

# WESTLETON PARISH COUNCIL

The minutes of Westleton Parish Council at the meeting held at 7.30pm on Monday 3<sup>rd</sup> December 2018 in Westleton Village Hall.

*Ian Haines*

**Clerk of the Council**

## **There were Present**

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

## **In Attendance**

Cllr R Smith (SCC) – for minutes 18/119 – 18/121 only, Ian Haines (Clerk)

## **PRE AGENDA MATTERS**

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

There was 1 member of the public present who spoke in support of a remembrance bench/seat being installed on the Community Field to go with tree planting. Comments noted. Further discussion on this subject took place under minute 18/127 below.

## **AGENDA**

### **18/119 Introductory remarks and apologies for absence:**

Apologies - Cllr Michael Gower (SCDC).

### **18/120 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 a purchase - see minute 18/125.

Cllr Arlette Smith declared an interest in relation to site 371 as specified in the SCDC First Local Plan – see minute 18/131

### **18/121 Pre Agenda Report from SCC Councillor**

Cllr Smith gave an update with regard to the formulation of the County Council's 2019/20 budget. He also reported that EDF Energy are about to embark on the Stage 3 Public Consultation for a new nuclear power station at Sizewell which will begin a Friday, 4 January 2019 and last for a 12 week period. This will form the last stage of public consultation and options for Sizewell C and a series of public consultation events and exhibitions are planned. (See also minute 18/134 below).

### **18/122 Pre Meeting Report from from SCDC Councillor**

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

### **18/123 Minutes of Previous Meeting – 22 October 2018**

It was **agreed** that the minutes of the meeting held on 22 October 2018 be accepted as a true record.

## 18/124 Matters Arising from the Minutes 22 October 2018

Common Update – x6 sickles have been delivered and new dog bin installed.

Premier Toilet Hire – further to minute 18/105, Clerk reported that following a query on an invoice, a credit note had been issued.

Parish Map – Clerk hoped to report further at the next meeting.

Love Lane – Clerk had conveyed decision of last meeting to residents (minute 18/115 refers). Noted that an email response had been received that afternoon. Details to be covered at the next meeting.

## 18/125 Council Finances and Accounts

**(a) Budget 2019/20** – The budget was discussed. The proposal was to keep to the same precept requirement as 2018/19 (i.e. £12,000). For the record this would result in a charge of £40.14 per annum for a Band D property which would show as a 1.44% change on the 2019/20 Council Tax bills against the Parish element. The meeting then moved to formally accept the budget and keep the precept at £12,000 and this was this proposed and seconded. **Agreed.** (Unanimous).

In response to a question, the Clerk advised that a statement had been circulated to the last meeting showing projected available funds at the financial year end which included a breakdown showing internal ring fenced funds.

### **(b) Income**

No further updates since the last meeting.

### **(c) Expenditure**

Expenditures to date were acknowledged and approved. Clerk advised of amendment to entry 24 which now showed a final figure as £40.60 to reflect the fact that VAT had not previously been shown/included in the entry (see also table below for payment to be made to Playdale Playgrounds).

### **(d) Invoices and Payments**

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

From	Item	Amount
Suffolk Coastal Norse	Supply & installation of dog bin (Common)	£229.20
F Masters Ltd	Clean War Memorial	£78.00
Premier Toilet Hire	Toilet hire for use by CPT (29/9-26/10) £108.00 & (27/10- 21/11) £97.20	£205.20
Ian Haines	Clerks expenses (£87.98) & salary (£414.00) November	£501.98
Juliet Bullimore	Expenses for ink cartridges in conjunction with printing of Annual Common Report	£71.98
Roy Swindell	Keys + Painting Materials for Com Field	£45.69
Kings Landscaping	Soil enrichment for tree planting (Com Field)	£35.92*
Sandy Lane Nursery	Supply of x17 lime trees etc (Com Field)	£403.52
Jan French	Provisions for Bonfire Event	£36.00
Playdale Playgrounds	Outstanding VAT on goods	£6.77
Ian Haines	Clerks salary for December	£414.00

Clerk reported that the payment to R J Pryce & Co Ltd as shown on the schedule printed in the agenda had in fact already been paid and so this entry should be deleted as it had been included in error.

\* Cllr N Shearme reported that only 1 cart load of soil had been required for the tree planting and not 2 as originally envisaged and so figure of £71.83 as shown on the schedule printed in the agenda should be amended to read £35.92. The Clerk confirmed that he would contact Kings Landscaping to issue a revised invoice rather than have a credit note as they are not a regular supplier.

Cllr A Smith referred to the War Memorial clean and whether confirmation had been received from the Barrel Fair Committee that they would be prepared to pay for this on an annual basis? Clerk to clarify and seek assurance with Cllr P Holmes.

### 18/126 Planning applications

From	Item	Details
Fairfield, Reckford Road Westleton	DC/18/4269/FUL	Extension of existing building & demolition of conservatory.

**Agreed no objections.**

From	Item	Details
Old Forge Cottage Darsham Road Westleton	DC/18/4663/FUL	New 2 storey dwelling on site of old forge cottage which will be split in half.

**Agreed no comments.**

### 18/127 Community Field

Noted that Community Payback Team have been on site and completed various works.

Cllr Swindell reported that the annual safety inspection of the play area showed that new chippings needed to be installed and he had obtained quotes. It was **agreed** that hardwood should be the material used (cost £1,041.00 + VAT). Other planned works would be undertaken to the boules court and basketball net – Cllr J Alexander to obtain separate costs for the latter and undertake repair.

