

**Minutes of Westhall Parish Council meeting
Monday 4th July 2016 7.30 Westhall Village Hall**

Councillors Present: Mr P Langford (Chairman), Mr J Lickman, Mr K Studd, Mrs E Clark, Mrs L Studd (also as Clerk), and Mrs L McTaggart.

In Attendance: Cllr Tony Goldson (SCC)

Public Attendees: Mrs M Rogers, Mr C Baker, Mr A Cameron, Mr D Harvey, Mr M Barnes, Mrs A O'Connor, Mrs H Marr

1. **Apologies and acknowledgment of absences:** None
2. **Declaration of interests:** None
3. **Minutes of previous meeting:**
 - a. Resolution passed that minutes of 6th June meeting be accepted and signed.
 - b. Matters arising not listed as agenda items: Item 10 - Mrs Rogers had reported to SCC footpath bridge removal.
4. **Correspondence for information as listed on Agenda - significant dates or action required:**
 - a. bact community transport arrangements (01986 896896) - Connecting Bus 9.30-16.00 Fridays & Saturdays available to all at safe points along route, normal fares, concessionary passes accepted;
- Door to Door (formerly Dial-a-Ride) between 9.30-16.00 Thursdays, reasonable fares, concessionary passes not accepted, from home to destination within qualifying parishes, users must first register as 60 or over, under 18, partially sighted, wheelchair or mobility aid user, suffering from medical condition or allergy;
- Community Car Service 7 days a week on demand, return door-to-door service, fares dependent on mileage. **Action: Clerk to put notice & leaflets in Tony's Stores and Village Hall.**
 - b. Halesworth parishes meeting 13th July. **Action: Mr Lickman to attend and report on grant for Mill Common parking improvements.**
 - c. Consultation on improving countryside access. **Action: Clerk to obtain details from Mr G Harvey of recent Ramblers Assoc survey and respond by 24th July deadline.**
5. **Finance:**
 - a. Mr Langford agreed to replace Mrs Palin on bank mandate. **Action: Clerk.**
 - b. Barclays change of contact details signed to reflect change in Clerk. **Action: Clerk.**
 - c. Vertas 1st quarter invoice received for cutting Pleasure Ground, addressed to PC as Trustee landowner, authorised for payment. Cheque no. 100652 signed for £85.86. The charity 'Recreation Ground' is beneficial owner and so will reimburse £71.55 from reserves of approx. £1800. PC is entitled to reclaim the VAT. **Action: Clerk.**
6. **Planning - draft Waveney Local Plan:** Public attendees reported all Locks Road residents had added their objections to those lodged by PC about unsuitability of site behind Locks Road for development, primarily based on lack of infrastructure. Cllr Goldson confirmed existence of housing target for Suffolk but, given Westhall's view that site was unsuitable, he was confident sufficient sites existed elsewhere. Timing for next stage unclear. PC reiterated that, even if this site was included in Waveney Local

Signed (P Langford, Chairman):

Plan, would simply indicate potential availability for housing; owner would still need to obtain planning permission.

