

WESTLETON PARISH COUNCIL

The minutes of the meeting of Westleton Parish Council held at 7.30pm on Monday 26 June 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 John French, Cllr Paul Holmes, Cllr John Matthews, Cllr Nick Shearme, Cllr David Watson, Cllr Ian Webber

In Attendance

Cllr Richard Smith (SCC for minutes 23/111 – 23/118 only)
Cllr Paul Ashton (ESC for minute 23/111 – 23/118 only)
Ian Haines (Clerk)

23/111 Introductory remarks and apologies for absence:

A welcome was extended to Ian Webber, John French and John Matthews – see minute 23/114 below.

23/112 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 23/122 below.

23/113 Open Public Forum – Contributions from Members of the Public

There were no members of the public present.

23/114 Parish Council Membership – Co-Opted Members

Further to minute 23/103, the Clerk reported that 3 applications had been received to fill the 3 vacant seats.

It was formally **agreed** that Ian Webber, John French and John Matthews be appointed as Co-Opted Members to serve on the Parish Council until the next elections in 2027.

23/115 Appointment of Members to Advisory Groups

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

- (a) **Community Field** – Cllr P Holmes (Chair) & Cllrs J Alexander, N Shearme.
Co-opted Chris Freeman, Amanda Freeman, Jonathon Alexander
- (b) **Bonfire** – Cllr N Shearme (Chair) & Cllrs C Fisher, J French, P Holmes,
J Alexander.
Co-opted Kevin Berry, Craig Alexander, Jonathon Alexander, Chris Freeman,
Amanda Freeman
- (c) **Commons** – Cllr N Shearme (Chair) & Cllrs J Alexander, B Banks, J French,
I Webber.
Co-opted David Rouse, John Bebbington, Joyce Burkenshaw, Chris Freeman,
Amanda Freeman
- (d) **Planning** – Cllr J Matthews (Chair) & Cllrs J Alexander, C Fisher, P Holmes,

- I Johnson, A Turner, D Watson.
- (e) **Housing Needs** – Cllr C Fisher (Chair) & Cllrs J Alexander, B Banks, C Fisher, P Holmes, I Johnson, A Turner, D Watson.
 - (f) **Allotments** – Cllr J Alexander (Chair) & Cllrs C Fisher, P Holmes, A Turner, D Watson.
 - (g) **Parking** – Cllr B Banks (Chair) & Cllrs J Alexander, C Fisher, P Holmes, I Johnson, N Shearme, A Turner, D.Watson.

23/116 Appointment of Representatives to Organisations/Roles

Councillors were appointed or re-appointed as follows:

- (a) **SALC** – Cllr B Banks
- (b) **Sizewell C Forum & B1125 Working Group** – Cllr A Turner
- (c) **Tree & Footpaths Warden** - Cllr I Webber
- (d) **Village Hall Committee** – Cllr B Banks
- (e) **Carlton Colville, Kessingland, Southwold and Villages Community Partnership** - Cllrs A Turner & I Johnson

23/117 Pre Agenda Report from SCC Councillor

The Sizewell C Judicial Review – noted that the Judge has rejected Campaign group Together Against Sizewell Cs legal challenge against the government decision to build the Sizewell C on all 7 grounds.

Highways – the County Council are making good progress with fixing potholes from last winter/wet weather period. Cllr Smith also explained that priority is now being given over to better maintenance of signposts, pavement renewal and resurfacing of minor roads – with increased funding being made available. If anyone had any particular local issues please pass details to him via the Clerk.

23/118 Pre Meeting Report from ESC Councillor

Cllr Ashton also spoke about the Sizewell C decision and the local impact/challenges ahead. It is recognised that it is important to try to build a good relationship with EDF – note to this end the Parish Council have accepted an approach made by EDF for them to send along company representatives to attend the September Parish Council meeting. Further publicity on this will be given out nearer the time.

Planning – Cllr Ashton is a Member of the Planning North Committee and offered to lend any assistance he could to the Parish Council (e.g. Neighbourhood Plan – see discussion under minute 23/90 from last time).

Noted that a new Government Shared Prosperity Fund had recently been launched and ESC had been allocated £2.75M. Applications invited for particular projects.

23/119 Minutes of Previous Meeting – 22 May 2023

It was **agreed** that the minutes of the meeting held on 22 May 2023 be accepted as a true record and signed by the Chair.

23/120 Matters Arising from the Minutes 22 May 2023

Defibrillator Unit - minute 23/92 - Cllr Johnson is in contact with Catriona Hopkins about

making arrangements to undertake a maintenance/service check of the unit.

Overgrown Hedge – minute 23/107 – a letter has been sent to the owner of Central House. Situation to be monitored. Concern also expressed about encroachment of other hedges namely Lavender Cottage and Suffolk House and the Clerk was asked to take up.

Commemorative Seat – minute 23/108 – the Chair will speak to Jane Simmonds to confirm whether she is happy to meet the cost of the materials for installing the concrete base subject to which it is hoped the work can soon be completed. Action - Cllr J Alexander.