The Parish Council were also pleased to note that the tree planting to mark the 100-year anniversary of the end of World war [and with it the residents of Westleton who gave their lives] had been completed the previous weekend and thanks were recorded to everyone who had given help/assistance. It was **agreed** that a special bench and a commemorative engraved plaque should be positioned adjacent to the trees to form a permanent record. Cllr J Alexander reported that a number of residents had already made the pledge of a support towards the cost of the trees and the meeting felt that, in order to be inclusive, an open invite should be extended for all residents in the village to donate if they so wished. The Clerk will therefore draw up a suitable notice which can be posted to publicise what we are doing. It is hoped that a special ceremony can then be held in the New Year.

Cllr Swindell also reported that a second memorial seat will also be installed on the playing field site adjacent to the zip wire – this to be provided by the family to mark the recent tragic death of their daughter in a road accident. Cllr J Alexander is assisting in this respect with the installation arrangements.

Cllr A Clough advised that he knew of a local supplier who could provide top quality teak benches in different styles etc and would share details with Cllrs Swindell and J Alexander.

### **18/128 Common**

There had been no meeting of the Common Advisory Group since the last Parish Council. However, Cllr Jones was able to report that the works to the Black Slough steps had now been successfully completed in order to make them as safe as possible.

Cllr Shearme raised a concern with regard to the encroachment of gorse at particular points around the perimeter of the Common and the potential associated fire risk this posed. Cllr Jones commented that the area in question was outside the actual Common Management Plan but clearly there was a responsibility to minimise any risk and so the Advisory Group will look to discuss this matter further when they next meet on 14/1/19 and take advice. A recommendation will then come forward on where a 'cut back' is required in order to create a fire break with a view to these works being completed before the onset of summer.

### **18/129 Tree Warden Report**

No report this time.

### **18/130 Changes to Westleton Conservation Area**

A letter had been received from SCDC setting out proposed changes to the boundary of the village conservation area under a review which had been undertaken. It was noted that as part of the consultation, the District Council had also written individually to all affected properties. The deadline for comments had been set for Friday, 14<sup>th</sup> December.

The Parish Council debated the perceived merit [or otherwise] of the changes and overall were happy to support everything *except* the proposal to revise the southern boundary by including part of an area of The Common/heath. It was therefore **agreed** that Cllr R Swindell should prepare a detailed response and to object to this one aspect as there appeared no sound justification or reason for including it.

### **18/131 Suffolk Coastal First Draft Local Plan**

Under this item it was reported that the Parish Council had received notification from SCDC of a proposed change to the detail contained in the earlier published Draft Plan and that the Darsham Road, Cherry Lee site is now being treated as their preferred option rather than the Reckford Road site. This was seen as a positive move given the strength of opposition at the recent public meeting to any development taking place off Reckford Road.

It is understood that the District Council intends to publish the Final Draft Local Plan in January 2019, at which point representations will be invited in relation to the soundness of the Plan. Following this, the Plan will be submitted to the Planning Inspectorate for Examination.

The Parish Council have already sent in a detailed response based on comments/discussion held at our earlier meeting on 24/9/18 (minute 18/89 refers) and in the circumstances it was therefore **agreed** to note the position now reported.

### **18/132 Local Housing Needs**

Cllr I Alexander took the opportunity to report back on the main findings from the recent Housing Survey. In total, some 133 completed questionnaires had been received (representing a return rate of 38%) and an executive summary of the responses had been circulated for information with the agenda papers

With regard to the ongoing site negotiations with Hastoe Homes, Cllr J Alexander had sought clarification as to whether or not provision was being made to include an allotment site for residents. Cllr I Alexander stated that it was his understanding that such an undertaking had previously been made and he would continue to press for this.

### **18/133 Webmaster Vacancy**

The Clerk had drawn up an advert as a recruit aid and it was **agreed** that this should be circulated as widely as possible.

### **18/134 Sizewell**

Latest Sizewell C update report and TEAGS bulletin/s had been circulated for information.

As reported under minute 18/121, the next round of public consultation being carried out by EDF represents a critical stage and with it a final opportunity for local communities to make representations. To this end, it was noted that the nearest venue/s for the public exhibitions were as follows:-

- Darsham, High Lodge – Wednesday 9 January 2-8pm
- Middleton, Village Hall – Wednesday 16 January 11-5pm

The Chair suggested that as many Cllrs as possible try to attend one or other of the above.

### **18/135 Fireworks - 1<sup>st</sup> January 2019**

Cllr Nick Shearme gave a brief update/report following a recent meeting of the Bonfire Working Group.

The Parish Council noted that the Risk Assessment form for the New Year event had been updated and it was **agreed** this should formally be signed off and adopted. Clerk to forward to Insurers.

Cllr Shearme confirmed that the Warrior Fire & Rescue voluntary service from Aldeburgh would be in attendance and it was agreed that a donation of £100.00 should again be provided for their services.

### **18/136 Correspondence**

Councillors were advised of the following:

- (a) Leiston CAB – letter of thanks for donation.
- (b) Rural Payments Agency – changes in responsibility.
- (c) Suffolk Coast & Heaths AONB – launch of Management Plan.
- (d) Suffolk Accident Rescue Service – **agreed** not to support donation request.
- (e) Noted that the Chair (Ian Johnson) has agreed to read a lesson at the Village Carol Service on 13/12/18.

Other updates and latest newsletters etc emailed separately and included in the November 'Round Robin'.

### **18/137 VAS**

Latest VAS data noted. It is understood that the Police are carrying out increased speed checks in the area and this was welcomed.

### **18/138 Parish Council Meeting Dates 2019**

The following timetable of meetings for next year were **agreed**:-

28 January 2019  
25 February 2019  
25 March 2019  
29 April 2019  
20 May 2019  
24 June 2019  
22 July 2019  
23 September 2019  
21 October 2019  
25 November 2019

### **18/139 – Date of Next Meeting**

To note that Council next meets on Monday, 28 January 2019 at 7.30pm.