

# **WESTLETON PARISH COUNCIL**

## **MINUTES**

Minutes of a Meeting of Westleton Parish Council held at 7 45 pm on **Monday 23<sup>rd</sup> May 2011** in Westleton Village Hall.

### There were present –

Cllr A Smith (*in the Chair*), Cllrs A Alexander, J Alexander, B Caines, C Freeman, P Holmes, A Paige, R Swindell, G Turner.

### In Attendance

Cllr Slater (SCDC)  
Cllr Leighton (SCC)  
Chris Cardwell, Clerk of the Council.

There were 12 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 –

- Can PC ensure no creeping urbanisation and consult before any major change
- Car boot sales would not be beneficial. No business case exists. Family fun days much more in keeping with village and would be generally supported
- Help with maintaining the village archive would be welcomed.

### **11/60           Introductory remarks and apologies for absence**

The Chair welcomed all. There were apologies for absence from Cllrs Clough and Robertson. A thank you card from Ronnie Strowger had been received.

### **11/61           Declaration of interest**

Cllr Swindell recorded that he had submitted a claim for reimbursement.

### **11/62           Pre Meeting Report from SCC Councillor**

- Welcomed the new Council
- SCC AGM was immanent – a new leader would take office – change to be expected – savings still required.

### **11/63           Pre Meeting Report from SCDC Councillor**

The Chair extended Councils congratulations at Cllr Slater's re-election

- Welcomed the new Council and acknowledged the high turnout in the Ward
- SCDC to meet that week – concerned about proposed changes in frequency of meetings, governance and scrutiny arrangements.

### **11/64           Minutes of Previous Meeting**

Minutes of the meeting held on 26 April 2011 were received. It was **AGREED** that the minutes be confirmed as a true record.

- **Remedial works to Bakers Lane/Mill Street Car Parking Area**

Council **NOTED** the progress report as previously provided by Cllr Clough and circulated by the Clerk.

- **Village Archive Printer**

Cllr Turner reported that upon investigation it emerged the printer had been purchased last year.

- **Storage Container – Westleton Common/Reckford Road Entrance**

Cllr Swindell introduced this matter and acknowledged that Council had resolved to allow the installation subject to no adverse effect on endangered species. Following an initial discussion the meeting **ADJOURNED**. Meeting **RECONVENED** and Council **AGREED** that Cllrs Holmes and J Alexander meet Mr Rous to set out the intended site of the container and establish the potential site of a rare orchid. The Clerk was asked to establish if planning permission was required.

- **Any other matters**

There were no other matters arising from the Minutes.

#### 11/65 Council Finances and Accounts

- **Income for 2010/11**

Council received and **NOTED** the final account.

- **Expenditure for 2010/11**

Council received and **NOTED** the final account.

- **Annual Audit for the year ended 31 March 2011**

The Clerk introduced and following consideration Council **APPROVED** Sections 1 and 2 of the audit return, the bank reconciliation and the submission to the auditor and **NOTED** with thanks the internal auditors report.

Council also **NOTED** the finding that the previous Clerk had received 13p less for reimbursement of expenses than had been agreed by the then Chair.

- **Invoices and Payments**

The Clerk introduced and Council **APPROVED** the following for payment, noting that the reimbursement to Cllr Swindell had since increased and that a further invoice had been received for mower maintenance –

From	Item	Amount £
Mr R Swindell	Reimbursement Plastic Dustbin for C/F	11.82
Suffolk Acre Ltd	Annual Membership	25.00
Ensors	Registration with HMRC and Payroll	240.00
Eurooffice	Filing Cabinet & Folders ex VAT	119.79
HM Revenue & Customs	PAYE Liability 1 <sup>st</sup> Quarter	238.20
Mr C Cardwell	Salary + Allowances April & May	661.20
Mr C Cardwell	Clerks Expenses for May	72.77

## 11/66 Sub Committees

### • Car Parking Sub Committee

Council resumed consideration of the report and during a wide ranging discussion consensus emerged around the following points –

- Potential acquisition of the Green, Pond and Alley – could be more of a liability than an asset, especially the pond. Maintenance costs for the pond may exceed any transitional funding arrangement. Perhaps leasing the alley alone would be more appropriate. What would be the cost of resurfacing the alley and would it simply provide parking for holiday and second home users on Darsham Road rather than day visitors?
- Bottom of the Green – parking here would increase provision of spaces but be opposed strongly by many residents including most Councillors – not advocated as a solution
- Bakers Lane opposite High Oaks – development would formalise existing space which would probably be used by adjacent households rather than visitors who would be unlikely to park there in order to visit shops etc.
- Junction of The Street/Darsham Road Echelon Parking – visually attractive but at significant cost. Would probably be used extensively by staff from the Crown Inn and the cost of a Public Works Order alone would be considerable

The Clerk provided financial advice to the effect that there was no prospect of having say £2,000 of uncommitted funds within the current financial year. Council were asked if consideration had been given to the need for signage for the Bakers Lane/Mill Street development since this was currently not provided for in the budget.

The Chair confirmed an amicable discussion had taken place with the Manager at the Crown Inn regarding avoiding placement of the “A” board on the footpath. Subsequent reports suggested the problem remained and Cllr Turner indicated he would raise it with the Manager.

It was **AGREED** –

- To seek further information from SDCD regarding the options and implications of a transfer to WPC of any part of the Green, Pond and Alley
  - To obtain an estimate of applying a tarmac surface to the Alley
  - To ask walking groups to park at Bakers Lane/Mill Street rather than by the Pond
  - To establish the cost of installing a village map by the Pond.
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- **Community Field**
    - Cllr Swindell introduced representations received from parishioners raising objections to the prospect of holding a car boot sale and indicated the matter had since moved on in that the Sub Committee now recommended that no sales would take place, certainly this year and that an open meeting should be held if further consideration was given to this at a later stage.
    - Cllr Swindell introduced a note of a Sub Committee meeting held on 12 May and indicated that –

- the water supply was now operational
- following rain the Boules Court could now be compacted
- quotations were being obtained for 2 types of collection box
- the gate rota was working well
- a fun day was to be held as agreed previously
- Council discussed the options for grass cutting and **AGREED** the existing mower should be used on a trial basis.

**11/67 Correspondence**

The Clerk introduced a communication from Marine Space Ltd regarding an Environment Assessment for Dredging of Marine Aggregates and this was referred to Cllrs Holmes and Turner for consideration.

**11/68 Date of Next Meeting**

It was **NOTED** that Council next meets on Monday 27 June 2011.

Meeting closed at 9 35pm.

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CC/17 June 2011