

# WALBERSWICK PARISH COUNCIL

## Minutes of Parish Council Meeting Monday 2<sup>nd</sup> December 2013 Village Hall Annex

**Present;** Cllr R Buncombe, Cllr S Eves, Cllr M Gower, Cllr L Haslegrave, Cllr D Webb, J Boggis (Temporary Clerk)

**Open Forum:** (8 Members of the Public present)

A member of the public asked about the Parish Council bank accounts and why they held 3 instant access accounts with two holding very small amounts. Why not close these? Cllr Buncombe responded these were used in the administration of the Parish Council.

The member of the public then asked about the precept for 2014-15. As the Clerks salary was reducing to around £6000 could the precept not be reduced further than the 25% to £12000 agreed at the previous meeting?

Cllr Buncombe, supported by other Cllrs, responded this was discussed and agreed at the previous meeting. At that meeting the Parish Council had agreed it was better to reduce the precept in stages.

A second member of the public asked about the Heritage Hut. If the Parish Council do not know what to do with it why not take up the offer of WCLC to take it off their hands as this seems a sensible solution.

The Temporary Clerk responded the Parish Council had asked for ideas on the future use but the closing date for responses had not been reached so difficult to answer the question at this point.

The member of the public then asked if the Parish Council was budgeting £1500 for maintenance of the Heritage Hut next year why were they not doing the maintenance now?

The member of the public then asked, that in the interest of fairness, as links to the tribunals reports were on the website could the EELGA report be put on the website.

Cllr Gower argued that the Parish Council were reluctant to do this as those who required a copy of the report already had one.

**Item 1 – District Councillor Report.**

Cllr Gower reported that there were a number of contentious planning applications coming up; Wind turbines at Thorington Pit and Walpole; 6 house development outside the Village envelope in Benhall. However SCDC has a requirement to build houses to meet the expected 10% population growth in the District over the next decade.

Cllr Gower also reported that interest in Sizewell C was beginning again following recent agreement for Hinkley Point.

**Item 2 – County Councillor Report**

Cllr Gower reported the key area for discussion was the 2014-15 budget and how to make the £156m saving required. He emphasised that the Council was looking to make savings as early as possible and saw back office functions as the major source of these early savings. The more difficult decisions on service cuts would be the next step in the process.

**Item 3 – Police Report.** No report received.

Cllr Buncombe closed the Open Forum

### **Parish Council Meeting**

1. Agree the Agenda

**All agreed**

2. To receive Members' declarations of interest on any matters on the agenda  
Cllr Webb – Non Pecuniary Interest in walking his Dog on the Beach.

3. To note, discuss and agree or otherwise apologies for absence  
Cllr P Denny

4. Election of Vice Chair

The Cllrs discussed the need for a Vice Chair

Proposal – Parish Council do not need to appoint a Vice Chair at this time

**All agreed**

5. Minutes of Parish Council meeting held on Monday 4th November 2013

Proposal – Accept Minutes of meeting held 4th November 2013 as presented

**All agreed**

Cllr Buncombe then signed the minutes

6. 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 Gower asked if the Temporary Clerk had received a letter regarding an adjustment to Local Council tax supporting funding where SCDC had highlighted a discrepancy resulting in an under payment of £90.67 which will be added in the 2014-15 CTS grant. The Temporary Clerk responded he had not at which Cllr Gower handed over a copy.

Cllr Gower also responded to the comment about broadband. The cabinets were due for upgrade in June 2014 after which people should see an increase in the speed of their internet connection.

Cllr Buncombe then raised the issue of shared services, two properties sharing on telephone line and the impact this would have on internet access to these properties.

Meeting suspended

A member of the public raised the issue of aluminium cables being used in the distribution of telephone services in Walberswick and the impact this has as the connections degrade.

Meeting resumed

Proposal – Temporary Clerk to raise the issue of shared service and Aluminium cables with the broadband project manager

**All Agreed**

7. Standing Orders

The temporary Clerk reported that the updated model standing orders for 2013 received from NALC had many minor changes and significant changes around the Code of Conduct when comparing to the Parish Council standing orders.

