

WALBERSWICK PARISH COUNCIL

MINUTES of the Meeting of the Parish Council held in the Village Hall annex at 7.30pm on 3 December 2012.

PRESENT: Councillors Mr P Austin, Mr S Burroughes, Mr M Gower, (Chairman), Mr D Tytler and Mr D Webb and Mrs J Gomm (Clerk).

1. ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Tytler asked for nominations for Chairman. It was proposed by Cllr Austin and seconded by Cllr Burroughes that Cllr Gower be elected. No other nominations were called for and it was **agreed** that Cllr Gower be elected as Chairman. Cllr Gower signed the declaration of acceptance of office.

2. ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Austin that a vice-chairman not be elected and this was **agreed**.

3. APOLOGIES FOR ABSENCE

County Councillor Leighton and PCSO Newson.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 1 October 2012 were signed by the Chairman, proposed by Cllr Austin and seconded by Cllr Webb. Because only two members of the Council were at the previous meeting Cllrs felt unable to agree that they represented a true record of the previous meeting. The minutes will be posted on the village website.

5. DECLARATION OF INTERESTS

Pecuniary interests: None

Local non pecuniary interests: Cllr Burroughes, member of Suffolk Coastal District Council (SCDC) and Cllr Gower, member of SCDC.

6. REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS AND THE POLICE

Cllr Leighton had sent a report in which he asked the Council to consider whether it wished to make any bids for an allocation from his Suffolk County Council (SCC) Locality Budget for community welfare and benefit projects. His budget had to be spent by 31.03.12.

Cllr Gower reported that the consultation into the proposed power station at Sizewell had commenced and that there was a planning committee meeting on Wednesday. PCSO Newsom had sent a report saying that there had been four crimes reported in Walberswick between July and November. The priority for Saxmundham and Framlingham Safer Neighbourhood Team was road safety issues at the pelican crossing at College Road, Framlingham.

7. AIMS AND OBJECTIVES OF THE INTERIM COUNCIL

A general discussion took place. The council confirmed its commitment to openness, transparency and accountability. The Chairman confirmed that his main aim was to see an elected parish council back in place in Walberswick as soon as possible.

8. APPOINTMENT OF COUNCILLORS TO EXTERNAL BODIES AND APPOINTMENT OF A COUNCILLOR FINANCIAL CONTROLLER

It was **agreed** to make no appointments to the following groups: Village Hall Management Committee (VHMC), Parish Plan Steering Group, Suffolk Association of Local Councils (SALC), Sizewell Parishes Liaison Group, Natural England's Wind Pump Group, Saxmundham and Framlingham Safer Neighbourhood Team Tasking Group, Suffolk Passenger Transport.

It was **agreed** that Cllr Webb remain the Council's appointee on the Sea Defence Group and Blyth Estuary Group.

It was **agreed** to defer a decision on appointments to the Visitor Centre Working Group and on the appointment of a Councillor Financial Controller.

9. REVIEW OF DELEGATIONS TO THE CLERK IN RESPECT OF THE DATA PROTECTION ACT 1998, FREEDOM OF INFORMATION ACT 2000 AND ENVIRONMENTAL INFORMATION REGULATIONS 2004

The delegations to the Clerk were contained in Standing Order 3(b)(ix) and minutes of the meeting held on 05.09.2011. It was **agreed**:

- That Cllrs Burroughes, Gower and Tytler review the operation of the delegated powers for the next meeting
- The Clerk would request the Information Commissioner to send all correspondence to the Clerk via email so that it can be circulated to Councillors
- Until the review has been completed and a decision made by Council, that the Clerk circulates to Councillors all outgoing correspondence on the above matters and obtains the approval of Cllr Gower before sending correspondence out.

10. CONSIDERATION OF ARRANGEMENTS FOR MAKING REPRESENTATIONS ON PLANNING ISSUES WHILST APPOINTED COUNCILLORS SIT ON THE COUNCIL

It was **agreed** to make no comments on planning issues whilst appointed Councillors sit on the Council. Cllr Burroughes **agreed** to speak to the Head of Planning Services at SCDC to see whether it would be possible for more of the contentious planning applications in Walberswick to be decided by the appropriate committee rather than by planning officers under delegated powers.

11. ACCOUNTS

a. Budget management and review of the financial situation

The Clerk reported the budget was managed in accordance with Financial Regulation 3. Quarterly the Council looks at receipts and payments and compares them with planned receipts and payments. If necessary, the Council makes transfers between budget heads. The Council also agrees a bank reconciliation statement. The last quarterly review was undertaken on 01.10.12 and the only changes since that date will be the receipts noted and payments authorised at this meeting.

b. Receipts noted

- Allotment rents - £205.00
- Anonymous donation - £100.00
- Reimbursement of seat insurance from J Tibbles - £3.00
- Refund of insurance premium for sports pavilion due to change of insurance policy from Suffolk ACRE - £22.61
- Refund of Chairman's allowance for period 02.10.12 – 31.03.12 from D Webb - £50.00
- Wayleave payments from UK Power Networks - £24.09
- 1/2 year precept from SCDC - £8,000

c. Payments

The Clerk reported that cheques were signed at the meeting after the payment had been authorised, by two signatories who also initialled the cheque stubs and the payment vouchers. It was **agreed**:

- In addition to Cllr Webb, an existing bank signatory, additional signatories should be Cllrs Austin and Gower
- For this month only the cheques would be signed outside the meeting by two signatories once authorised by the bank
- To ratify the overtime worked by the Clerk in October and November 2012
- To make the payment to Playsafety Ltd only after receipt of the ROSPA inspection report.

