

WALBERSWICK PARISH COUNCIL

Clerk: Mark Knight : clerk@walberswick-pc.gov.uk

NOTICE OF MEETING

Dear Councillors:

You are summoned to the Annual Parish Council Meeting of Walberswick Parish Council on Monday 13th May 2024 at 7pm.

To be held at the Heritage Hut, The Green, Walberswick, IP18 6TT

Members of the public who are interested in attending the meeting remotely should email a.lewis@walberswick-pc.gov.uk BEFORE 6pm on the day of the meeting for connection details.

Yours faithfully



Clerk to Walberswick Parish Council
Tuesday 7th May 2024

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 13/05/2024

1. **To elect the Chair of the Council for the year 2024/5 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 2024/5 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/>*)
 - 9.1. To note the decisions made under delegated authority (*1 report attached*)
 - 9.1.1. Millside, The Street DC/24/0825/AME
 - 9.2. Applications for consideration (*1 report attached*)
 - 9.2.1. Herons, Church Field DC/24/1242/FUL
10. **To consider the Minutes of the Meetings of 15th April 2024 for accuracy** and for the Chair to sign as a true record
11. **Finance Matters 2024/5** (*5 reports attached*)
 - 11.1. Review & Approval of Payments
 - 11.2. Review bank receipts/budget & payments/budget as at (31 March 2024)
 - 11.3. Approve bank reconciliation (to 31 March 2024)

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- 11.4. Review & Approval of the Asset Register (31 March 2024)
 - 11.5. Interim review of insurance cover (31 March 2024)
 - 11.6. Confirm that expenditure incurred under s.137 of the Local Government Act 1972 is separately recorded in the accounts
 - 11.7. Approval of Use of Bank Direct Debits (2024/5)
12. To approve the Financial Risk Assessment to 31st March 2025 (*1 paper attached*)
13. Agree the 2024/5 meeting calendar (*1 report attached*)
14. To confirm use of the General Power of Competence.
15. Councillors to be appointed to outside bodies:
- 15.1. Suffolk Association of Local Councils
 - 15.2. Village News
 - 15.3. Heritage Hut Management Committee
 - 15.4. B1125 Working Group (associated with Sizewell C)
 - 15.5. Harbour Management Committee Advisory Group
 - 15.6. Southwold to Walberswick Flood and Coast Board
 - 15.7. Village Hall Committee
16. Councillors to be appointed for areas:
- 16.1. Footpaths
 - 16.2. Highways
 - 16.3. Playing Fields and Greens
 - 16.4. GDPR, Website & SALC
 - 16.5. Sizewell C and other Energy and Infrastructure Projects
 - 16.6. Village News
 - 16.7. Village Hall
17. To appoint Councillors, review delegation-arrangements and Terms of Reference for Working Groups and Committees:
- 17.1. Planning Advisory Group
 - 17.2. Scroll Advisory Group
 - 17.3. Employment Committee
 - 17.4. Safety Committee
 - 17.5. Neighbourhood Development Plan Steering Group
18. Policy Review:

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- 18.1. To consider and approve the **Standing Orders** (Available on website)
- 18.2. To consider and approve the **Financial Regulations** (Available on website)
- 18.3. To consider and approve the **Complaints Procedure** (Available on website)
- 18.4. To review and confirm the Council's obligations under the **Freedom of Information and Data Protection Acts** are being met
- 18.5. To consider and approve the **policy for dealing with press and media** (Available on website)
- 18.6. To consider and approve **all employment policies and procedures** (Available on website)
- 18.7. **Review of arrangements including legal agreements with other local authorities and not for profit bodies**
- 18.8. To consider and approve the **Code of Conduct**
- 18.9. To consider and approve an **updated Publication Scheme** (1 report attached)
- 18.10. To consider and approve an **updated Holiday leave and absence policy** (1 report attached)

19. Confirm Membership of:

- 19.1. **Suffolk Association of Local Councils**
- 19.2. **Staff Subscriptions**
- 19.3. **Information Commissioner's Office**

20. Oral updates from Councillors on areas of responsibility if relevant

- 20.1. Footpaths
- 20.2. Highways
- 20.3. GDPR, SALC & Website
- 20.4. Playing Fields and the Green play area
- 20.5. Harbour Management and Car Parks
- 20.6. Sizewell and other power related development
- 20.7. Neighbourhood Development Plan
- 20.8. Village Hall and Heritage Hut
- 20.9. Village News

21. Oral Committee reports if relevant

22. Clerk's Report (1 report attached)

23. Matters Arising

24. Date of Next Meeting: Monday 10th June 2024 at 7pm

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Councillors to forward any matters for the next Agenda to the Clerk by end of day Friday 31st May 2024

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