

WESTLETON PARISH COUNCIL

The minutes of Westleton Parish Council at the meeting held at 7.30pm on Monday 29th April 2019 in Westleton Village Hall.

Ian Haines

Clerk of the Council

There were Present

Cllr Arlette Smith (Vice Chairman), Cllr Ian Alexander, Cllr Julian Alexander, Cllr Antony Clough, Cllr Roy Jones, Cllr Andrew Paige, Cllr Nick Shearme, Cllr Roy Swindell

In Attendance

Cllr Michael Gower (for minutes 19/60 – 19/73 only), Ian Haines (Clerk)

PRE AGENDA MATTERS

Contributions from members of the public.

There was 1 member of the public present who enquired about the position in relation to Westleton House. Confirmation that an update on this would be given under minute 19/65.

AGENDA

19/60 Introductory remarks and apologies for absence:

Cllr A Smith in the Chair.

Apologies: Cllr Ian Johnson, Cllr Chris Freeman, Cllr Paul Holmes, Cllr Richard Smith (SCC)

19/61 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 Roy Swindell advised that he was receiving a cheque from the Parish Council for expenditure connected to the Community Field - see minute 19/66.

Cllr Julian Alexander advised that he was receiving a cheque from the Parish Council for undertaking work – see minute 19/66

Cllr Arlette Smith advised that she was receiving a cheque from the Parish Council for an item of expenditure – see minute 19/66

19/62 Pre Agenda Report from SCC Councillor

Cllr Smith was not in attendance but had provided a report for the Annual Parish Meeting which had preceded this meeting.

19/63 Pre Meeting Report from from ESDC Councillor

Cllr Gower had earlier given a short address as part of the Annual Parish Meeting which had preceded this meeting.

19/64 Minutes of Previous Meeting – 25 March 2019

It was **agreed** that the minutes of the meeting held on 25th March 2019 be accepted as a true record.

19/65 Matters Arising from the Minutes 25 March 2019

Westleton House (minute 19/49) – Clerk advised that a letter had been sent to SALC and a response was awaited. Cllr Swindell is also still pursuing separate enquiry on the boundary issue with Tony Rudd at East Suffolk DC.

Lavender Cottage Overgrown Hedge (minute 19/53) – Clerk confirmed that a letter had gone out to the owner/occupiers.

'Westleton Welcome' (minute 19/55) - the Parish Council were pleased to note that the recent event had been a success.

Webmaster vacancy (minute 19/56) – noted that the official 'handover' of responsibilities had not yet taken place. This would need to happen as soon as possible.

Dunwich Heath Car Park (minute 19/58) – the Vice Chairman stated that a petition had been organised and is available in the Village shop/post office for residents to sign

19/66 Council Finances and Accounts

Income

Income received to date noted.

Expenditure

Expenditures to date were acknowledged and approved.

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

| From | Item | Amount |
|------------------------|--|---------|
| R J Scarlett Ltd | Fuel for Work Parties | £28.80 |
| Ian Haines | Clerks expenses (£58.34) & salary (£414.00) | £472.34 |
| SALC | Annual Subscription for 2019/20 | £251.17 |
| Westleton Village Hall | Hire of Village Hall | £74.00 |
| Garden4less | Hose reel for Community Field | £109.99 |
| Ian Haines | Stationery order from Staples | £56.29 |
| J.Alexander | Repairs to basketball/netball supports and materials | £54.00 |
| A.Smith | Reimbursement of expenses | £50.00 |
| R.Swindell | Grass cut of Community Field | £45.00 |
| Acecom Solutions | Purchase of laptop | £349.00 |

19/67 Community Field

Cllr R Swindell reported that there was a degree of uncertainty over whether the Community Payback Team would be available to undertake work/s in the foreseeable future as it was understood they were concentrating on large scale projects around the Norwich area.

Boules Court resurfacing work – Cllr R Swindell provided a latest update. Given the circumstances, it was **agreed** that the Parish Council should set aside a contribution of £1,000.00 from Reserves to match fund the amount that the Barrel Fair Committee had committed to help towards the cost. The Barrel Fair were thanked for their support in this

regard. Cllr Swindell will now formally pursue a grant application for the remainder of the balance (£1,800.00) with the District Council.

Cllr J Alexander advised that further to minute 19/50, the Barrel Fair Committee were going ahead with the purchase of a new shed and as previously agreed this would be sited on the Community Field (adjacent to the Parish Council's existing storage shed in use there). Clerk to enquire whether any form of planning consent will be required.

Tree Planting Memorial – delivery of the bench had taken place and this had been placed in temporary storage pending completion of the plaque being prepared by Cllr J Alexander.

