

WALBERSWICK PARISH COUNCIL

Minutes of Parish Council Meeting Tuesday 27th August 2013 Village Hall Annex

Present; Cllr M Gower (Chair), Cllr S Burroughes, Cllr D Tytler, Cllr D Webb, J Boggis (Temporary Clerk)

Open Forum: (31 Members of the Public present)

A member of the public opened stating that the recent Tribunal Appeal Notice should be read in detail by all. He then quoted parts of the notice and concluded by stating he felt it was time to draw a line under these historic events.

Cllr Gower responded that this was the result of one tribunal where a Judge had given his opinion but that there were still two outstanding tribunals. He also pointed out that it was still possible in certain restricted circumstances to appeal against the tribunal finding.

A member of the public asked if it was possible to stop FOI requests?

A member of the public then asked if there was any due legal process to counter the FOI requests?

A member of the public asked Cllr Webb if he knew who would be moving into the Rosemary development affordable housing?

Cllr Webb responded he did not know and it was not a decision he was involved with.

A member of the public then stated that there was lots of support for 'peace' within the Village.

Cllr Burroughes responded that there was no way to stop information requests. If a request for information is received then the Parish Council has to respond by giving the information, if it has it, or to tell the requestor that it does not have the information requested. There are rules to refuse repetitious or vexatious requests.

Cllr Gower then explained the five tests to be applied if the request is thought to be vexatious, and explained that this is only part of the legislation and should be applied if considered appropriate.

A member of the public then asked if, in light of the judgement, the Parish Council should stop trying to appease those requesting information and support the Village.

Cllr Gower responded that the Parish Council has to comply with the legislation.

A member of the public asked if the Parish Council thought there would be any candidates stand for election? There was considerable discussion following this question, within the members of the public, about needing to know the situation with the tribunals before standing and that the election had been called too early. The general view expressed was that people will not stand.

Cllr Gower asked a member of the public if they had anything to add. The member of the public responded that Cllr Gower was aware of the situation regarding his tribunal hearing.

Cllr Gower, supported by Cllrs Burroughes and Tytler, stressed that there was a need for people to step forward. Walberswick needs people who live in the Village to step forward, take ownership and drive the Village forward rather than leave the interim council to provide a rather limited service to the Village

Cllr Gower closed the Open Forum

Parish Council Meeting

1. Agree the Agenda

The Temporary Clerk stated that the HMRC payment was not required

All agreed

2. To receive Members' declarations of interest on any matters on the agenda

Pecuniary interests – None Declared

Local Non Pecuniary Interest - Cllr Gower, Member of SCC and SCDC

- Cllr Burroughes, Member of SCC and SCDC

3. Apologies for absence.

None - All members present

4. Minutes of Parish Council meeting held on Monday 29th July 2013

Proposal – Accept Minutes of meeting held Monday 29th July 2013 as presented

All agreed

Cllr Gower then signed the minutes

5. To receive the Temporary Clerk's Report

The Temporary Clerk gave a report activities carried out since last meeting. The report is attached to the end of these minutes.

Cllr Tytler asked if the Election could be delayed. The Temporary Clerk responded no.

6. To receive the District Councillor Report

Cllr Gower reported that the electoral review of SCDC continues following the agreement to reduce the numbers of District Councillors to 43. The current consultation is on defining the ward boundaries and runs until 1st October. For information see <http://consultation.lgbce.org.uk>

7. To receive the County Councillor Report

Cllr Gower reported that during August there was a lull in activity but that September would see decisions on the budget for 2014/15 with a focus on education.

He reported that the time spent dealing with Walberswick issues was impacting his ability to get up to speed with the County Councillor role.

8. To receive the Police Report

Report from PCSO J Newson read by Cllr Gower;

Recorded crime for Walberswick Parish for August 2013 thus far stands at 1 crime which was a burglary, other building, where some scaffolding was taken. In July there was a case of criminal damage occurring within the village.

9. To receive the Finance report

The Temporary Clerk presented the current financial position. He emphasised that until the bank mandate was amended the Parish Council could not make payments.

PAYEE/ PARTICULARS	SALARIES	ADMIN	ELECTIONS	TRAINING	INS	SUBS	ALLOT- MENTS	VILLAGE FACIL- ITIES	GRANTS, DONATIONS, GIFTS	S137	VAT	Contin- gencies
Budget	9100	2305	800	1865	1250	190	150	1381	0	0	0	2000
Spend to 27th Aug 2013	3,977.76	81.70	0.00	0.00	0.00	154.00	0.00	20.65	0.00	0.00	8.40	0.00

Total Spend to 27th August = £4242.51

Total Receipts to 27th August = £8425.81

Bank Balances at 15th July (Latest available)

Treasurers Account = £512.02

Bus Instant Access Account xx51 = £8336.74

Bus Instant Access Account xx38 = £1.23

Bus Instant Access Account xx59 = £10.02

Total = £8860.01

- Discuss and agree any payments required of the Council
Although the Council are unable to make payments the following payments were agreed and will be paid once the bank mandate changes are complete.
 - SCDC – Supply and Install dog bin £145.00
Agreed
 - Walberswick Village Hall – Room Hire £78.00
Agreed
 - PAYE – Up to 26th August 2013 - 28.25 Hours @£10.19 per hour £287.87
Agreed
 - Parish Council Insurance (2nd year of 5 year undertaking) £872.09
Agreed

10. Parish Council Election

Moved to later in meeting.

11. To receive an update on the Playsite.

Temporary Clerk reported that he had received notification of the annual RoSPA inspection of the play areas on the Village Green and the Common playing field. This will take place in September.

Cllr Webb reported there were two pieces of play equipment waiting to be installed. These could not be put in place until the insurance cover was agreed.

