

# **WESTLETON PARISH COUNCIL**

## **MINUTES**

Minutes of a Meeting of Westleton Parish Council held at 7 30 pm on **Tuesday 26<sup>th</sup> April 2011** in Westleton Village Hall.

There were present –

Cllr A Smith (*in the Chair*), Cllrs J Alexander, B Caines, A Clough, P Holmes, A Paige, S Robertson, G Turner, R Strowger, R Swindell.

In Attendance

Cllr Slater (SCDC)

Cllr Leighton (SCC)

Chris Cardwell, Clerk of the Council

There were 13 members of the public present.

### **Pre Agenda Matters**

The Chair welcomed all to the meeting.

Contributions from members of the public were received on the following matter –

- Bakers Lane/Mill Street parking area had been cleared 6 months ago – continues to be a mess. Resolution seems to be in 3 different steps – cost of £800 then cost of £1700 then change in contractor and specification to much higher figure. Area is an eyesore. Why change contractor? Hope to see resolved very soon.
- Agree with all previous remarks. Very unsightly – shameful that it has dragged on so long – is in a very sad state.

### **11/44 Introductory remarks and apologies for absence**

The Chair welcomed all. There were no apologies for absence

### **11/45 Declaration of interest**

None were made.

### **11/46 Pre Meeting Report from SCC Councillor**

- Pessimistic as to what can be done regarding earlier representations on public transport – as previously advised to Cllr Robertson
- Existing Parish Plan will become even more important if Localism Bill is enacted.

### **11/47 Pre Meeting Report from SCDC Councillor**

Cllr Slater wished to make no additional report to that made at the Annual Parish Meeting.

### **11/48 Minutes of Previous Meeting**

Minutes of the meeting held on 28<sup>th</sup> March 2011 were received. 11/37 Remedial works - Cllr Swindell sought assurance, which was given by the Chair, that the agreed expenditure had been £1,772. Cllr Swindell noted in 11/39 Community Field - that the planting was to date only part, not fully

completed. It was then **AGREED** that the minutes be confirmed as a true record.

#### **11/49 Matters Arising from the Minutes**

Cllr Robertson referred to item 11/34 Bus Services, and advised of her continuing attempts to secure a route change. A comment form was available for use by those who had travelled on the Community transport service. Notices were to appear in the Fisherman to establish interest in car sharing and in forming a Neighbourhood Watch scheme.

#### **11/50 Council Finances and Accounts**

- **Annual Audit**

The Clerk introduced and Council **NOTED** the audit timetable for 2011.

- **Invoices**

It was proposed by Cllr Holmes, seconded by Cllr Swindell and **AGREED** that the following invoices be paid –

From	Item	Amount £
Aon Ltd	Insurance Premium	1,432.29
SALC	Annual Membership	206.00
C Cardwell	Clerks Expenses	56.02
J Parker (Wholesale) Ltd	Planting for War Memorial	51.54

#### **11/51 Sub Committees**

- **Parish Plan Sub Committee**

Council received and **NOTED** a record of the meeting held on 6 April.

- **Car Parking Sub Committee**

Council resumed consideration of the report to Council. The Chair drew attention to the obstruction to the footpath caused by the “A board” outside The Crown and Council asked the Chair to make representations to the Manager of the Crown on this specific point.

Cllr Swindell considered the report to be well written, Cllr Holmes believed there were difficult choices to make whilst Cllr Alexander believed the report should go to an open meeting.

Following discussion Council **AGREED** to defer further consideration to the next meeting of Council.

#### **11/52 Remedial works to Bakers Lane/Mill Street Car Parking Area**

The Clerk tabled a quotation from a contractor and an email from a concerned resident. Cllr Holmes remarked in response to the representations that the earlier clearance works had been authorised by Council but had been more extensive than envisaged. The Chair saw no benefit in perusing that point further but advised that the focus should be on remedial works. Concern was expressed that the maker sticks appeared to yet again have been maliciously broken or removed. Cllr Clough provided a progress report indicating he and Mr Ingram had met NJB Contractors with Mr Driver in attendance. Council considered and rejected the resultant quote. Following further consideration Council resolved to adhere to its original plan, to be implemented in 2 stages.

Stage 1 - installation of 56 temporary posts @ £1.63 per post = £91.28, installation of 42 permanent posts @ £5.84 per post = £245.28, attachment of reflective disks x 50 FOC, post auger – FOC via SCDC (or can probably be sourced by Cllr Holmes).

