

**Minutes of Westhall Parish Council  
Monday 9th July 2018 7.30 Westhall Village Hall**

Councillors Present: Mr P Langford (as Chairman), Mr J Lickman, Mr C Baker, Mrs E Clark, Mrs L McTaggart, Mr K Studd, Mrs L Studd, Mrs A Donnachie (Clerk)

In Attendance: Cllr T Goldson, Members of the public

1. **Apologies and acknowledgment of absences:** None
2. **Declarations of pecuniary and non-pecuniary interests:** None.
3. **Minutes of previous meeting:** Resolution passed minutes of Annual Parish and AGM on 14th May 2018 meeting are correct record. **Action: Clerk to prepare these for signature by Chairman**
4. **Chairman and Clerk's report on progress of actions from previous meeting(s):** all actions completed but following noted:

**Item 8d (10 July 2017) Defibrillator:** Six people will be trained on the defibrillator from the PC and Community Council (CC), which will include routine maintenance of the equipment. Application for funding to Temporis Wind Turbine Fund to be completed by George Harvey, a member of the CC, and to be submitted online. John Lickman will approach Adnams' Community Trust in conjunction with the application to Temporis. Cost expected to be £1800 including VAT for gold standard unit including training costs plus Chairman has allowed £200 for electrical installation work. If unit located at Westhall Village Hall then PC with Westhall CC to look into sharing insurance and running costs. The amounts below are what we will request from the various funds. Breakdown £1000 Temporis Wind Turbine Fund; £300 Adnams' Community Trust; £500 from Cllr Goldson of Waveney District Council and balance from Westhall Parish Council. The funding might have to alter depending on the amount provided. **Action: Chairman to contact Halesworth Town Clerk to ascertain the running costs for their unit located at the Town Centre Car Park**

**Item 5a (13<sup>th</sup> November) Allotments:** Received allotment rental of £3.00 from Mr Shaun Darch who has taken on the whole of plot 2 at Locks Road (ie 2a and 2b) for the remaining half year.

**Action: Clerk to bank allotment rental.**

**Item 7 (14th May 2018) Waveney Local Plan:** Chairman has submitted Representation Form on the Waveney Local Plan and setting out what changes need to be considered to make the Local Plan legally compliant or sound:

- Number of dwellings should be reduced to reflect the existing housing density. The PC comments to the Draft Plan, following a council meeting, suggested that up to 14 dwellings (from the original proposal) could be built providing that the infrastructure was improved.
- Infrastructure developments should be categorised at 'Critical' meaning that without the improvements, development is unable to take place.
- The 'Critical' infrastructure to include sewerage, surface water drainage, water supply, road improvements.
- Majority of the development to face to the north over open field with tree and hedge screening to blend with rural landscape.
- Development to provide mix of affordable housing and starter homes.

**Action: Clerk to circulate copy of Representation Form to Parish Councillors**

5. **Finance:**

- a. **Revised Reserves Policy:** Proposed removal from the Reserves Policy of allotment costs (responsibility of Recreation Ground), devolution costs (due to Westhall's limited infrastructure) and the increase of asset acquisition allowance were approved and the policy revised. The reserves policy will require to be reviewed annually.
- b. **GDPR situation:** Data Protection Bill awaited obviating need for PC to appoint data protection officer. PC holds very limited personal data, ie contact details of allotment holders and of Emergency Plan volunteers, and have consent for this as residents themselves provided contact details. PC minutes never record personal data of members of public in attendance. Due to limited amount and function of data held PC does not need to maintain Information Asset Register, but PC will continue annual registration as a 'data controller' with ICO. **Action (in future as appropriate): Clerk to delete contact details for allotment holders who do not renew in November, and for any Emergency Plan volunteer who withdraws.**
- c. **Financial Regulations:** Approved as drawn.
- d. **Standing Orders:** Approved as drawn.
- e. **Cheques signed to:** East Anglia's Children's Hospices (EACH) £50; Linstead Farm Machinery £604 (incl. VAT) for Strimmer; Clerk £181 as salary for July & August; Due to change in their billing procedures retrospective authorisation for higher cheque payment to Vertas of £148.52 (incl. VAT) for Pleasure Ground grass cutting (to be reimbursed by Recreation Ground Charity).

**6. Correspondence:**

- a. Letter from organisers of Latitude Festival 2018 with information which could affect locals. **Action: Clerk to display this on Notice Board at Tony's Store.**
- b. Communication from Local Government Boundary Commission at East Suffolk District Council regarding the Electoral Review: On 1st April 2019 Waveney DC and Suffolk Coastal DC will merge to become East Suffolk DC. The Boundary Commission are proposing to alter some of the Ward boundaries (but not Parish boundaries) so that the number of Councillors will reduce from 90 to 55 as part of the merger.

**7. Reports from other organisations:**

Cllr Tony Goldson spoke on the proposed joining of Waveney District Council with Suffolk Coastal as of May 2019. He will keep us updated on future developments.

**8. Any items of information:**

- a. **Speeding:** We take the issue of speeding in the village seriously and have recently reported one of the school bus drivers for disregarding the speed limit and driving without regard for other road users. The Parish Council has asked landowners to cut back foliage that obscures any signs and will continue to monitor progress.
- b. **Sunnyside Farm:** The Leylandii hedge at Sunnyside bungalow that encroaches onto the road and may be causing drainage problems has been reported to Suffolk Highways. They are investigating the issues, will update the Council shortly and we will then decide whether the Parish Council or Suffolk Highways should take appropriate action. **Action: Chairman to update WPC know when responses received.**
- c. Concern raised about overgrown footpaths. Council have informed Chairman that cutting is due to start shortly as pavements due for weed spraying as per twice yearly programme.
- d. Overgrown hedge bordering the Village Community Hall and The Racehorse Inn noted. **Action: Clerk to ascertain who is responsible for this hedge from title deeds we hold.**
- e. **East Suffolk Rest Centre exercise:** Westhall Community Emergency Planning Group has been asked to participate in an exercise run by Emergency Planning on 25 Oct. Location to be determined (but will not be Westhall).
- f. **Reminder to Mr Bob McTaggart** who kindly cuts the hedges and verges with our new strimmer, to present his invoice for reimbursement of fuel costs.

9. **News items for Halesworth Community News:** Footpaths - Weed Spraying due to take place shortly; Representation on Waveney Local Plan - Number of new dwellings should be reduced to reflect the existing housing density subject to infrastructure improvements prior to build. Development should blend into the rural landscape and include a mix of affordable and starter homes; Racehorse Inn (Closed) - Has been registered as an Asset of Community by the PC on behalf of the Westhall Racehorse Pub Community Group.
10. **Meetings for 2018:** 7.30pm Monday 10<sup>th</sup> September and 12<sup>th</sup> November.

Meeting closed at 8.30pm.

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