Proposal – Temporary Clerk to arrange for additional insurance cover based on information to be supplied by Cllr Webb

Agreed

12. Rural Broadband

Cllr Webb reported that he had been asked if the Parish Council could apply pressure to SCC to help Walberswick get enhanced broadband.

Cllr Burroughes agreed to find out what the position was and report back.

Meeting Closed

A member of the public reported that on the Better Broadband website Walberswick were not due to be upgraded until 2015. There was concern raised that the publicity was not helpful regards setting expectations. It was also expressed that the roll out was running to plan.

Open Meeting

13. Filming in Walberswick

The Temporary Clerk reported that SCDC do not have a policy on filming, but WDC do. There was general discussion about this and it was agreed this is something the new council should discuss. Cllr Gower stated that, under his Chairmanship, any funds received from the filming companies goes into the general Parish Council funds.

14. Naming of New Access Road

A request has been received for the naming of the new access to, five new dwellings, The Street, Walberswick. Cllr Webb reported he had seen the access referred to as Reedings Close in publicity. There was some discussion about this with the conclusion that the Parish Council would ask for suggestions from the people of Walberswick.

15. Correspondence

The Temporary Clerk reported on the following correspondence;

- Step to crabbing area. A visitor reported they nearly fell down these steps as they were in need of repair. The Temporary Clerk reported these steps were owned by Walberswick Common Land Charity and have been repaired. Temporary Clerk to report back to visitor.
- Temporary Closure on Public right of way. From 19th August to 27th September Walberswick Footpath 22 from Lodge Road going south and on to Westleton Footpath 7 to the area of the sluice, near Dingle Little Hill. Work will be carried out in stages to keep the network as accessible as possible. Parts of Walberswick Footpath 21 and 35 will be closed at various times to accommodate the work required; other alternative routes will be notified as the work progresses.
- SCDC the New Local Plan Documentation. Hard copies of the new local plan; national planning policy framework; Appendix C and copies of 'Useful tips – Your new Local Plan' have been received and will be placed in the Heritage Hut.
- Council audit. Additional information requested by auditor. The audit point requiring more information as 'The Clerk's salary increase in the year has been significant'. The information requested is a copy of minutes approving increase and information about the hours worked.

10. Parish Council Election

Cllr Gower made a plea for people to put themselves forward for election to move Walberswick forward. He stressed the need for people who live in the Village to be on the Parish Council as they know the requirements of the Village. A straw poll showed one person who was thinking of standing.

16. To discuss any other matter the Chair will allow.

Cllr Webb returned to the question raised in the open forum about Affordable Housing and re iterated he did not know who would be moving into the house in question.

17 – Date of next meeting

To be confirmed

Meeting closed by Cllr Gower

Time meeting closed 8:17pm.

Clerks Report - Parish Council Meeting 27th August 2013

Parish Council Meeting 29th July 2013

- Contract of Employment. Read and signed contract of employment, key feature noted were; Maximum 40 hours per month; pay set at £10.19 per hour; 13 week probation period during which either party may terminate the contract with one weeks notice.
- Dog Bin. Telephoned SCDC about the replacement dog bin for Palmers Lane. They were aware of the situation and I requested a new bin, stating the Parish Council were willing to pay the £145 cost.
- Parish Council Website. I met with Mrs Ungless who gave me a tutorial on the process associated with updating the Parish Council website. The handover was then complete. I would like to thank Mrs Ungless for this and her offer of ongoing support.
- Village Hall. I was given details of payment required for use of the Village Hall Annex. I reported to the Village Hall committee that payment would be delayed as the bank mandate was being updated.

Information requests

- Met with Cllr Gower at Heritage Hut, on two occasions, for discussion about and information gathering related to outstanding information requests.
- Carried out searches for information requested in letters dated 22nd and 29th June 2013. Having found relevant information this was sent to requestor of information.

General

- Communication. Considered what information to distribute to allow communicating with me as temporary Clerk. Decided upon using a One Suffolk hosted e-mail address, now published on the website, but not to publish address or telephone information. This will make the transfer of records much easier to the next Clerk.
- Annual Audit. Request received from BDO, the Government appointed auditor, to provide more information to explain the change in value of the asset list. I searched for and then analysed the information I could find. Once I understood the asset list I responded to the request.
- Bank Mandate. Following the resignation of P Austin there was only one Councillor who was a signatory. I have completed the change of mandate form, adding Cllr Gower, and it has been passed to the bank. In the current position the Parish Council cannot issue any payments.
- HMRC. Have contacted HMRC about the late payment letter. It turns out HMRC had received the payment but as it was paid using an incorrect reference number it was associated with tax year 2013/14 year not the 2012/13 year which it was a payment for. HMRC are going to move the money to the correct tax year.
- SALC. Discussion over the PAYE scheme and how SALC administer this for Walberwick Parish Council. Obtained relevant forms from them to complete to enable myself to be paid.
- Filming. Received a request for the BBC series Holiday Hit Squad to film over the period of 26th to 28th August. SCDC does not have a policy on this and leaves it to individual Parish Councils. Communicated with the Walberswick Parish Councillors who responded that this was OK but a donation to the Community Fund should be requested. This was communicated to the film makers. No response has been received.
- Car Park. Received an e-mail about damage to a car in the car park. Checked the Walberswick website and it appears the car parks are run by a management company so I pointed the person to this information.
- Parish Council Election. Received a copy of the Order directing the holding of an election and fixing the date for it. There was some confusion over this being for six Councillors but this was because there is currently one Councillor who has not come to the end of their term of office.
- Time Booked; Period, July 29th – August 26th, 28hrs 15mins
Information requests 10hrs
General Clerk Duties 18hrs 15mins