Proposal – Temporary Clerk to produce updated draft standing orders for consideration

**All Agreed**

8. To receive the Finance report

The Temporary Clerk reported; The Audit of the 2012-13 Annual Return was not complete but asked if the auditors should be contacted for an estimate of the costs of completing the audit? After a robust debate it was agreed by the Councillors to await the invoice and then consider what action to take; A wayleaves payment of £24.39 was received from UK Power Networks to cover the period 1st November 2013 to 31st October 2014; Bank Interest received in November 63p.

Current financial position.

	SALARIES	ADMIN	ELECTIONS	TRAINING	INS	SUBS	ALLOT- MENTS	VILLAGE FACIL- ITIES	GRANTS, DONATIONS, GIFTS	S 137	VAT	Contin- gencies
Budget	9100	2305	800	1865	1250	190	150	1381	0	0	0	2000
Spend to 2nd Dec 2013	4,497.74	254.01	0.00	0.00	885.88	154.00	0.00	280.48	0.00	0.00	71.03	0.00

Total Spend to 2nd December 2013 = £6143.14

Total Receipts to 2nd December 2013 = £16502.78

Bank Balances at 15th November (Latest available)

Treasurers Account = £1252.15  
 Bus Instant Access Account xx51 = £13838.49  
 Bus Instant Access Account xx38 = £1.23  
 Bus Instant Access Account xx59 = £10.02  
 Total = £15101.89

Cheques not presented

Temporary Clerk Expenses = £23.97  
 SALC – Payroll service 1st half or year = £42.00  
 Playsafety Ltd. – RoSPA inspection = £166.80  
 Village Hall rent – 27/8 to 4/11 = £39.00  
 Total = £271.77

Available finance at 2<sup>nd</sup> December 2013 = £14830.12

Discuss updated draft budget for 2014-15

The Temporary Clerk reported that the draft budget had been updated as requested at the previous meeting, the key changes being; £800 for a single election; £1500 for maintenance of the Heritage Hut; £150 for donations, grants & gifts.

Proposal – Agree and accept budget proposal for 2014-15

**All Agreed**

<b>WALBERSWICK PARISH COUNCIL</b>												
<b>Budget for 2014-15</b>												
	SALARIES	ADMIN	ELECTIONS	TRAINING	INS	SUBS	ALLOTMENTS	VILLAGE FACILITIES	GRANTS, DONATIONS	S 137	CONTINGENCIES	TOTALS
Budget 2014-15	4890	500	800	960	920	190	150	2625	150	0	3000	14185
Budget 2013-14	9100	2305	800	1865	1250	190	150	1381	0	0	2000	19041
Change	-4210	-1805	0	-905	-330	0	0	1244	150	0	1000	-4856

Bank Mandate

Cllr Buncombe reported there were only two signatories, Cllr Gower and Cllr Webb, on the mandate and it would be expedient to increase this number

Proposal – Temporary Clerk to get Cllr Buncombe and Cllr Eves added to the mandate

**All Agreed**

Discuss and agree any payments required of the Council

- Use of Village Hall Annex 4th Dec and Main hall on 23rd Dec. - £29.00
- Waveney Norse Grass Cutting – verges and Open space April to Oct - £603.28
- Waveney Norse Grass Cutting – Football Pitch and Green July to Sep - £97.38

Proposal – Approve payments required of the Council as presented

**All Agreed**

8. Discuss planning applications.

• Receive Planning decisions

Application No.	Location	Proposal	SCDC Decision
DC/13/2709/FUL	2 Marsh End, Ferry Rd, Walberswick	Erection of replacement windows	GRANTED
DC/13/2562/FUL	The Old Chapel, The Street, Walberswick	Proposed creation of terrace to rear of property	GRANTED
DC/13/2754/FULL	Orchard House, The Street, Walberswick	Erection of summer house	GRANTED
DC/13/2755/LBC	Orchard House, The Street, Walberswick	Erection of summer house	GRANTED
DC/13/2740/FUL	Pembroke Cottage, The Street, Walberswick	Demolition of existing rear extensions and erection of new extensions to the rear and new porch to the front elevation.	WITHDRAWN

• Planning applications

Application No.	Date rec'd	Location	Proposal
DC/13/3226/TPO	22/11/2013	Sunningdale, The Street, Walberswick	Fell Cupressus Macrocarpa with heavy lean for safety reasons

The Parish Council discussed this application and no objections were raised.

