

WALBERSWICK PARISH COUNCIL

NOTICE OF MEETING

Dear Councillors

You are summoned to an extraordinary meeting of Walberswick Parish Council on **Tuesday 16th October 2017 at 7.15pm in the Annex of the Village Hall**. Plans that accompany Planning Applications will be available to view from 7pm

Yours faithfully



Clerk/RFO to Walberswick Parish Council

1. **Chairman's welcome**
2. **To consider and approve any apologies for absence.**
3. **Declaration of Interest and Requests for Dispensation:** Councillors to declare any interests. Notwithstanding this item Members may declare an interest at any point in the Meeting.
4. **Open Forum:** The Chairman will open the Meeting for no longer than 15 minutes for members of the public to be invited to give their views on issues on this agenda or raise issues for future consideration in accordance with S.O. 3f – 3k. Members of the public may not take part in the Parish Council meeting itself.
5. **To receive report from County Councillor Richard Smith**
6. **To consider the Minute of the Meeting of 5th September 2017** for accuracy and for the Chairman to sign as a true record.
7. **Finance Matters**
 - a) **To consider payments on the Authorisation to Pay Sheet** (*Attached*)
 - b) **To adopt changes to the budget for 2017/18 following review at meeting of 5th September 2017.** (*attached*)
 - c) **RFO to report current bank balance and to present bank reconciliation.**
 - d) **To change financial admin support to R Towler Accounting Services at same cost of £50.00 per month**
 - e) **Safety matting on the Green play area** – quotes to be considered for new surface matting on the Village Green play area.
 - f) **To nominate a Councillor who is not a bank signatory to carry out a review of the Council's financial administration.** Councillor Sutherland-Rogers is eligible.
8. **Council to Review the following:**
 - a) **Council's Financial Standing Orders** (*Attached*)
 - b) **Register of Assets** (*Attached*)
 - c) **Financial Risk Assessment** (*Attached*)
9. **Reports**
 - a) **Heritage Hut and Scroll Committee** – Standing Orders suspended for Bill Ungless to update Council and to take instruction if necessary. (*Paper attached*)

- b) Footpaths – Councillors Sutherland–Rogers and Mackay. Additionally to authorise these Councillors to report obstructions/health and safety issues directly to SCC via the website; Clerk to be copied in.
- c) Property – Councillor Richardson
- d) Highway Matters, traffic management and Car Parks – Councillor Bassinette
- e) Playing field/Playground – Councillor Sutton

10. Walberswick Common Lands Charity

- a) Speed Indicator Display (SID) (*Paper attached*). WCLC proposes to provide the village with a SID and wish to consult WPC on managing the process by establishing a group of Councillors and Trustees to agree the location and design of the equipment. (*Meeting to adjourn to allow James Darkins to speak*)
- b) Nominative Trustee appointment from WPC

11. In order to connect WPC to a wider local government community to elect a Councillor to represent Walberswick PC at the Suffolk Association of Local Councils (SALC), to attend the AGM at Blackbourne Community Centre, Elmswell on 7th November 2017 buffet at 5.45pm. Additionally to attend 4 area meetings each year at Stratford St Andrew.

12. **Litter in the village.** A villager has suggested more bins be installed to prevent unsightly littering. Councillors to discuss whether this is a solution. Additionally to discuss arranging litter picks by Councillors and villagers on a regular basis.

13. **Walberswick WI proposal for planting crocus and snowdrops at Lodge Road Green** as part of it's centenary celebrations. To enable the area to be improved and flora to flourish the Holm Oak hanging over the green needs to be lopped. Measures to prevent ingress by vehicles also to be considered.

14. **Data Protection Officer** – Clerk to report on seminar held at Salc office on 10th October and to discuss HMG proposal to enforce a referendum on PCs before Precept can be raised by over a certain percentage.

15. **Exempt Business.** "To pass a Resolution in Accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business – namely the Clerk's salary, conditions and welfare".

16. Planning

a) **Planning Application ref DC/17/3971/FUL.** A single-storey extension to form a sitting room area at Hoist Wood House The Street Walberswick Suffolk IP18 6UX

PAG Report

Hoist Wood House is in a cul-de-sac south of The Street at the extreme west end of the Village. It is a part single, part two storied, three bedroom, brick and pantiled house. The proposal is for an additional single storied ground floor sitting room with a hipped roof. All the materials are to match the existing house, and the extension is separated from the adjoining field by a wooded strip.

The PAG have no objections to this modest proposal. One of our members opted out of the discussion of the application as having an interest.

b) **Planning Application ref: DC/17/3887/FUL Tamarisk The Green Walberswick (PAG Report awaited)**

c) **Local Plan Review: Report of SCDC Briefing Meeting – Councillor Bassinette**

Date of Next Meeting: Monday 11th December 2017 (No meeting in November)

Report from the Heritage Hut/Scroll Advisory Committee to the WPC October 6, 2017

The Committee met on 4 October at the Heritage Hut. Attending were Bill Ungless, Chairman, Jeremy Solnick, Jon Winyard, Pat Lancaster and Josie Bassinette.

The Committee had before it the Surveyor's Report from Brian Morton provided by the WCLC as well as a letter from WCLC Chairman, James Darkin. The Committee is extremely grateful to WCLC for undertaking the survey and for their letter clearly setting out what role the WCLC would be willing to take on if requested.