The following payments were **agreed**:

- SALC, payroll services 01.04.12/30.09.12 - £42.00 plus £8.40 VAT – total £50.40

- J K Linley (also known as J K Gomm), Clerk's net salary for October, comprising 48 hours 55 minutes, of which 19 hours, 55 minutes were spent on Freedom of Information related work - £716.78
- J K Linley (also known as J K Gomm), Clerk's net salary for November, comprising 52 hours 20 minutes to 27.11.12, of which 18 hours, 40 minutes were spent on Freedom of Information related work - £751.86
- Trevor W Oram, aeration of Village Green - £45.00 plus £9.00 VAT – total £54.00
- Playsafety Ltd for ROSPA inspection and report - £135.00 plus £27.00 VAT – total £162.00

d. Review of procedure to authorise Clerk's overtime

Until a decision has been made on the review agreed under item 9 it was **agreed** that the Clerk report to all Cllrs at the end of each week the total time she had worked, split between FOI related matters and other work.

12. DRAFT BUDGET FOR THE FINANCIAL YEAR 2012/2013

This had been circulated to Cllrs. It was **agreed**:

- To add the sum of £2,000 into payments for contingencies
- To add the sum of £1,000 into payments for office and office equipment costs
- To add the sum of £800 into payments for elections
- To add a sum into payments for salaries based on the Clerk working for 40 hours per month plus an additional 60 hours on FOI and related matters, based on her working in April for 30 hours on FOI, in May for 20 hours on FOI, in June for 20 hours on FOI, from July onwards working no hours on FOI.
- To make a bid to Cllr Leighton for £1,000 from his locality budget to cover the costs for office equipment.

The Clerk **agreed** to make the additions and complete an updated draft budget for circulation to Cllrs before the next meeting.

13. FUTURE USE OF THE VISITOR CENTRE

It was **agreed** to take no decision on the future use of the visitor centre for six months.

14. POLICIES AND PROCEDURES

The following policies and procedures were in place:

- Walberswick Publication Scheme, dated January 2010
- Standing Orders, adopted 07.03.11
- Communications with the Public, adopted 07.11.11
- Financial Regulations, adopted 05.12.11
- Procedure on Subject Access Requests under the Data Protection Act 1998, dated 13.12.11
- Complaints Procedure, adopted 16.01.12
- Policy on producing draft minutes on the website, dated 27.04.12 and adopted on 14.05.12
- Policy for dealing with the press and other media, adopted 14.05.12
- Walberswick Parish Council Code of Conduct, adopted 11.06.12 & 09.07.12

The Clerk reported that the Publication Scheme referred to some policies not currently existing. In due course it would be necessary either to amend the Publication Scheme to delete those references or to adopt policies relating to those references. It was **agreed** that the Clerk would produce a draft records management policy for the next meeting and that once a policy was adopted the Council would decide on how records could be "weeded" to ensure the volume of records retained was kept to sensible limits in line with the agreed policy.

15. FOI CORRESPONDENCE

It was **agreed** that at the next meeting "exclusion notices" would be on the agenda and that the Clerk would bring the notices and correspondence leading up to them to the meeting.

16. CONTACT DETAILS FOR COUNCILLORS

It was **agreed** the Clerk would make the email addresses, but not telephone numbers of the Councillors publically available.

17. ARRANGEMENTS FOR THE APPOINTMENT OF A TRUSTEE TO THE WALBERSWICK COMMON LANDS CHARITY

It was **agreed** that the usual procedure should be followed for appointing a Trustee.

18. PROPOSED SIZEWELL C NUCLEAR POWER STATION CONSULTATION

Cllr Webb explained that the anticipated volume of traffic caused by the building of the proposed power station would be likely to increase the difficulties associated with the use of the junction of the B1387 at the Water Tower.

Cllr Gower signed a letter required by SCDC in connection with its proposed provision of a parish council Sizewell C advisor. Cllr Gower encouraged residents to attend the EDF briefing sessions that were currently underway.

19. CONSULTATION BY SCDC ON OUTDOOR PLAYING SPACE

Cllr Webb **agreed** to complete the form required by SCDC relating to outdoor playing space provision in Walberswick.

20. WALBERSWICK POST OFFICE

The post office was currently open in the village hall annex on Tuesdays, 13.00 to 15.00 and Thursdays, 10.00 to 12.00. Cllr Austin asked for it to be minuted that the Council thanked all those involved in reinstating the post office.

21. MATTERS RAISED BY MEMBERS

Cllr Webb raised the issue of the condition of the road into Walberswick from the A12. It was **agreed** the Clerk would write to SCC, copying Cllr Leighton and would also write to SCDC asking that planning conditions be imposed on planning applications requiring roads be made good after building works have been completed.

22. FORTHCOMING MEETINGS SCHEDULE

It was **agreed** meetings would be scheduled for Monday 7 January 2013 and Monday 13 May 2013 (Annual meeting of the Parish Council) in the Village Hall annex and Thursday 18 April 2013 (Annual Parish meeting) in the main Village Hall.

The meeting closed at 9.40pm.

Signed.....

Date.....