Proposal – Temporary Clerk to report to SCDC; No Objection to this application

**All Agreed**

Application No.	Date rec'd	Location	Proposal
DC/13/3242/TCA	22/11/2013	Lu Sham. Millfield Road, Walberswick	Reduce crown of Eucalyptus by 3-4m to avoid building contact

The Parish Council discussed this application and no objections were raised.

Proposal – Temporary Clerk to report to SCDC; No Objection to this application

**All Agreed**

The Parish Council discussed the need to have someone to lead on these types of applications and it is common for Parish Councils to have a Tree Warden.

Proposal – Appoint Cllr Haslegrave as Tree Warden for Parish Council

**All Agreed**

10. To receive an update on the Playsite - Repairs to existing equipment.

Cllr Webb reported that he had not order the replacement parts yet. He asked if it was OK to pay using his own card and then claim back. Cllr Buncombe replied provided there is a formal invoice to support the claim he saw no problem with this.

Cllr Webb also reported that additional money for cementing the posts of the new play equipment would be required. Cllr Buncombe asked if this had to be done professionally. Cllr Webb and Haslegrave reported this would be done by volunteers.

#### 11. Co-option of Parish Councillor

Cllr Buncombe stated that nothing can be done yet as the closing date for both positions was not until 13<sup>th</sup> December 2013.

However the process that would be used was discussed. The Councillors agreed to hold a closed session discussion with each prospective candidate and then co-opt their preferred candidate at the next meeting.

#### 12. Appointment of Parish Council Clerk

The process that would be used was discussed and it was agreed a group of Cllrs would interview the prospective candidates. There was some discussion over who should be in the group with concerns over the experience of the newer Cllrs expressed.

Proposal – Group of Cllrs to interview prospective Clerks would consist of Cllr Buncombe, Cllr Eves & Cllr Webb

**All Agreed**

#### 13. Councillor Training

The Temporary Clerk reported that he had received no responses from other Local Councils to join in with the training. He then explained that costs and range of training available from SALC. The Cllrs discussed the options and agreed on the 4 evening course at £600 + vat in the new year

Proposal – Temporary Clerk to ask SALC for dates to run a course in Walberswick

**All Agreed**

Proposal - Once the training was agreed Temporary Clerk to contact the Local Councils with some firm dates in the hope of generating interest.

**All Agreed**

#### 14. Christmas Event 23rd December

The Temporary Clerk reported that he had contacted Brian Fisher who was willing to lead the singing, contact John Flack to provide music and provide carol sheets. Cllr Webb reported that he had arranged for a tree to be delivered next week and that he had purchased two new sets of lights.

Cllr Webb told Cllrs that it was traditional for them to supply mince pies, teas and coffees on the evening. The possibility of volunteers coming forward was discussed and Cllr Buncombe agreed to discuss this with the other Cllrs.

#### 15. WCLC Nominative Trustees

The Temporary Clerk reported that he had received the skill matrix the day before the meeting with a covering letter indicating that WCLC had received an application for the soon to be vacant post from someone who fitted into the skills matrix. The Cllrs agreed to look at CV and skills matrix to assess the suitability of the interested party. The Cllrs will discuss the way forward at next Parish Council meeting.

Proposal – Temporary Clerk to send out CV of interested party

**All Agreed**

Proposal – Temporary Clerk to inform WCLC of Parish Council decision

**All Agreed**

#### 16. Third Party Liability Insurance

The Temporary Clerk reported that he had spoken to the Parish Council insurance provider who stated that the special event form detail the organiser of the event and

therefore the holder of the third party liability. The Cllrs agreed that there could be no change to the current procedure.

17. Community grants consultation - SCDC.

Cllr Buncombe reported that SCDC was reviewing its revenue and capital grant programme and were consulting on the proposed changes. Cllr Gower reported that this was akin to moving to the Locality Budget process used by the SCC. The Cllrs agree no further action was required.