Stage 2 - use of remaining previously allocated funds to secure application of 72 tonne of 1<sup>st</sup> class road tarmac shavings @ an indicative budget of approximately £10 per tonne = £720, whacker plate – FOC (via Cllr Alexander for use at weekends). The Clerk was asked to inform SCDC accordingly.

### **11/53 Community Field**

- Cllr Swindell provided updates on -
  - Boules Court – now complete but very dusty due to absence of rain
  - Water Supply pipe and groundwork – now installed with supply to be connected within 2/52
  - Speed Management Measures – order has been placed with SCC – work to commence in approximately 5 weeks
  - Remaining Landscaping – the design is to be finalised and implemented
  - Donation Box – following discussion it was **AGREED** to install a temporary box to be replaced by a permanent arrangement when available
  - Car Boot Sales - in response to an enquiry from Cllr Swindell the Clerk confirmed a response was awaited from SCDC Planning hence this issue had not appeared on the agenda. During the subsequent discussion Cllr Slater indicated his belief that planning permission was not required. Cllr Swindell drew attention to the change of use from agricultural land and the provisions upon which permission for this had been granted. The Chair asked if costing's had been undertaken and if estimates of expenditure and any profit was likely to be also, what the insurance implications could be and the arrangements required for the removal of additional rubbish. The Chair also believed the holding of such sales would be met with opposition from local residents. Council discussed but reached no conclusion of these points. Cllr Robertson proposed, seconded by Cllr Holmes and Council **AGREED IN PRINCIPLE** that at least one trial car boot sale be held, with the Community Field Sub Committee to consider further and report back to Council.
  
- Communication from Joy Playgrounds Ltd – the Clerk introduced a previously circulated communication from Joy Playgrounds and offered advice upon Council's rights in this matter. Cllr Swindell described the circumstances and terms under which the work had been contracted for and Cllr Holmes added remarks about VAT registration arrangements. Following discussion the Clerk was asked to respond to Joy Playgrounds indicating that the order confirmation dated 3 May 2010 stated under terms and conditions, "All prices quoted are as is. No VAT charged" and that this was the basis on which Council had contracted i.e. no VAT would be payable either at that or any later stage.

#### **11/54 Planning Applications and Decisions**

- 6 Heath View, Westleton – Council **NOTED** the granting of permission
- 14 Heath View, Westleton - Council **NOTED** the granting of permission
- Mill House, Dunwich Road - Council **NOTED** the granting of permission
- Roosters, Blythburgh Road – the Clerk reported upon Council’s eventual response to the letter from SCDC and Council **NOTED** the granting of permission
- Minsmere Nature Reserve – Council **NOTED** the granting of permission.

#### **11/55 War Memorial Garden Posts**

The Chair introduced this matter and indicated that the Barrel Fair Committee sought permission to replace the existing posts with unpainted oak posts. Cllr Holmes confirmed that such posts should not be painted. Council expressed its gratitude and **AGREED**.

#### **11/56 Village of the Year Competition 2011**

Cllr Swindell introduced this matter and proposed that he submit an entry on behalf of the Council. Following discussion Council **AGREED**.

#### **11/57 Village Archive Printer**

Cllr Turner introduced this matter and requested that the Council consider donating the cost of a replacement printer. The Chair reminded Council that £300 had been donated for this potential purpose several months ago and that this annually recurring contribution was matched by the Barrel Fair Committee. The Clerk advised it was in no way improper if Councils last donation had been directed to also related expenses and that should Council wish it the donation for the current financial year could be made at any time. Following discussion Cllrs Turner and Clough undertook to make further enquiries and report back.

#### **11/58 Correspondence**

- 2011 Woodwose Festival – Council considered a communication from SCDC and **AGREED** that the 2011 Festival could be launched on the Green and that the Clerk should accept the invitation to participate in the organising group. Cllr Caines informed Council that 2 HLF signs had been located to replace those that had become eroded. Cllr Alexander offered to supply posts and Cllr Clough agreed to install.
- Royal British Legion 90<sup>th</sup> Birthday Weekend – Council considered a request for a donation towards a fundraising weekend at the White Horse and following discussion Cllr Holmes proposed, seconded by Cllr Paige that £90 be donated.

#### **11/59 Date of Next Meeting**

Council **NOTED** that it next meets on Monday 23 May 2011.

The meeting closed at 8 57 pm.

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**CC/30 April 2011**