

# **WESTLETON PARISH COUNCIL**

## **MINUTES**

Minutes of a Meeting of Westleton Parish Council held at 7 30 pm on **Monday 28 November 2011** in Westleton Village Hall.

### There were present –

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

### In Attendance

Chris Cardwell, Clerk of the Council

Cllr Leighton, SCC

Cllr Slater, SCDC.

There were 12 members of the public present.

### **Pre Agenda Matters**

The Chair welcomed all to the meeting and announced that the Clerk, Chris Cardwell would be leaving at the end of December. Chris was warmly thanked for his work by the Chair, Mr Murrell, Mr Bebbington and Mr Ingram and presented with a card and gift from parishioners.

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

- Possible planting at Mill Street/Bakers Lane car parking area – a consensus had emerged from local residents on a scheme and a plan was tabled for consideration. Some residents could make a related donation.
- A tree had fallen into the Minsmere river near Reckford Bridge.

### **11/125          Introductory remarks and apologies for absence**

There were none.

### **11/126          Declaration of interest**

None.

### **11/127          Pre Meeting Presentation Dunwich forest clear up works**

Mel Kemp (RSPB) and Simon Leatherdale (Forestry Commission) gave a presentation and indicated –

- Earlier works commenced 2004 and were completed in 2006
- Following Forestry Commission policies - farm tenancy agreement put in place – 24 hectares – funding obtained and work completed 2010
- Funding and new tenancy obtained – contractors now in – to commence January 2012 – reduce brash – remove stumps – harvesting started – 7,000 tons during which a section will be closed to the public for safety reasons
- Design plan to be reviewed
- Designated as a Grade A butterfly site
- Ponies will be used to graze selected area – electric fencing to be used

### **11/128          Pre Meeting Report from SCC Councillor**

Cllr Leighton reported that –

- SCC Chief Executive commences December 2011

- Libraries options approved – none will close
- SCC budget back to cabinet in January 2012
- Each county councillor holds 2 budgets – locality funding of £10,000 pa to kick start projects and Quality of Life budget – for traffic management and safety. Funds for current year all committed
- Suffolk Constabulary – Sgt Goddard is to be retired.

#### **11/129 Pre Meeting Report from SCDC Councillor**

Cllr Slater reported that –

- Woodlands – original requirement was to include 2 affordable units – SCDC planners objected to dimensions of properties and following revision developer applied to substitute with shared equity arrangement – offered at 80% of market value – unsold – developer granted permission by SCDC to pay a commuted sum of £155,000 to finance development of affordable housing elsewhere in parish, with funds available for 10 years. Cllr Holmes and others expressed deep disappointment with this outcome and drew attention to earlier representations and concerns.

#### **11/130 Minutes of Previous Meeting**

Subject to deletion of the typographical error “perusing” on line 11 of page 3 and insertion of the word “pursuing” Cllr Turner proposed, seconded by Cllr Paige that the minutes of the meeting held on 24 October be accepted as a true record. This was unanimously **AGREED**.

#### **11/131 Matters Arising from the Minutes**

- **Housing Needs Survey**

Cllr A Alexander thanked Councillors for assisting with the distribution of the survey and reported that the response rate had been 35% (103 returns) with 30 to 40% being a typical rate. 93 respondents had completed only part 1 of the questionnaire indicating no perceived need for affordable housing whilst a total of 10 respondents also completed part 2 showing a perceived need existed. A summary report was expected from Suffolk ACRE in January whilst the full report should be received in March 2012.

- **Replacement of Fencing adjacent to Noticeboard**

The Clerk reported that Nice Touch Landscaping had completed the works, Mr Ouvry had been thanked for his donation and Mr King thanked for undertaking the work at cost.

- **Regeneration of Compartment 7 NORTH**

The Chair indicated that Council had previously agreed to consider further. Following a discussion on the extent to which the area required assistance with regeneration the Commons sub committee was asked to consider and report back. The sketch of potential works in the north side was tabled and discussed. The Chair drew attention to unspent funds from the car parking development works any asked Council to consider if the roadway might need further works. Cllr Holmes advised this would only be known after winter.

Following further discussion Council **AGREED** that previously allocated funding should largely be retained to cover roadway costs but that planting could take place in accordance with the tabled plan and that £100 would be allocated to this from council funds – to complement anticipated donations from parishioners.

