

**WALBERSWICK PARISH COUNCIL**

**Clerk:** Mark Knight : [walberswickclerk@gmail.com](mailto:walberswickclerk@gmail.com)

**NOTICE OF MEETING**

Dear Councillors:

You are summoned to a meeting of Walberswick Parish Council on Monday 15 May 2023 at 7pm.

Members of the public who are interested in attending the meeting remotely should email [andrew.wpcouncillor@gmail.com](mailto:andrew.wpcouncillor@gmail.com) BEFORE 5 pm on the day of the meeting for connection details.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Mark Knight', written in a cursive style.

Clerk to Walberswick Parish Council  
Tuesday 9<sup>th</sup> May 2023

Note: This meeting is subject to the WPC Protocol for Reporting of meetings and therefore may be recorded. The full protocol and all the meeting associated papers can be viewed at:  
<http://walberswick.onesuffolk.net/walberswick-parish-council/>

Walberswick PC Agenda 15/05/2023

1. **To elect the Chair of the Council for the year 2023/4 and for that person to sign the Acceptance of Office for the role of Chair.**
2. **To elect the Vice-Chair of the Council for the year 2023/4 and for that person to sign the Acceptance of Office for the role of Vice-Chair.**
3. **Chair's welcome.**
4. **To consider and approve any apologies for absence.**
5. **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.
6. **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.
7. **To receive a report from County Councillor Richard Smith** (If present)
8. **To receive a report from East Suffolk District Councillor David Beavan** (if present).
9. **Planning** (*See East Suffolk District Council planning website for details of planning applications for items below <https://publicaccess.eastsuffolk.gov.uk/online-applications/> (1 report attached).*)
  - 9.1. Applications for consideration
 

9.1.1. Village Hall Car Park, The Street	DC/23/1423/FUL
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10. **To consider the Minutes of the Meetings of 17<sup>th</sup> April 2023 for accuracy** and for the Chairman to sign as a true record
11. **Finance Matters 2023/4** (*6 reports attached*)
  - 11.1. Approve items on the Authorisation to Pay Sheet
  - 11.2. Review bank receipts/budget & payments/budget as at (31 March 2023)
  - 11.3. Approve bank reconciliation (to 31 March 2023)
  - 11.4. To approve the Asset Register (to 31 March 2023)
  - 11.5. To confirm the Council's arrangement for insurance
  - 11.6. Confirm that expenditure incurred under s.137 of the Local Government Act 1972 is separately recorded in the accounts
  - 11.7. To agree a date to Review Internal Audit Report & Approve Annual Return.

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**12. Agree the 2023/4 meeting calendar (1 report attached)**

**13. To consider use of the General Power of Competence.**

**14. Councillors to be appointed to outside bodies:**

- 14.1. Suffolk Association of Local Councils**
- 14.2. Village News**
- 14.3. Heritage Hut Management Committee**
- 14.4. B1125 Working Group (associated with Sizewell C)**
- 14.5. Harbour Management Committee Advisory Group**
- 14.6. Southwold to Walberswick Flood and Coast Board**
- 14.7. Village Hall Committee**

**15. Councillors to be appointed for areas:**

- 15.1. Footpaths and Highways**
- 15.2. Playing Fields and Greens**
- 15.3. GDPR, Website & SALC**
- 15.4. Sizewell C and other Energy and Infrastructure Projects**
- 15.5. Village News**

**16. To appoint Councillors, review delegation-arrangements and Terms of Reference for Working Groups and Committees:**

- 16.1. Planning Advisory Group**
- 16.2. Scroll Advisory Group**
- 16.3. Employment Committee**
- 16.4. Safety Committee**
- 16.5. Neighbourhood Development Plan Steering Group**

**17. Policy Review:** (Please follow this link for details and copies of all policies

<http://walberswick.onesuffolk.net/walberswick-parish-council/policies-and-publications/>)

- 17.1. To consider and approve the Standing Orders**
- 17.2. To consider and approve the Financial Regulations**
- 17.3. To consider and approve the Complaints Procedure**
- 17.4. To review and confirm the Council's obligations under the Freedom of Information and Data Protection Acts are being met**
- 17.5. To consider and approve the policy for dealing with press and media**
- 17.6. To consider and approve all employment policies and procedures**

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**17.7. Review of arrangements including legal agreements with other local authorities and not for profit bodies**

**17.8. To consider and approve the Code of Conduct**

**18. Confirm Membership of:**

**18.1. Suffolk Association of Local Councils**

**18.2. Staff Subscriptions**

**18.3. Information Commissioner's Office**

**19. Oral updates from Councillors on areas of responsibility if relevant**

**19.1. Footpaths and Highways**

**19.2. GDPR, SALC & Website**

**19.3. Playing Fields and the Green play area**

**19.4. Harbour Management and Car Parks**

**19.5. Sizewell and other power related development**

**19.6. Neighbourhood Development Plan**

**19.7. Village News**

**20. To consider permission for use of a Walberswick Scroll image by the Fete Committee**

**21. Oral Committee reports if relevant**

**22. Co-Option of Councillors**

**23. Clerk's Report (1 report attached)**

**24. Matters Arising**

**25. Date of Next Meeting: Monday 12th June 2023 at 7pm**

Councillors to forward any matters for the next Agenda to the Clerk by end of day Friday 3<sup>rd</sup> June 2022

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