As previously identified, the condition of the cricket nets required attention. Cllr J Alexander will discuss position with users to establish whether they are intending to carry out repairs.

19/68 Common

Cllr Jones gave a report update.

Noted that the Annual Safety Audit walkabout inspection had been carried out on 3/4/19 and everything recorded as being in good order.

Series of nature walks are being planned over the coming season as these have proved very popular in the past.

19/69 Planning Applications

None received over last 4 weeks other than very minor amendment to Fen Lodge, Fenstreet Road (shepherd hut) application.

Separate reference was made regarding alterations being carried out to a property in Blythburgh Road where earlier planning consent had been obtained. There was some concern expressed over the unsightly appearance of the site as well as the apparent length of time the building work was taking.

19/70 Tree Warden Report

Cllr Clough advised that the grass around the War Memorial is in need of weed treatment and feeding. It was **agreed** that Jim's Mowing should undertake the work. There was also a question as to who had now taken on voluntary responsibility for mowing the grass as Chris Woods no longer involved. Clerk to check with Chris Freeman.

Cllr Clough also advised that he had given permission for the WI to cut back small branches from the willow tree adjacent to the pond to assist with their project to build [and display] a windmill in the village. As previously reported, this is part of a national WI project.

In response to previous concerns raised, the Clerk confirmed that a letter would now be sent to the Diocese about the overgrown hedge, although it was noted that some ivy had recently been cut back.

19/71 Local Housing Needs

Cllr I Alexander reported that there was no recent progress to report. In future, he will no longer be the Parish Council's direct point of contact given he is standing down at the

forthcoming elections. The Parish Council will therefore need to appoint a new representative to succeed Cllr Alexander through the Local Housing Advisory Group. Thanks were recorded to him for all his hard work and involvement with this project.

19/72 Bottle Banks

Following discussion at the last meeting, it was noted that a site meeting had been held on 2/4/19 with Suffolk Norse and Cllrs R Jones & J Alexander. A favoured new location for the bottle banks has been identified. It was **agreed** that Norse should be asked to provide the same number of bins (x3) as per when the facility was located at the Village Hall. However, before finally proceeding, further verification will be carried out on the legal position to satisfy that Natural England [and any other relevant body involved] hold no objections.

19/73 Laptop

It was **agreed** that the Clerk should now proceed with the purchase of a dedicated laptop for use/ownership by the Parish Council at a cost of £349 from Acecom Solutions – this price includes data transfer and set up. (See also minute 19/66 above).

19/74 Parish Map

The geographical area to be covered by the map was **agreed**. Clerk to now go back to designers and ask them to populate details.

19/75 Asset & Insurance Register 2019-20

The Clerk outlined changes/updates which had been made to the Parish Council's Asset Register. This followed a request made by the Council's Insurers to add an additional column to include a figure for the actual *replacement* value of items as well as the original purchase price. To this end an appropriate figure for infaltion had been factored in and the Clerk thanked Cllr R Swindell for his help and assistance in formulating the information.

Agreed that the Council's Asset and Insurance Register 2019-20* be approved. Clerk to now submit details to the Council's Insurers.

* In the light of the Parish Council's decision to proceed with a new laptop (minute 19/73 above), this item will also now be added to the list.

19/76 Correspondence

Councillors were advised of the following:

- (a) SALC launch of new website and password details. Noted.
- (b) Sakura Cherry Tree Project – in the light of observations received from around the table (including comments from the Tree Warden) it was **agreed not** to pursue. However, noted that the Village Hall Trustees have expressed an interest.
- (c) SCC Highways Grass Cutting Programme 2019/20. Noted
- (d) SCC Highways Community Self Help Launch – 15/5/19. Noted. The Parish Council are unlikely to send anyone to this event – however the possibility of appointing a dedicated 'Highways' Warden to be explored .
- (e) Village Hall Trustees – email received from Secretary updating on works and request for further help with other associated matters. Parish Council lent support for the idea being explored of key-less access to the building. However, we were unable to assist with regard to providing storage space for the large cupboard units.

(f) East Suffolk DC Planning Forums – 6 & 7 June 2019. Recommended that Member/s of the new Planning Sub Committee possibly attend. The membership of this group is due to be confirmed at the next Parish Council meeting.

(g) Glebe Meadow – further to the report which had earlier been submitted to the Annual Parish Meeting, an email had been circulated from Sarah Quinlan seeking additional information to support the car parking aspect. The Parish Council felt that there were a number of issues involved here and it was **agreed** that a letter should be sent back conveying the views expressed. Clerk to formulate and agree with the Chairman and Vice Chairman given the timescale involved for submitting their planning application

19/77 – Date of Next Meeting

To note that Council next meets on Monday, 20 May 2019 at 7.30pm.