The meeting was **ADJOURNED** to allow discussion with members of the public. The meeting then **RECONVENED**.

Cllr Clough undertook to lead on this matter.

- **Any other matters**

Cllr Caines drew attention to faulty street lights which had been reported verbally to SCC.

### **11/132 Council Finances and Accounts**

- **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 current financial position.

- **Invoices and Payments**

Cllr Swindell questioned the appropriateness of settling the payphone invoice due to the minimal usage and following discussion it was **AGREED** not to settle at this time and that the Clerk should establish from BT if more favourable terms could be available following which Council would take a decision. Cllr Paige proposed, seconded by Cllr Holmes and Council unanimously **AGREED** that the remaining invoices be approved for payment –

From	Item	Amount £
Prettys	Legal Services	£450 + VAT
BT Payphone	Payphone service to October 2012	£300 + VAT
Royal British Legion	Donation for War Memorial Wreath	£50
RJ Scarlett	Mower Service and Repair	£40.30
C Cardwell	Labels for Housing Need Survey	£10.57

### **11/133 Potential Acquisition of Land and or Pond from SCDC**

The Chair summarised earlier discussions and Council resumed consideration of this matter. Following discussion Cllr Caines proposed, seconded by Cllr Holmes that Council should not at this stage seek ownership but establish if SCDC was amenable to leasing the Alley to the Council for potential development as a car parking area.

### **11/134 Bonfire Sub Committee**

Cllr J Alexander introduced the report and following discussion Council **AGREED** to the recommended purchase of fireworks and use of the brash and wood from the Natural England work on the Heath. The Clerk respectfully reminded Council that sub committees held no executive powers and that the sub committee had exceeded its authority by asking other organisations for donations. This should have been a recommendation for Council to consider. Furthermore, Council had already allocated more than sufficient funds in its budget (£1,203 from a combination of Council funds and earlier donations) to cover anticipated costs so further donations were arguably not required. The recommendation that Council match the donation from the BFC of £300 was not supported. The Clerk reported that £50 had also been received from the PCC and Cllr Robertson reported that the WI Branch had also been asked for a donation. The Chair suggested that any unused funds could be utilised in celebrating HM The Queens Diamond Jubilee in 2012. It was **AGREED** to return to this matter during the drafting of the 2012/13 budget.

### **11/135 Community Field**

Cllr Swindell reported that –

- The working party has met and addressed all but 1 of the minor points flagged up in the recent report on safety
- Aromatic shrubs will shortly be planted
- Contributions continue to be placed in the collection box but these were diminishing over the winter
- Cricket nets were scheduled to be installed in December.

### **11/136 SCDC Budget Review Meeting**

Cllr Swindell reported on his attendance at a SCDC meeting and indicated the Clerk had previously circulated the related presentations. Cllr Slater additionally indicated that council tax had been frozen with additional funding allocated to cover only a 2 year period. Potential merger with Waveney DC had been openly mentioned and that it could not be assumed PC's would remain free to increase precepts without restriction.

### **11/137 Meeting with Communications Manager, Sizewell C**

The Chair reported that an introductory meeting had been held and that an office had been opened in Leiston, Sizewell C was not a foregone conclusion and consultation would commence in 2012.

### **11/138 Response to consultation on Car Parking Charges**

The Vice Chair reported on the proposed changes. Cllr Slater added that a period of formal consultation would follow.

### **11/139 SALC Area Meeting**

Cllr Paige reported that most of the meeting had been allocated to a discussion around the SCC budget. A report had been received on Sizewell post the nuclear disaster in Japan. A revised code of conduct for councillors was to be issued.

### **11/140 Planning Matters**

- Planning Applications Log – the Clerk introduced and Council **NOTED** the updated log
- Westleton House, The Street IP17 3AA - Council **NOTED** that permission had been granted for change of use
- Redundant Barns, Kings Farm - Council **NOTED** that permission had been granted for conversion to a single private dwelling

### **11/141 Date of Next Meeting**

Council **NOTED** that it next meets on Monday 23 January 2012.

*The Chair proposed and Cllr Swindell 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**.*

**11/142 Claim against the Council**

Considered in camera.

**11/143 Recruitment of a Clerk and Responsible Financial Officer**

Considered in camera.

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CC/ 2 January 2012