

# WALBERSWICK PARISH COUNCIL

## Minutes of Parish Council Meeting Monday 30<sup>th</sup> September 2013 Village Hall Annex

**Present for part or all of Meeting;** Cllr R Buncombe, Cllr S Burroughes, Cllr P Denny, Cllr S Eves, Cllr M Gower, Cllr L Haslegrave, Cllr D Tytler, Cllr D Webb, J Boggis (Temporary Clerk)

**Open Forum:** (17 Members of the Public present)

Cllr Gower opened by explaining how the Open Forum is used in other councils; it is held at the beginning of meetings and only items related to the agenda can be discussed to aid the Council in their decision making.

A member of the public asked about the election; had the new councillors been elected and who were they. Cllr Gower responded they had been duly elected following an uncontested election and asked the new Cllrs to make themselves visible by raising their hands.

A member of the public stated the innovation of opening up the open forum to any question had, he felt, allowed for greater openness and that the approach suggested by Cllr Gower would appear a backward step. Cllr Gower responded that the public could ask for items to be added to the agenda. The member of the public thought this a good idea but only if the subject requested was minuted and the Clerk added it to the agenda.

A member of the public suggested that the correspondence section of the agenda was the method to use to get a topic added to the agenda.

A member of the public suggested that the open forum should be at the end of the meeting when all topics recorded could be added to the agenda of the next meeting.

Cllr Gower expressed his view that these were all good ideas for the new council to discuss, but the key was for the topics for discussion to be looking forward and to be targeted at improving the life of the people of Walberswick.

A member of the public asked who would supply a summary of the Parish Council meeting for the Parish Newsletter.

Proposal – Temporary Clerk to produce summary of Parish Council meeting for Newsletter  
**Agreed**

Item 1 - Naming of New Access Road. Suggestions were requested from the members of the public but none were forthcoming. The suggestion St Andrews Close had been received by the Temporary Clerk. The members of the public were asked for their thoughts on this. There was general agreement to put this forward as the name.

Item 2 - To receive the District Councillor Report. Cllr Gower reported that the electoral review of SCDC was focusing on the ward boundaries with the current view being expressed that the Blything Ward would be increased, in a southerly direction, to increase the number of electors to approximately 2450. For information see <http://consultation.lgbce.org.uk>

Cllr Gower also reported that he has attended a full council meeting where the accounts and finances for 2013/14 were the key topics of debate.

Item 3 - To receive the County Councillor Report. Cllr Gower reported the Council were working toward the budget for 2013/14. Currently there is a £156M deficit which means difficult decisions have to be taken. The finance people had indicated the size of the problem but had not offered any solutions. Cllr Gower felt there was savings to be made in the back office functions but that some services offered would be effected.

Cllr Burroughes stated raising education standards was a key focus and that SCC were partnering with a borough in Hackney who had been through similar process.

Cllr Gower then discussed rural broadband. Dunwich which was to be one of the earlier projects has proved more complex than originally envisaged and has been moved out of the programme. The issue is one of cost. BT are inevitably trying to fine tune their programme to meet their 90% target at the agreed cost. We will need to be vigilant. [Walberswick is in phase 2 of the project along with Saxmundham and Theberton. Planned completion of phase 2 is end March 2014.]

Item 4 - To receive the Police Report. PCSO Jamie Newson sent the following report; Recorded crime for Walberswick Parish for September 2013 (On 27/09/13) currently stands at 1 crime which was a theft of marine equipment from the harbour area.

The next Saxmundham & Framlingham Safer Neighbourhood Team public meeting is due to be held on Wednesday 16th October 2013 at 2pm in the Market Hall, High St, Saxmundham.

Cllr Gower responded that there was a real issue with theft from the harbour.

Parish Plan Steering Group, planning working party reported they had responded to the conservation area draft appraisal and had placed a copy on the Parish Plan area of the website. They also asked for a meeting with the new Parish Council to discuss what they had done. Cllr Gower responded that this was a great piece of work and that the Conservation area document was an important document, a material document, in the planning process. Cllr Gower thanked the people for responding to the draft appraisal.

