

# WESTLETON PARISH COUNCIL

## MINUTES

Minutes of a Meeting of Westleton Parish Council held at 7 30 pm on **Monday 28<sup>th</sup> February 2011** in Westleton Village Hall.

### There were present –

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

### In Attendance

Cllr Slater (SCDC)

Chris Cardwell, Clerk of the Council

There were 10 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 matters –

- The access works on the Common did not provide for “disabled access” but easier access
- The HLF boards on the Common had degraded – could they now be removed
- Would Council support the holding of a family orientated event to mark the forthcoming Royal Wedding – involving closure of the U2818, a tea party and music? In response to an enquiry from the Chair, Council indicated its support
- Concern was expressed over the intended route to be taken by construction traffic for the Minsmere Flood Risk Management works specifically the difficulty in negotiating the junction of Blythburgh and Dunwich Roads
- An update was provided on the imminent construction works to the Car Park at RSPB Minsmere

### **11/18 Introductory remarks and apologies for absence**

Apologies for absence were received from Cllrs Alexander and Leighton.

The Chair reported on representations made over the withdrawal of funding by SCC for the Aldeburgh to Lowestoft bus service. Council discussed the matter and considered options for further action and representation. It was hoped that the revised Suffolk Link service would be used extensively to help meet local needs. Cllr Robertson undertook to establish the practicability of reintroducing a car share arrangement locally. It was **AGREED** that the Clerk write to Cllr Leighton expressing extreme displeasure with the decision and that the matter be considered further at the next meeting when it was hoped Cllr Leighton would be present.

### **11/19 Declaration of interest**

No declaration of interests was made.

## 11/20 Pre Meeting Report from SCDC Councillor

- Cllr Slater remarked that in consultative and decision making processes the absence of representations could often be taken as signalling consent
- SCDC budget was now fixed with net expenditure being reduced from £16 to £14M whilst avoiding cuts to front line services and any compulsory redundancies. It was agreed this represented a commendable achievement
- That a legal challenge had been made to the effect that the proposed Marltesham housing development would have a detrimental effect on local flora and fauna and a decision on the LDF had been postponed for several months.

## 11/21 Minutes of Previous Meeting

Minutes of the meeting held on 24<sup>th</sup> January 2011 were received. It was proposed by Cllr Paige, seconded by Cllr Robertson and **AGREED** that they be confirmed as a true record.

## 11/22 Matters Arising from the Minutes

Progress reports were received on –

### Letter of condolence to Mrs Kirby

Council **NOTED** that a letter had been sent.

### Regarding a Property adjacent to the Common

#### ▪ Location of Holly Bushes

Council received a report of a wide ranging and productive meeting held on 29 January between the residents, Cllrs Alexander, Paige and the Clerk. The Clerk indicated that all relevant title deeds had now been consulted and that it emerged the bushes had been planted on garden land appurtenant to the property concerned i.e. not on the Common and not on land owned by the Council. Following discussion it was **AGREED** this resolved the matter and that the Clerk should write to the residents accordingly.

#### ▪ Boundary Fence and any associated issues

The Clerk reported that thanks to Cllr Strowger he now had a complete set of minutes dating back to 1991 and had been able to track Councils earlier deliberations. The Clerk referred to a Council meeting held on 29 May 2007 at which Cllr Ireland had stated “if there is any encroachment it is only a matter on inches”. Later minutes referred to attempts by the residents to seek to resolve and the stated intention of Cllr Fisher to arrange a meeting. Following discussion Cllr Swindell proposed, seconded by Cllr Robertson that on the basis of evidence now available the boundary fence had been appropriately located and that both this issue and the question of the holly bushes be regarded as resolved. This was **AGREED**. It was further **AGREED** the Clerk should extend an apology from Council to the residents for the distress caused.

### **Memorial to Cllr Morgan Caines**

Cllr Caines displayed a clock that would now be installed in the Village Hall. A small plaque would be separately obtained to be affixed adjacently. It was **AGREED** the Clerk pay the related invoice for £100, significantly less than the £300 budgeted for.

### **Elderly and Disabled Access to Common**

The Clerk reported that more detailed information on the specification had emerged and the works had now been commissioned, on the basis they would be completed no later than the end of March 2011.

The Chair indicated that the question of associated planting in that area of the Common should be considered in the context of the decision on the future stewardship arrangements.

