

WESTLETON PARISH COUNCIL

MINUTES

Minutes of a Meeting of Westleton Parish Council held at 7 30 pm on **Monday 24 October 2011** in Westleton Village Hall.

There were present –

Vice Chair R Swindell (*in the Chair*), Cllrs A Alexander, J Alexander, B Caines, A Clough, C Freeman, A Paige, G Turner.

In Attendance

Chris Cardwell, Clerk of the Council
Cllr Leighton, SCC.

There were 9 members of the public present.

Pre Agenda Matters

The Chair welcomed all to the meeting and referring to the in camera agenda item explained that a letter of claims against the Council had been received, that the Council had taken advice from SALC and the matter was being dealt with by the Councils insurers. The Chair then stated that he was aware members of the public wished to contribute to the item on revision of car parking arrangements and his intention was to adjourn in order to allow such contributions to be made at that time rather than in the pre agenda section.

Contributions from members of the public were then received on the following matters –

- **Bakers Lane and Mill St Car Parking Area**
 - Is it the normal policy of the Council to act on anonymous notes
 - Adverse remarks were made at the last meeting which were noted
 - Quotations were then read out from the Council Newsletter
 - Pleased that the matter had originally been resolved but now had been opened up again
 - The purpose of the indented parking area was to help tradespeople and the disabled
 - Why did the Council act on the prompting of an anonymous person and who in the past vandalised the trees and fly posted?
 - The Chair indicated the Council had not acted upon an anonymous complaint but had relied upon the contents of a letter from Mrs Pierce to Cllr Smith and that he would explain further during the relevant agenda item
- **Other matters**
 - Disappointed the website was not up to date – agenda for tonight's meeting was not present
 - Roosters, Blythburgh Road, proposed camp site, C&CC not progressing
 - Appreciative of the consultative meeting on future management of the Common – exemplary demonstration of how it should be done.

11/113 Introductory remarks and apologies for absence

Apologies were received from Cllrs Smith, Holmes and Robertson and Cllr Slater
SCDC.

11/114 Declaration of interest

No interests were declared.

11/115 Pre Meeting Report from SCC Councillor

Cllr Leighton reported that –

- SCC continues to formulate its budget. 1,500 sets of comments received. Low response from older residents
- Suffolk Constabulary reports an increase in house burglary. Need for vigilance.

11/116 Pre Meeting Report from SCDC Councillor

Cllr Slater being absent no report was received.

11/117 Minutes of Previous Meetings

Cllr Paige proposed, seconded by Cllr Clough that the minutes of the meeting held on 26 September be accepted as a true record. This was unanimously **AGREED**. Cllr Clough proposed, seconded by Cllr Paige that the minutes of the meeting held on 13 October be accepted as a true record. This was unanimously **AGREED**.

11/118 Matters Arising from the Minutes

• **Adjustment to Bakers Lane/Mill Street Parking Area**

Cllr Clough indicated that matters had not progressed since the last meeting in order to allow time for Cllr Smith to discuss the matter with Mrs Pierce. The Chair then quoted from a letter from Mrs Pierce to Cllr Smith, the Clerk tabled and the Chair quoted from an email from Mrs Piece to the Clerk and the Clerk tabled and Council considered a petition from a number of residents. The Chair reconfirmed assurances given by Cllr Smith at the last meeting that the Council had relied upon a letter dated 25 September from Mrs Pierce to Cllr Smith indicating "...we didn't ask for the bays and wonder if perhaps they are going to cause more friction... it would be best to remove them altogether. We would be happy to see some trees planted there instead". The Chair confirmed the Council had relied upon these views and observed that Mrs Piece appeared in her email to the Clerk of 19 October to believe her views had been misinterpreted. The Chair did not see how that could have been the case.

Cllr J Alexander stated he knew who the driver of the white van was. He lived in the village and had merely parked there in order to take a walk. During the ensuing discussion the Chair indicated Council could decide to leave matters as they stood. The Chair then **ADJOURNED** the meeting to allow contributions from members of the public.

The Chair **RECONVENED** the Meeting and indicated that Standing Orders did not allow Council to immediately reverse its decision to remove the indented parking area and repeated that works had not started and in light of public opposition to the intended change Council could delay the matter. Following further discussion, Cllr Paige proposed, seconded by Cllr Caines that Council should delay indefinitely the intended works and that the parking area be left as is. This was **AGREED** with 1 abstention. The Chair observed that Council could in some months' time formally resolve to leave the configuration unchanged.

• **Housing Needs Survey**

The Clerk tabled a report from the Working Group and following consideration Cllr Paige proposed, seconded by Cllr Caines that the timetables and arrangement contained therein be accepted. This was **AGREED**.

• **Repairs to Village Seats and replacement of condemned Seat**

Cllr Clough reported that he had repaired the broken seat by the pond and replaced the condemned seat by agreement with the Clerk at a total cost of £20 and that Cllr Holmes had repaired the other broken seat. Council welcomed this report.

