

# WALBERSWICK PARISH COUNCIL

## NOTICE OF MEETING

Dear Councillors

You are summoned to attend a meeting in the committee room of the Village Hall Annexe on Monday 6th March 2017 at 7.15pm in the annex of the Village Hall.

Yours faithfully



Mary Mitson-Woods

Clerk to the Council

Dated: Wednesday 22nd February 2017

### AGENDA

1. **Chairman's welcome**
2. **To confirm the Appointment of Mrs Mary Mitson-Woods as Clerk and Responsible Finance Officer to the Council.** Councillors to exchange WPC Letter of Offer and Contract with Mrs Mary Mitson-Woods
3. **To consider and approve any apologies for absence**
4. **Declaration of Interest & Requests for dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests & consider requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
5. **To consider the Minute of the meeting held on 23<sup>rd</sup> November for it's accuracy and for the Chairman to sign as a true record.**
6. **Open Forum:** The meeting will recess for no more than 15 minutes. Members of the public are invited to give their views on issues on this agenda only 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.
7. **County Council and District Council reports:** To receive reports from County Cllr. Gower and District Cllr. Catchpole.
8. **Finance:**
  - a) To receive a report from the RFO on the current financial situation and to note the current bank balances & approve bank reconciliation. To note VAT reclaim. (*Statement of accounts attached*)
  - b) To resolve to close bank account number 07147051 at Lloyds Bank.
  - d) To approve payments on the Authorisation to Pay Document – previously circulated.
  - e) To confirm that Councillor Catchpole has carried out internal financial review according to Financial Standing Orders. (*Circulated*)
  - f) To confirm the Suffolk Association of Local Councils as Internal Auditor for the year ending March 31st 2017.
  - g) RFO to report on receipt of Conclusion of Audit from BDO, the Council's External Auditors, for the year ending 31st March 2016 and to consider the Issues Arising Report. BDO have asked WPC to hold a meeting before 9th March 2017 with 7 clear days' notice advertised on the Notice Board and Website. (*BDO Issues Arising Report and RFO recommendation report attached*)

9. **Planning Matters:** To consider a response to:-

**1. Application DC/17/0318/FUL** Alterations and extensions to existing detached single dwelling house including loft conversion with new rear dormer window, rebuilding of existing side extension in larger form, replacement of existing front porch with larger version, new pattern of new and replacement windows throughout, demolition of one existing chimney, addition of raised rear and side terrace, new parking area and new vehicular access from Street at Crestholme The Lea Walberswick for Mr and Mrs Bullmore.

**2. Application DC/17/0337/VOC** Variation of condition No 2 of DC/16/2507/VOC – variation of condition No. 2 on Planning Permission DC/15/1756/FUL – amendments to design. Mallards and Mirna Manor Close Walberswick.

These items will include considering advice from PAG.

**10. To consider a request from a parishioner for WPC to provide community sandbags** for those who are vulnerable to flooding, either be stored centrally so people could collect them when needed or each household be provided with sandbags to be used in an emergency. *(Email attached)*

**11. Walberswick Scroll and Heritage Hut Papers received from Scroll Committee for grant application to Enabling Communities Exemplar Fund.**

**12. Gorse clearance and ongoing maintenance on the playing field** *(Email from Matthew Whetmore attached)*

**13. Walberswick Annual Summer Fete Saturday 26th August 2017.** The Chairman of the Committee, Clive Brynley-Jones, asks for permission from WPC to use the Green on the day and the Heritage Hut for the preceding week for storage and as HQ on the 26th.

**14. To fill vacancies on the Parish Council**

a) To co-opt to the Vacancy declared in January 2017 as no Poll was requested. Councillors to consider applicants and resolve to co-opt.

b) To declare Casual Vacancies to the 4 remaining vacancies to bring the Council to full strength.

**15. To set a schedule of Council meetings for 2017 to May 2018**

May 15th 2017 (Annual Parish Council Meeting)

July 17th 2017

October 18th 2017

January 15th 2018

March 19th 2018

May 21st 2018 (Annual Parish Council meeting)

**Annual Parish Meeting: Thursday 13th April 2017**

**Date of Next Meeting: Annual Parish Council Meeting 15th May 2017**