Cllr Gower closed the Open Forum

## **Parish Council Meeting**

### 1. Agree the Agenda

**All agreed**

### 2. Minutes of Parish Council meeting held on Wednesday 26<sup>th</sup> June 2013

Proposal – Accept Minutes of meeting held 26<sup>th</sup> June 2013 as presented

**All agreed**

Cllr Gower then signed the minutes

### 3. Minutes of Parish Council meeting held on Tuesday 27<sup>th</sup> August 2013

Proposal – Accept Minutes of meeting held 27<sup>th</sup> August 2013 as presented

**All agreed**

Cllr Gower then signed the minutes

### 4. Welcome to newly elected Parish Councillors

Cllr Gower welcomed the duly elected councillors.

#### 2.1 Signature of Acceptance of Office

The Temporary Clerk stated the Declaration of Acceptance of Office by Cllr R Buncombe, Cllr P Denny, Cllr S Eves and Cllr L Haslegrave had been made before him.

### 5. Election of Chair

Cllr Gower asked for nominations for the Chair.

Proposal – Cllr R Buncombe be elected Chair

**All Agreed**

5.1 Signature of Acceptance of Office

The Temporary Clerk stated the Declaration of Acceptance of Office by Cllr R Buncombe had been made before him.

6. Departure of Interim Councillors

Cllr Buncombe welcomed the new Parish Councillors and proposed a vote of thanks to the interim councillors, Cllr Gower, Cllr Burroughes and Cllr Tytler, for all the work they had done

**All agreed**

Cllr Buncombe then asked that item 14 on the agenda be moved forward

**All agreed**

14. Parish Councillor Vacancies; Two places unfilled

Cllr Buncombe proposed that Cllr Gower be co-opted onto the Parish Council for an agreed limited period of time. This would help the new Parish Council and align with the changes just agreed with the bank mandate. Cllr Gower agreed, for a limited period of time only.

Proposal – Co-opt District and County Cllr Gower to Parish Council

**All Agreed**

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

Cllr Buncombe asked the Temporary Clerk to explain, briefly, what this meant. The temporary Clerk explained there are two declarations, either where the Cllr has a financial interest (pecuniary) or where there could be an impact to the Cllr (non-pecuniary).

None declared.

8. To note, discuss and agree apologies for absence

None received.

9. To receive the Temporary Clerk's Report

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

Cllr Webb asked about the questions raised to the auditor by electors. The Temporary Clerk responded they were broad ranging covering the EELGA report, the precept advance, the bank accounts and their use, donations, policy documentation and the Temporary Clerks pay scale point and band. Cllr Webb asked if the electors names were given. The Temporary Clerk responded that these were not disclosed.

10. To receive the Finance report.

The Temporary Clerk reported; The Bank Mandate was updated, as of the 26<sup>th</sup> September, thus allowing the payments agreed at meeting on 27<sup>th</sup> August 2013 to be made; One donation had been received for £50 from TwoFour following filming in Walberswick; The 2<sup>nd</sup> precept payment should have been received on 30<sup>th</sup> September 2013 but there has been no notification of this.

Current financial position.

	SALARIES	ADMIN	ELECTIONS	TRAINING	INS	SUBS	ALLOT- MENTS	VILLAGE FACIL- ITIES	GRANTS, DONATIONS, GIFTS	S 137	VAT	Contin- gencies
<b>Budget</b>	9100	2305	800	1865	1250	190	150	1381	0	0	0	2000
<b>Spend to 30th Sept 2013</b>	3,977.76	159.70	0.00	0.00	885.88	154.00	0.00	141.48	0.00	0.00	32.57	0.00

Total Spend to 30th September 2013 = £5351.39

Total Receipts to 30th September 2013 = £8475.81

(Includes Donation – 26<sup>th</sup> September from TwoFour - £50)

Bank Balances at 15<sup>th</sup> September (Latest available)