### **Grit Bins**

The Clerk and Cllr Clough reported on the delivery and location of 5 bins as approved previously. Council **APPROVED** the intended locations subject to the Mill Street bin being relocated to the junction with the lower end of Love Lane.

Council further **APPROVED** the purchase of 12 Paving slabs and 3 bags of cement at an approximate cost of £75. Cllr Holmes indicated he may have a number of unwanted paving slabs that could be used.

The Clerk reported that Rev and Mrs Ginn had offered to fund the prospective purchase of an additional bin to be located in the vicinity of the War Memorial. This offer was warmly welcomed and it was **AGREED** the Clerk should order an additional bin to be located at the end of the track leading to St Peters.

### **SCDC Economic Development Advice**

The Clerk reported that relevant information had been placed in the "round robin".

### **WPC/PCC Observers**

The Clerk reported on the positive response received from the PCC and following discussion Council **AGREED** that Cllr Caines be its representative at PCC meetings.

### **Promotion of Website**

The Clerk reported that as requested the web address had been inserted on the noticeboard.

### **Bid for Locality Budget funds – Dog Mess Bins**

The Clerk reported that £350 had been allocated. Council expressed its gratitude and **NOTED** that the 3 bins had been delivered – 2 of which were to replace existing bins whilst the 3<sup>rd</sup> was to be located on the old playing field on the right hand side facing the entrance. This was **AGREED**.

## Road Maintenance

Council **NOTED** that the potholes on the Yoxford Road had been promptly and efficiently filled and **AGREED** that the Clerk express thanks to SCC for this. The potholes on The Hill and The Street had also been reported to SCC and were awaiting repair.

## High Voltage Cables

The Clerk reported that the cables crossing over Whites Lane had been inspected and selected trees would be cut back. Cllr Clough referred to an earlier message to Councillors from the Clerk and set out in some detail works to be carried out by BTS to trees and foliage adjacent to other high voltage cables in the village. Copies of the relevant consent forms were tabled. Council **NOTED** these developments.

## b) Other Matters

The Chair raised imminent developments at Minsmere and Council discussed in particular the route to be taken by construction vehicles. Concern was expressed over the potential for damage to the bank at the junction of Blythburgh and Dunwich Roads. The meeting was **ADJOURNED** and then **RECONVENED** to allow for further contributions from members of the public. Following discussion it was **AGREED** to postpone the installation of posts at the Dunwich Road and Blythburgh Road junction and that the Clerk should seek an assurance from SCC and the Environment Agency that any damage would be made good at no cost to WPC.

## 11/23 Council Finances and Accounts Income

Council **NOTED** a display of income to date.

## Expenditure

Council **NOTED** a display of expenditure to date.

## Statement of General Financial Position

Council **NOTED** a display of the general financial position.

## 2011 Bonfire

Council **NOTED** a final display of income and expenditure.

## Invoices

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

From	Item	Amount £
Glasdon UK Ltd	Supply of dog waste bins	449.46
Aon Ltd	Insurance Premium for new bins	7.66
Joy Playgrounds Ltd	Supply and Installation of Basketball Net	240.00
C Cardwell	Clerks Salary	750.00
C Cardwell	Clerks Expenses	155.77
Sue Townsend Garden Design	Supply of planting for Community Field	1113.29

## **11/24 Reports from Sub Committees**

Council **NOTED** the current membership of its Advisory and Sub Committees and received reports from -

### **(i) Car Parking Sub Committee**

Council received and **NOTED** reports of the meetings held on 21<sup>st</sup> January and 11<sup>th</sup> February.

Council resumed consideration of the remedial works required to landscape the car parking area at Mill Street and Bakers Lane and following discussion **AGREED** to accept the estimate from SCDC using volunteers as specified and not to engage the Mow and Grow option. The Clerk was asked to respond to SCDC and Cllr Clough volunteered to lead on this project.

### **(ii) Westleton Common Sub Committee**

Council received and **NOTED** reports of the meetings held on 3<sup>rd</sup> November 2010 and 9 February 2011.

### **(iii) Westleton Common Advisory Committee**

Council received and **NOTED** a report of the meeting held on 7 February 2011.