23/121 Audit 2022/23

The SALC Internal Audit report had recently been published and the Parish Council considered the findings and main points. There are several follow up actions required – namely to ensure that key documents are reviewed on an annual basis (rather than say every 2 years). However, 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.

23/122 Council Finances and Accounts

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

As at 22/5/23 Current Bank A/c stands at £30,152 & Savings A/c £24,577

(b) Income 2023/24 - Income to date was acknowledged and approved.

(c) Expenditure 2023/24 - 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 (£61.25) & salary (£451.26) – June | £512.51 |
| Ian Haines | Stationary – 1 ream of A4 paper | £4.75* |
| Ian Haines | Stationary – plain envelopes | £1.49* |
| Acecom Solutions | Renewal of Kaspersky Security & laptop MOT | £45.00* |
| Westleton Garage | Fuel (grass cut) | £20.00** |
| Colin Fisher | Community Field Grass Cut | £100.00 |
| HJG Gardening | War Memorial x3 grass cut & 1 treatment | £95.00 |

* Payment made by Debit Card

** The historical arrangement in place whereby Mr B Boulanger undertakes responsibility for maintaining any area of grass at the Yoxford Road entrance to the village was verified and re-committed to. Action – Clerk.

23/123 Community Field

Cllr Paul Holmes reported on work undertaken at a recent site meeting. It is intended that the group reconvene on Friday 30 June between 4-6pm to carry out further grounds maintenance and plan out other works/repairs which are required to the play equipment. Chris Freeman is costing and will provide further details.

Noted that one of the pieces on the outdoor adult gym equipment had recently broken and arrangements will be made to contact a local welder to repair. Action - Cllr C Fisher.

Agreed – that some table tennis bats & balls should be purchased plus a new rake for the boules court. Cllr J Alexander also authorized to get some tools (points & chisels)

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

Discussion took place on whether a portaloo should be provided permanently on site during the summer months. Cllr P Holmes to look further into the options given the cost of hire etc. It was pointed out that the Barrel Fair had one in their ownership but laterally this has been in use by the Westleton Gun Club. Action – Cllr P Holmes.

23/124 Common

Fire warning notices have again been erected on site for the summer season. **Agreed** that additional signs should be ordered given the very recent incident reported.

An inventory has been undertaken of all tools/equipment held in the storage container..

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.

23/125 Planning applications

| From | Item | Details |
|-------------------------------------|----------------|--|
| The Cleeves, Mill Street, Westleton | DC/23/2396/TCA | Application to reduce a number of trees. |
| | Status: | Deadline for observations: 12/7/23 Response: Views of the Chair of CAG to be sought as site borders The Common. Cllrs N Shearme & I Webber to provide feedback. |

23/126 Sizewell C - EDF Traffic Mitigation Plans for Westleton

There were no new details to report although the Parishes Group involved were due to meet the following evening to formulate their final response letter [to EDF, ESC & SCC] on support for the introduction of new speed limit measures. Cllr J French asked if the proposed new 30mph limit could be extended. There was also unanimous support to the idea of introducing a 20mph speed limit through the centre of Westleton village.

23/127 East Suffolk Planning Alliance (ESPA)

Agreed that the Parish Council should join and affiliate to the group.

23/128 Tree Warden Report

No report this time.

23/129 Footpath Issues

Cllr P Holmes highlighted where a tree is currently blocking a path and also examples of crop obstruction. Cllr I Webber to investigate and to log details as necessary on the SCC online reporting tool.

23/130 Affordable Housing Update

The Parish Council were disappointed to note that the pre application submitted by Orwell

HA had not been approved by ESC. As a result, Orwell will need to put together further evidence of need to support a case.

23/131 Clerk Salary

Further to the discussion held last time under minute 23/106, it was **agreed** that in order to align the Clerk's salary with SCP24, the hourly paid rate should be increased to £16.16. In future, the Clerk to automatically receive any national negotiated annual pay increase under the set terms.

23/132 Correspondence

Councillors were advised of the following:

- (a) Email request from Chris and Amanda Freeman for Westleton WI to have use of marquee. **Agreed.**
- (b) Email enquiry about holding private party with bouncy castle hire on the Community Playing Field. **Agreed** – this type of activity could not be supported because of potential liability issues.
- (c) Training exercise conducted by Saxmundham Fire Service at the village pond on 19/6/23. The Parish Council had granted consent on the basis that there would be no environmental damage. The exercise itself had gone off well and at the completion the crew had pumped back an additional 'top up' of 1400 litres of water stored from their appliance.
- (d) Wildflower Set-aside on the Village Green – further email received from Jane Simmons/ Juliet Bullimore. **Agreed** – that unanimous support given to this initiative continuing.

23/133 Role of Honour Board

Arrangements will be made to update. Action – Clerk.

23/134 Westleton Flower Barrels

As per previous agreement (minute 23/68) – Cllr J Alexander to source purchase and then liaise further with the Westleton Gardening Club.

23/135 Redundant Picnic Benches

It was **agreed** for health & safety reasons that it would be appropriate to remove the x2 old benches which stand at the bottom of the village green near to the White Horse PH.

23/136 Date of Next Meeting

To note that the Council next meets at 7.30pm on Monday 31 July 2023.