Treasurers Account = £306.62

Bus Instant Access Account xx51 = £8337.44

Bus Instant Access Account xx38	= £1.23
Bus Instant Access Account xx59	= £10.02
<b>Total</b>	<b>= £8655.31</b>

Payments made following 27 <sup>th</sup> August Meeting		
SCDC – Supply and Install dog bin	= £145.00	
Walberswick Village Hall – Room Hire	= £78.00	(2 <sup>nd</sup> June - 2 <sup>nd</sup> Sept)
Parish Council Insurance	= £885.88	
<b>Total</b>	<b>= £1108.88</b>	

**Available finance at 30<sup>th</sup> September = £7546.43**

Discuss and agree any payments required of the Council

- PAYE – Temporary Clerk, Maximum 40 Hours per month @£10.19 per hour  
Temporary Clerk reported hours worked for July, August and September  
July; FOI - 3hrs; General - 30mins Total 3hrs 30mins  
Aug; FOI - 10hrs; General - 24hrs 0mins Total 34hrs  
Sept; FOI - 15mins; General – 19hrs 45mins Total 20hrs  
Proposal – Approve hours as presented

**All Agreed**

PAYE payments HMRC - £168.00 (includes rebate of £66.40)  
Temporary Clerk - £351.98

**All Agreed**

11. To receive an update on the Playsite

Temporary Clerk reported he had hoped to have received the RoSPA report for discussion at this meeting but it had not been delivered.

Cllr Webb reported he had ‘churned up’ the woodchip around the swings and felt that the swing seats and brackets needed replacing.

Proposal – Cllr Webb to get quotations for replacement parts

**All Agreed**

Cllr Gower suggested this was an area the new Council could look at investing in.

12. Naming of New Access Road

Following the open forum discussion

Proposal – Name for new access road – St Andrews Close

**All Agreed**

13. Parish Council Clerk;

13.1. Appointment of Temporary Clerk

Proposal – Current Temporary Clerk continue until permanent Clerk appointed

**All Agreed**

13.2. Appointment of Permanent Clerk

Proposal – Temporary Clerk to ask how to advertise for permanent Clerk

**All Agreed**

15. Correspondence

15.1 – Walberswick Conservation Draft Appraisal

Proposal – Temporary Clerk to forward Parish Plan Steering Group, planning working party report to all councillors.

**All Agreed**

16. To discuss any other matter the Chair will allow

Frequency of Parish Council meetings.

Cllr Buncombe suggested the frequency of meeting should be monthly as this would address the timescales associated with Planning Applications. Cllr Buncombe asked the Cllrs to think about this in preparation for discussion at next meeting.

#### Planning Applications

Application No.	Date Application received	Location	Proposal
DC/13/2709/FUL	27/09/2013	2 Marsh End, Ferry Rd, Walberswick	Erection of replacement windows

The Parish Council looked at the documentation and discussed this application.  
 Proposal – Temporary Clerk to report to SCDC; No Objection to this application  
**All Agreed**

Application No.	Date Application received	Location	Proposal
DC/13/2754/FUL	27/09/2013	Orchard House, The Street, Walberswick	Erection of summer house
DC/13/2755/LBC	27/09/2013	Orchard House, The Street, Walberswick	Erection of summer house

The Parish Council looked at the documentation for these two applications and discussed the size, type and location of the summer house.  
 Proposal – Temporary Clerk to report to SCDC; No Objection to this application  
**All Agreed**

Application No.	Date Application received	Location	Proposal
DC/13/2782/TCA	27/09/2013	The Potter Wheel, The Green, Walberswick	Crown lift to 2.5m – Purple Plum. Fell and replace 2 Monterey Cypress on safety grounds

The Parish Council discussed the conditions of the trees associated with this application and the longer term position.  
 Proposal – Temporary Clerk to report to SCDC; No Objection to this application  
**All Agreed**

#### Code of Conduct.

Cllr Buncombe asked if the new Cllrs were aware of the code. None were  
 Proposal – Temporary Clerk to send Suffolk Code of Conduct to new Cllrs  
**All Agreed**

#### Open Forum

Cllr Buncombe asked the Cllrs to consider the following, in relation to the open forum, for discussion at the next meeting; Take place at the beginning of the meeting; Ensure that items only be included if agreed by Councillors OR written request to the Clerk from members of the public ten days in advance of the meeting; Have a further open forum at the END of a meeting where each ‘speaker’ is be limited to three minutes, with the total forum time to be time limited.