7. Topics for discussion:

- a. **Mill Common parking:** Site meeting between Waveney DC and Mill Common residents occurred and full £10,000 sought from WDC has been granted. When added to funds already awarded from Cllr Goldson's parishes budget, PC now has sufficient monies for SCC to improve safety by creating off-road parking. PC was asked to make a contribution, as other parishes benefitting from Cllr Goldson's parishes fund had done. Resolution passed that PC contribute £1000 (partly from savings achieved by not having to pay Clerk's salary). Cllr Goldson announced 10-12 Meadow Close layby would now also be included in SCC's works, creating further 4 spaces, as PC's contribution would reduce cost to £1500. Once PC is notified of works commencement date all affected householders will be informed, together with road closure and alternative parking arrangements. PC confirmed the parking improvements should address longstanding concerns about safety and congestion. **Action: (i) Clerk to chase payment from WDC (ii) Chairman to speak to Mark Kerridge SCC Highways to ensure bollards remain to prevent unauthorised parking on or damage to verges.**
- b. **Emergency Planning:** Details of how to register vulnerable residents are on parish website. Resolution passed (Chairman abstaining due to position as District Emergency Planning Officer) that PC produce an Emergency Plan, with details of farmers who can clear roads, local health workers etc. Local information previously collated needed to be updated and owners' consent obtained for inclusion in Emergency Plan. **Action: (i) Mrs Rogers to complete registration of vulnerable residents (ii) Chairman to send Mr Lickman template Emergency Plan for preparation of draft.**
- c. **SALC Waveney Area meeting 8th June:** Reported Mr Lickman had attended and reiterated objections re: Locks Road site.
- d. **Grass cut at Mill Common:** Reported completed by Mr McTaggart, and PC's strimmer was being serviced by Linstead Farm & Garden Machinery and would then be available to Mr McTaggart, PC paying for fuel. **Action: Clerk to send risk assessment rules to Chairman and Mr Lickman.**
- e. **Caravans on Playing Field:** Reported Chairman had met with Mr Finch of Community Council to discuss hire of Playing Field to South Suffolk Camping & Caravanning Club from 2pm Friday 22nd July - Saturday 6th August, and had agreed (i) PC could not obstruct access over car park but refuse skip will be sited on playing field not car park (ii) CC would bear cost of any damage to car park (condition to be recorded prior to event) (iii) any concerns / complaints must be made to CC not PC (iv) PC and CC to discuss future arrangements for maintenance of car park.
Cllr Goldson warned travellers might be attracted by caravanning event so temporary obstruction would be advisable immediately after the event. Chairman explained PC maintained car park each year out of precept paid by parishioners as part of Council Tax. PC can only raise more money by increasing every parishioner's precept, regardless of whether they use car park. PC therefore intended to explore payment by CC of annual maintenance contribution, funded out of its receipts for hiring out Village Hall, so those who used car park would help pay for its upkeep. A proposal would be put to CC.
Action: (i) Chairman and Mr Lickman to assess pre-22nd July car park condition and address preventative action against travellers (ii) Chairman and Clerk to review past

car park accounts (iii) car park maintenance arrangements for Sept Agenda

- f. **Appointment of PC as Trustee of charity 'Recreation Ground':** Resolution passed that PC be added as Trustee. Reported resignation of PC councillors as Trustees, obviating need for Trustee alterations when councillors resign.
- 8. **Vacancies:**
 - a. **Parish councillor:** Mr Baker expressed willingness to support PC. Proposed by Mr Lickman, seconded by Mrs Clark, that Mr Baker be co-opted onto PC. **Action: Clerk.**
 - b. **Clerk's position:** Taken by Mrs Studd (unpaid role as she is an elected councillor). Clerk and parish website training booked at SALC. Mrs Rogers thanked by PC for her 14 years of service and presented with flowers.
 - c. **Allotment inspection:** Mrs McTaggart to assist Mrs Clark with inspections.
- 9. **Roads & Footpaths:** Public attendees reported serious flooding in Hares Lane during abnormally heavy rain (ditches previously cleared but were higher than road), and deep pothole in layby on Butts Road. **Action: Chairman to report to Mark Kerridge, SCC Highways.**
- 10. **Reports from WDC/SCC and Suffolk Police:** Cllr Goldson reported restoration of 1hr free parking in Halesworth probably from 1st August, costing annual £10,000 from his budget, Town Council and local businesses. Parishes would be asked to contribute in future. Devolution would impact on housing, highways and health and more should be known by October.
- 11. **Any other business:** PC reported ditches being dug at Cox Farm Bungalow for foul and surface water drainage, presumed to be in preparation for planning application as existing drainage arrangements would not accommodate any increased housing. No planning application yet lodged.
- 12. **News items for HCN:** Objections to Locks Road site, Mill Common parking grant, caravanning event, appointments of Councillor and Clerk.
- 13. **Next meeting:** 5 September 2016 7.30pm (no August meeting).

Meeting closed at 8.45pm.

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