- **Replacement of fence adjacent to noticeboard**

The Clerk reported that the donation had now been received from Mr Ouvry and the work commissioned from Chris King of Nice Touch Landscaping who had kindly agreed to undertake at cost.

- **Insurance – Chainsaw Use**

The Clerk reported that insurers would not cover the use of a chainsaw on the Common or other Council land and advised that only approved contractors be used for such work.

- **Roosters, Blythburgh Rd – application to establish a certificated camp site**

The Clerk reported that the Camping and Caravan Club had indicated they would not be pursuing the application further by reason of the volume and nature of neighbour objections.

- **Any other matters**

There were no other matters arising from the Minutes.

11/119 Council Finances and Accounts

- **External Audit for 2010/11**

The Clerk tabled and spoke to a report from the external auditor. Advice was that pence should not be recorded in the annual return. Council **NOTED** the report.

- **Income**

Council received and **NOTED** a spread sheet of income to date.

- **Expenditure**

Council received and **NOTED** a spread sheet of expenditure to date.

- **Statement of Financial Position**

Council received and **NOTED** a spread sheet setting out the financial position.

- **Invoices and Payments**

Cllr Caines proposed, seconded by Cllr Paige and Council unanimously **AGREED** that the following be approved for payment –

From	Item	Amount £
BDO LLP	External Audit Fee 2010/11	480.00
Westleton PCC	Donation	50.00
C Cardwell	Community Field Sundries	30.36
Eurooffice Ltd	Printer Ink & Office Supplies	36.55
C Cardwell	Pay for Oct, Nov & Dec 2011	753.60
C Cardwell	Reimbursement for Village Seat	20.00
HMRC	PAYE for Oct, Nov & Dec 2011	476.40

11/120 Potential Acquisition of Land and or Pond from SCDC

The Chair proposed, seconded by Cllr Caines that due to the importance of this matter and the absence of 3 councillors consideration be postponed until the next meeting. This was **AGREED**.

11/121 Sub Committees

- **Bonfire Sub Committee**

Cllr J Alexander indicated the Sub Committee had yet to meet. Gorse had been cleared and perhaps Jims Mowing could be engaged to cut back foliage adjacent to

the Reckford Road with this being used on the bonfire. The Clerk suggested the Sub Committees written report to the next meeting could include a costing for this and he would establish if sufficient funds existed. In response to a question the Clerk confirmed all income and expenditure would appear in the spread sheets in the normal way but a further spread sheet relating to the bonfire could be maintained.

- **Car Parking Sub Committee**

Council resumed consideration of the report and the Chair suggested that in order to make progress Council focus on the 2 recommendations regarding echelon parking and the provision of parking on Bakers Lane. The Clerk confirmed that a response was awaited from SCC Highways following a reorganisation and reallocation of responsibilities.

Cllr Paige proposed, seconded by Cllr J Alexander that subject to the availability of funding and approval from SCC Highways, Council agree in principle to the introduction of echelon parking and a car parking area on Bakers Lane as set out in the report. This was **AGREED**.

- **Community Field Sub Committee**

Council received an update from the Chair on developments –

- Donations diminishing but continuing
- Grant application to SCDC approved for cricket practice nets and football goalposts
- Working party – has met

The Clerk enquired if Council was content for invoices funded by grant monies to be settled without further reference back and Council confirmed it was content with this.

- **Commons Advisory Committee**

The Clerk tabled a note of the public meeting and a copy of the presentation made. The Chair introduced this and particularly remarked upon the lack of support from those present for HLS. Cllr J Alexander referred to the increasing age of volunteers. Council **NOTED** progress to date and agreed the matter be considered further at its January meeting.

11/122 Sizewell A and B Stakeholders Group

The Clerk reported on behalf of Cllr Robertson that the main issue at present is the Fukushima Disaster. A final report was brought out on the 11th October by Dr Weightman, HM Inspector of Nuclear Installations which was very anodyne. It can be read on line. It is hoped to arrange a public meeting with him and an independent expert who has visited the site.

Sizewell B has been off line for the refuelling of the radioactive rods and should be going back on line now.

A dry storage site for the storage of spent fuel, still radioactive, on the Sizewell site, has been given the go-ahead by the government. Money has been given to the Area of Outstanding Natural Beauty for local causes and Cllr Robertson will keep an eye on that with a view to submitting a claim for the Common.

11/122 Correspondence

- Leiston & Saxmundham CAB – Council considered a request and **AGREED** to donate £25.
- **Disability Advice Service**, East Suffolk - Council considered a request and **AGREED** to donate £25.

11/123 Date of Next Meeting

Council **NOTED** that it next meets on Monday 28 November 2011.

*The Chair proposed and Cllr Caines seconded that due to the confidential nature of the business to be transacted the public be excluded for the following agenda item. (Public Bodies (Admission to Meetings) Act 1960 applies). Council **AGREED** with 10 votes in favour and 1 abstention.*

11/124 Letter of Claims

Considered in camera.

Meeting ended at 9 07pm

CC/ 29 November 2011