

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 12th May 2025 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

A handwritten signature in dark ink, appearing to be 'Mark Knight', with a long horizontal stroke extending to the right.

Clerk to Walberswick Parish Council
Tuesday 6th 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 12/05/2024

1. **To elect the Chair of the Council for the year 2025/6 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 2025/6 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/> (4 reports attached).*)
 - 9.1. Applications for consideration
 - 9.1.1. Herons, Church Field DC/25/1401/FUL
 - 9.1.2. Box Bush, Seven Acres Lane DC/25/1523/VOC
 - 9.1.3. Reydon AD Plant, Adnams Eco Distribution Centre, Southwold SCC/0118/24W
 - 9.1.4. Proposal for Temporary Site Adjacent to Caravan Site DC/25/1755/P4BC
10. **To consider the Minutes of the Meetings of 14th April 2025 for accuracy** and for the Chair to sign as a true record
11. **Finance Matters 2024/5** (*5 reports attached*)
 - 11.1. Review bank receipts/budget & payments/budget as at (31 March 2025)
 - 11.2. Approve bank reconciliation (to 31 March 2025)
 - 11.3. Review & Approval of the Asset Register (31 March 2025)

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- 11.4.** Interim review of insurance cover (31 March 2025)
- 11.5.** Approval of Use of Direct Debit Payments (2025/6)
- 11.6.** Review & Approval of Payments

12. To approve the Financial Risk Assessment to 31st March 2026 *(1 paper attached)*

13. Agree the 2025/6 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:

- 18.1.** To consider and approve the Standing Orders (Available on website)

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- 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** (Available on website)
- 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** (Available on website)
- 18.8. To consider and approve the Code of Conduct** (Available on website)
- 18.9. To consider and approve the Publication Scheme** (Available on website)
- 18.10. To consider and approve the Holiday leave and absence policy** (Available on website)
- 18.11. To consider the Policy Review Schedule** (*1 paper attached*)

19. Confirm Membership of:

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

20. To consider a response to the Making of an Article 4 Direction in Walberswick (*1 paper attached*)

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

- 21.1. Village News**

22. Oral Committee reports if relevant

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

24. Matters Arising

25. Date of Next Meeting: Wednesday 13th June 2025 at 7pm

Councillors to forward any matters for the next Agenda to the Clerk by end of day Friday 6th June 2025

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