of a full second storey substantially increases the volume. 2 new outbuildings are proposed: one is presented as replacing an existing shed – it is not only positioned in a different location but is twice the size of the original. The garage is a new building and adds an additional 75m <sup>2</sup> of development. Consequently, we feel the layout and density of the proposed plan is inappropriate and should be reduced in scale.

## **21/54 Other Planning Related Matters**

**Consultation on proposed development of 110 homes land to the south of Darsham station** – Cllr A Turner gave feedback from a Zoom meeting of the Planning Sub Committee which had been held on 10/5/21 with 2 representatives from Scott Properties present. This is outside the Parish boundary but there are grave concerns over the scale and vehicle access design of the site. In particular, that the plan proposes only one estate access point: onto the Westleton Road close to its junction with the A12 which will cause congestion just before a main junction and so present a very real road safety concern. The Parish Council have logged these observations on the Scott Properties public consultation website and intend to lodge a strong objection whenever a planning application is eventually lodged. In the meantime, Cllr Turner will pursue further enquiries on the matter with Suffolk Highways.

**Sizewell C** – Cllr A Turner had taken part in the online Planning inspectorate Open Floor Hearing which had been held over 3 days the previous week in which he put across the Parish Council's main objections and concerns to the EDF proposals. [A copy of his presentation statement had previously been circulated to Members]. The Parish Council recorded their thanks and appreciation to Cllr Turner for this undertaking.

**Building works taking place adjacent to The Common** – Cllr B Banks referred to current construction at 2 different sites (Pitt Cottage & The Hollies). We are keen to ensure that plant/machinery entering or crossing our land causes only a minimal amount of damage. A photographic record will therefore be taken as part of a general monitoring to ensure no long term effect and the owners will, if appropriate, be asked to make good and reinstate any area/s back to the original condition.

## **21/55 Antique Pump on the Village Green**

Cllr J Alexander advised that the base of one of the pumps had corroded and he had temporarily removed it for health & safety reasons. It is intended to carry out a repair and reinstate the item as soon as possible.

## **21/56 Tree Warden Report**

There is a dead sapling which had been planted on the grassed area outside 10 Grange View and Cllr A Clough confirmed that, in the circumstances, he would now remove this.

## **21/57 Fly Tipping In & Around the Village**

Further to minute 21/32, Cllr B Banks reported that he had explored several options. It was **agreed** in the first instance that notices should be put up in the Reckford Road layby to act as a deterrent and a quote will be obtained to have the signs made up.

## **21/58 Financial Regulations**

**Agreed** that the Council's revised Financial Regulations be formally adopted.

## **21/59 Bird Scare Devices**

There appeared to be a growing number of concerns from residents about this activity. It was noted that there are NFU guidelines regarding use and if the public had concerns then they should direct enquiries to the District Council's Environmental Health Department. Clerk to put out a message to this effect on the noticeboard.

### **21/60 Correspondence**

Councillors were advised of the following:

- (a) Email from Mrs J Simmons on a proposal to install a memorial bench on the Village Green. **Agreed** that thanks be extended and this should be put in place subject to obtaining consent from the District Council.

### **21/61 Local Housing Scheme**

Cllr C Fisher reported back on recent discussions held with Mr Watson. Given the position, it was **agreed** that an urgent meeting with the landowner and his representatives should be called with Isobel Wright from Hastoe Homes also invited. Clerk to co-ordinate arrangements.

### **21/62 – Date of Next Meeting**

Monday 28 June 2021 at 7.30pm.