#### Heritage Hut (Visitor Centre)

Cllr Denny raised concern that the car park and heritage hut are linked by visitors and the Parish Council gets portrayed in a bad light. Cllr Webb reported he tried to get SCDC to hand lease to WCLC but they would not. Cllr Gower suggested the Parish Council needed to spend time on deciding how best they could use the Heritage Hut.

#### Declaration of Expenses

Cllr Buncombe pointed out to the new Cllr that even if they had no expenses associated with their election then a nil return Declaration of Expenses form HAD to be returned by 30<sup>th</sup> October 2013.

#### AOB

Temporary Clerk asked about Cllr details to go into notice board. It was agreed to put e-mail address only. All formal correspondence from the public should be directed to the Temporary Clerk; e-mail [pc@walberswick.suffolk.gov.uk](mailto:pc@walberswick.suffolk.gov.uk); post The Heritage Hut, The Green, Walberswick, Southwold Suffolk IP18 6TT

Proposal – Temporary Clerk to update information for Notice Board

**All Agreed**

#### Theft of Outboard motor.

Cllr Denny reported that the bar on the slip way preventing general access was missing which could lead to boat being taken. Cllr Webb pointed out this was on the Southwold side but would pass on the message to the relevant committee.

#### 17 – Date of next meeting

Monday 4<sup>th</sup> November

Open Forum - 7.15pm

Village Hall Annex.

Meeting closed by Cllr Buncombe

Time meeting closed 8:33pm.

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### Clerks Report - Parish Council Meeting 30<sup>th</sup> September 2013

#### Parish Council Meeting 27<sup>th</sup> August 2013

- Insurance for additional Play equipment. Contacted the Parish Council insurance provider and asked for two additional piece of play equipment to be added for public liability only. This increased the premium to £885.88, an increase of £13.79.
- Parish Council Payments. A further mandate update was required, which was completed. I received notification today (26<sup>th</sup> September 2013) that the mandate has now been updated. The cheques for the payments agreed at the meeting have now been signed; SCDC £145 for dog bin; Village Hall Committee £78 for hire of the Annex; Community Action Suffolk £885.88 for Parish Council Insurance.
- Filming in Walberswick. Contacted TwoFour about filming in Walberswick and received a donation cheque for £50. This will be deposited in Treasurers Account
- Naming of New Access Road. Contact SCDC about the date the suggested name required. Agreed to supply after meeting on 30<sup>th</sup> September.
- Parish Council Annual Audit. Provided information to BDO, the government appointed auditor, in relation to the Clerk's salary.
- Parish Council Election. I have advertised notices as requested by SCDC in association with the election.

#### General

- Annual Audit. Request received from BDO, the Government appointed auditor, to provide information in response to electors requests. The request stated that this would incur a cost of £117 per hour of their time. In consultation with Cllr Gower I responded to this request.
  - Village News Letter. I was asked to put some words together for the Parish Newsletter, which I got agreed by Cllr Gower, only for them to arrive too late to be included.
  - Document Retention. I had hoped to attend a briefing by SALC on document management but this was cancelled. I have therefore been reading NALC and SALC guidance and the Parish Council policy to enable an update of the documentation retained.
  - Time Booked; Period, July – September, 57hrs 30mins
- |         |                        |                                     |                   |
|---------|------------------------|-------------------------------------|-------------------|
| July;   | FOI requests - 3hrs;   | General Clerk Duties - 30mins       | Total 3hrs 30mins |
| August; | FOI requests - 10hrs;  | General Clerk Duties - 24hrs 0mins  | Total 34hrs       |
| Sept;   | FOI requests - 15mins; | General Clerk Duties – 19hrs 45mins | Total 20hrs       |