In light of these documents, and discussions to date, the Committee would like to recommend the following to the WPC for their consideration and decisions, as appropriate.

1. Handling of Funds

The Committee noted that WPC is still working with HSBC to open up a dedicated account for the holding of funds earmarked for the HH renovation. To date, there are committed funds from Exemplar and from East of England Co-op. There is also a pledge from Le Roux Trust and smaller donations already received.

In terms of overall financing, under present circumstances, there appear to be sufficient funds for the renovation from the sources noted above. However, depending on the final design, decoration and necessary equipment and fixtures, additional funds may be required. It is assumed by the Committee that these funds would be provided through the WCLC and/or the WPC. This would be decided at a later point.

2. Implications of the survey report

The Committee noted that the Surveyor's Report confirmed that there were no unknown structural problems in the main hall or with the trees around the Hut. The report also reconfirmed that there are a number of issues associated with the structure of the storage section at the back at hut. We will come back to this in the following section on our proposal for the use of the hut and renovation plans.

3. Preferred Use of the Hut

After deliberations of the Committee, earlier discussions with the WPC and also reflecting on the letter from the WCLC, the Committee would like to recommend to the WPC the following uses of Hut following its renovation:

- (i) In the back section, which would be separate, secured and with limited access:
 - a. the storage and easy retrieval of critical and particularly historically significant archives and documents of three village organizations: the WPC, the WCLC and History Group. Excess documentation would be digitalized, stored or archived, as appropriate, in off-site locations at the discretion of each organization.
 - b. Shared office equipment for the business use of the WPC and WCLC Clerk's (and other village organizations to be agreed): a high capacity printer, scanner, password protected high speed broadband access, landline and wi-fi connectivity. Each organization would provide their

- own laptop computer.
- c. An appropriate work station to be shared by the Clerks to allow them to work from the Hut as appropriate.
- (ii) In the back section, accessible from the Main Hall:
 - a. A small sink (for coffee/tea/water), but no toilet given the lack of space and proximity of the public toilets outside the Village Hall
 - b. An emergency egress if required by building regulations.
- (iii) In the Main Hall:
 - a. The permanent protection and display of the Walberswick Scroll in a new and appropriately protective display case.
 - b. A meeting table for 10 at which: village organizations can hold meetings, Clerks can meet with members of the public by previous arrangement, History Group Archivist can work and share historical documents with interested members of the public.
 - c. Approximately 25 stackable chairs for use at meetings.
 - d. Use by organized school groups as an informal classroom on visits to Walberswick.
 - e. No commercial/private use would be permitted.

4. Preferred Overall Design and Renovation In light of the Surveyor's Report and the preferred use of the Heritage Hut, the Committee would like to recommend the following:

- (i) The back section should be torn down and replaced to make the look more pleasing, to maximize and protect stored materials, have an appropriate work station, and accommodate sink and emergency egress.
- (ii) The Committee will do a redesign on these principles, with the final design to be agreed as noted in sections below.
- (iii) Although the trees in front do not pose a structural issue, some trimming by a qualified tree surgeon would be recommended.
- (iv) The Main hall would remain as much unchanged as possible with consideration given to how it could be heated for year round use.

5. Management, Maintenance, Operations and Governance

- (i) The Committee recommends that the WCLC be made responsible for the Management (ie booking), Maintenance and Operations of the HH under a 10 year, extendable, arms-length lease from the WPC to be agreed. Under this arrangement, the Committee would recommend that:
 - a. The WCLC take responsibility for contracting and managing the renovation work
 - b. The WCLC take responsibility for the maintenance of the HH
 - c. The WCLC take responsibility for the Operations of the HH including a booking system for the Clerks work station, meetings with the public and meeting schedules.
 - d. Operating costs would be shared by the organizations using the HH on a formula to be agreed with the expectation that this would be underwritten by the WCLC and the WPC.
- (ii) The Committee recommends that the Governance structure for the HH consist of representatives from 4 organizations – WPC, WCLC, History Group and a member of the HH Advisory Committee with knowledge of the Scroll. This group would propose the final design specifications of the HH based on the overall uses of the Hut proposed above. Final approval of the design and overall cost would rest with the WPC and the WCLC.

6. Insurance: Currently, WPC has insured the Scroll for repair. A decision will need to be taken if insurance for the value of the scroll in case of loss (fire/flood) should be obtained. The Committee noted that actions had been taken by the WPC Clerk and members of the Committee to seek out how such a valuation could be done.

6. Easement: The Committee notes that the passage between the Hut and the adjoining shop has been informal to date and suggests that this be made permanent, and registered.

7. Next steps:

- (i) This report, and the recommendations contained therein should be considered at the upcoming meeting of the WPC. Decisions should be recorded in the WPC Minute of Meeting.
- (ii) With approval of the WPC, the Committee will do a new sketch of the HH on the principles of use above.
- (iii) With the approval of the WPC, the Committee will consult with the adjoining owner on the easement issue.
- (iv) With the approval of the WPC, the Committee will report back to the WCLC and seek their agreement with these proposals.
- (v) Once both WPC and WCLC agree with these proposals, an extendable, arms-length Lease agreement should be drawn up between solicitors selected by the WPC and the WCLC.
- (vi) Before any private monies are accepted, the solicitors of the WPC and the WCLC should also make recommendations about the receipt of the funds taking into consideration issues such as Gift Aid.