

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 11th May 2026 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 5th May 2026

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 11/05/2026

1. **To elect the Chair of the Council for the year 2026/7 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 2026/7 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** (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/> (3 reports attached).*)
 - 9.1. Applications for consideration

9.1.1.	2 Church Lane Walberswick	DC/26/0599/FUL
9.1.2.	Hunters Moon, Church Field	DC/26/1378/FUL
9.1.3.	Hérons, Church Field	DC/26/0025/REFUSE
 - 9.2. To consider a response to the Camp Site application (*2 reports attached*)
10. **To consider the Minutes of the Meetings of 13th April 2026 for accuracy** and for the Chair to sign as a true record
11. **Sizewell C Transport issues, including B1387 closure.**

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12. Finance Matters 2026/7 (5 reports attached)

- 12.1.** Review bank receipts/budget & payments/budget as at (31 March 2026)
- 12.2.** Approve bank reconciliation (to 31 March 2026)
- 12.3.** Review & Approval of the Asset Register (31 March 2026)
- 12.4.** Interim review of insurance cover (31 March 2026)
- 12.5.** Approval of Use of Direct Debit Payments (2026/7)
- 12.6.** Review & Approval of Payments

13. To approve the Financial Risk Assessment to 31st March 2027 (1 paper attached)**14. Agree the 2026/7 meeting calendar (1 report attached)****15. To confirm use of the General Power of Competence.****16. Councillors to be appointed to outside bodies:**

- 16.1.** Suffolk Association of Local Councils
- 16.2.** Village News
- 16.3.** Heritage Hut Management Committee
- 16.4.** B1125 Working Group (associated with Sizewell C)
- 16.5.** Harbour Management Committee Advisory Group
- 16.6.** Southwold to Walberswick Flood and Coast Board
- 16.7.** Village Hall Committee

17. Councillors to be appointed for areas:

- 17.1.** Footpaths
- 17.2.** Highways
- 17.3.** Playing Fields and Greens
- 17.4.** GDPR, Website & SALC
- 17.5.** Sizewell C and other Energy and Infrastructure Projects
- 17.6.** Village News
- 17.7.** Village Hall

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

- 18.1.** Planning Advisory Group
- 18.2.** Scroll Advisory Group
- 18.3.** Employment Committee
- 18.4.** Safety Committee

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18.5. Neighbourhood Development Plan Steering Group

19. Policy Review:

- 19.1. To consider and approve the **Standing Orders** (Available on website)
- 19.2. To consider and approve the **Financial Regulations** (Available on website)
- 19.3. To consider and approve the **Complaints Procedure** (Available on website)
- 19.4. To review and confirm the Council's obligations under the **Freedom of Information and Data Protection Acts** are being met
- 19.5. To consider and approve the **policy for dealing with press and media** (Available on website)
- 19.6. To consider and approve all **employment policies and procedures** (Available on website)
- 19.7. **Review of arrangements including legal agreements with other local authorities and not for profit bodies**
- 19.8. To consider and approve the **Code of Conduct** (Available on website)
- 19.9. To consider and approve the **Publication Scheme** (Available on website)
- 19.10. To consider the **Policy Review Schedule** (1 paper attached)

20. Confirm Membership of:

- 20.1. **Suffolk Association of Local Councils**
- 20.2. **Staff Subscriptions**
- 20.3. **Information Commissioner's Office**

21. Battery for speed cameras (1 report attached).

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

- 22.1. Village News

23. Oral Committee reports if relevant

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

25. Matters Arising

26. **Date of Next Meeting:** Monday 8th June 2026 at 7pm

Councillors to forward any matters for the next Agenda to the Clerk by end of day Friday 29th May 2026

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