### **(iv) Community Field Sub Committee**

Council **NOTED** a report of the meeting held on 3<sup>rd</sup> February and Cllr Swindell provided updates as follows -

- Boules Court – surrounds now installed
- Water Supply pipe – quote of £501.87 + VAT was **AGREED** with prospect of groundwork to be undertaken by Mr Chris Freeman at no cost to the Council
- Speed Management Measures – SCC to re-site existing posts and quotation to be reduced accordingly. Council **AGREED** an invoice for any sum less than original quote may be settled without further reference back.
- Netball equipment – installation was immanent.

Council resumed consideration of proposals carried forward from its last meeting viz. that the Sub Committee –

- *Request permission to install a practice cricket pitch on the Community Field (Approximate cost of £5,000 plus VAT).*  
Proposed by Cllr Turner, seconded by Cllr Strowger and **AGREED.**
- *Request permission to install a five-a-side football pitch on the Community Field. (Approximate cost of £1,800 plus VAT)*  
Cllr Swindell explained that approval for the installation of both pitches was sought on the basis that external funding will be sourced and the only cost to the Council will be the temporary cost of the VAT, to be reclaimed.  
Proposed by Cllr Turner, seconded by Cllr Strowger and **AGREED.**

To assist fund raising for maintenance of the Community Field:

- *Request permission from WPC to hold in the coming year a maximum of four car boot sales a year on the understanding that advertising will be limited to the immediate local area.*

Council discussed potential problems including the possible need for planning permission, insurance and additional damage caused by heavy use by vehicles. **NOT AGREED.** To be considered further at a later stage.

- *Request permission from WPC to hold one or more Village Fun Days a year on the Community Field.*  
Proposed by Cllr Paige, seconded by Cllr Clough and **AGREED.**
- Cllr Swindell tabled and introduced a planting plan as provided free of charge by Sue Townsend. Following discussion this was **AGREED.**
- Cllr Swindell reported that following a review it had been decided to maintain the practice of locking the Community Field gate every night. Additional volunteers were required to assist with this.

#### **11/25 Planning Applications and Decisions**

- Old School House, The Street – Council **NOTED** the granting of permission
- 14 Heath View, Westleton – Council **NOTED** no objections were raised
- Mill House, Dunwich Road, Westleton – Council **NOTED** no objections were raised
- Tractor Store at Roosters, Blythburgh Road, Westleton – Council discussed and raised no objections save that SCDC were to be asked to confirm such a development was permitted on agricultural land and require that the intended access route be strictly adhered to.
- 6 Heath View, Westleton – Council discussed and **AGREED** to support.

#### **11/26 Flying of Union Flag at Village Hall**

Cllr Caines introduced this item and following discussion it was **AGREED** that the flag should only be flown on appropriate special occasions. Cllr Holmes volunteered to deal with this and Cllr Swindell offered to assist.

#### **11/27 Cars Encroaching onto Village Green**

Cllr Caines introduced this item and enquired if it might be appropriate to consider the erection of low banks to prevent incursion by vehicles. The Chair indicated the matter was already under consideration by the Car Parking Sub Committee and it was **AGREED** to await their report.

#### **11/28 Youth Bus Visits – to review**

The Chair reported on the very low uptake and withdrawal of Middleton from the scheme which made it non-viable locally. It was **NOTED** with regret that the final visit from the bus would shortly take place.

#### **11/29 Correspondence**

- Letter from SCC – Consultation on Fire and Rescue Service – Cllr Paige to respond
- Communication from BFC re: possible location of storage container – to be considered at next meeting
- Consultation on Government proposals to provide for Community Right to Buy Assets – placed in round robin for information

- Consultation from National Grid on Underground Cables – Cllr Swindell had considered this matter and found no need for further deliberation or comment by Council.

**10/30 Date of Next Meeting**

Council **NOTED** that its next meeting will be on Monday 28 March 2011.

**10/31 Confidential Business**

Council reviewed the contractual payments made to the Clerk and following discussion **AGREED** to increase the payment under the first clause of 10.1 by £5 per month with effect from 1 March 2011.

The Chair introduced a recent circular from HMRC to all Parish Councils regarding PAYE arrangements for Council employees. Council **NOTED** that it was now required to register as an employer with HMRC and introduce a payroll system to deduct and remit Income Tax. It was **AGREED** the Chair should identify and retain a local accountancy firm to provide a cost effective solution and that the fees for this service would have to be met by the Council as employer. *(Exclusion provisions of The Public Bodies (Admission to Meetings) Act 1960 applied to this item)*

The meeting closed at 10 40 pm.

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**CC/18 March 2011**