18. Correspondence.

- Dogs On the Beach – Trial ban

Cllr Buncombe reported that the Parish Council had looked into this in the past and at the time it was considered inappropriate. Should the Parish Council be considering the possibility of a ban? Cllr Webb thought dogs on the beach can be a problem in the summer. Cllr Haslegrave asked about dog bins on the beach but it was pointed out that the people responsible for emptying the bins limit the locations the bins can be placed and that enforcement/monitoring of any possible ban might not be possible.

Proposal – Temporary Clerk to send letter to SCDC and WDC asking what is the process to get a ban of dogs on the beach.

**All Agreed**

The temporary Clerk then asked about ownership of the camp site and caravan site. Cllr Webb responded the camp site is owned by Andrew Blois and the caravan site is on a long term lease held by John Winyard

- Future use of the Heritage Hut

Cllr Buncombe stated that a committee needs to be formed to discuss the future options for the Heritage Hut. Cllr Gower stated that the Parish Council had a number of options; do nothing; maintain as is; sell the Heritage Hut; manage the use of the Heritage Hut. There was a long discussion about the possible uses with the conclusion the Parish Council needs to decide what it is going to do.

Proposal – Arrange meeting with WCLC to discuss options for the Heritage Hut with Cllr Haslegrave and Cllr Webb representing the Parish Council. Cllr Webb to arrange meeting.

**All Agreed**

Proposal – In parallel Cllr Buncombe, Cllr Gower and the Temporary Clerk to document Parish Council objectives for the Heritage Hut

**All Agreed**

19. To discuss any other matter the Chair will allow

Cllr Gower asked for Speed of Traffic in village to be added to the next agenda

Date of next meeting

Monday 6<sup>th</sup> January 2014

Open Forum - 7.15pm

Village Hall Annex.

Meeting closed by Cllr Buncombe

Time meeting closed 9:17pm.

Signed .....

Date .....

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## Clerks Report - Parish Council Meeting 2<sup>nd</sup> December 2013

### Parish Council Meeting 4th November 2013

- Tribunal Reports. Links to the tribunal reports were added to the Parish Council website as requested.
- Broadband. E-mail sent to project manager asking for an update. No response received to date.
- Election Costs. Contacted SCDC about the cost for a single election. There are many variables but a budgetary value of £800 was suggested. This has been included in the updated budget proposal.
- Budget Proposal for 2014-15. Budget proposal has been updated to include the changes agreed at the last meeting. The updated budget proposal was forwarded to all councillors for discussion at this meeting.
- Parish Council Payments. Made payments agreed at last meeting – Village Hall - £39.00; RoSPA inspection £166.80; SALC Payroll service £42.00; Temporary Clerk expenses £23.97
- Joint Parish Council letter to SCDC. The letter expressing concerns over the application of planning policy was posted on the website as requested.
- Planning Applications. Responded to SCDC planning department the Parish Council views of no objection to Applications DC/13/2740/FUL & DC/13/3018/FUL.
- Allotment Rents. Updated the Parish Council website with information on rents for Oct 13 to Sept 14.
- Parish Councillor Vacancy. Generated and displayed in noticeboard Parish Council vacancy. I have received one response to date. Asked for mention of position to be added in Village News.
- Training. E-mailed local Parish Councils to see if they had any requirements for training. No response. I also contacted SALC about costs of running a course. Will be covered in agenda item.
- Parish Council Clerk. Generated and displayed in noticeboard Parish Council Clerk vacancy. Also contacted SALC who have advertised the vacancy on their website. I have been forwarded one enquiry about the position.
- Official opening of Reydon & Southwold Fire Station. A place for a Walberswick Parish Councillor was booked although this was the day after the requested date.
- Heritage Hut. Requested ideas from WCLC, Parish Plan Steering Group and History Group about the future use of the Heritage Hut. Initial response received suggested there was a group set up to look into this and that the information could be forwarded if required. Will be covered in agenda item.
- WCLC Nominative Trustees. Requested the skills matrix from WCLC. The skill matrix was received on 1st December along with a covering letter. Will be covered in agenda item.
- Christmas Event. Booked Village Hall for 23rd December. Contacted a number of people and Brian Fisher has offered to lead the carols. Will be covered in agenda item.

### General

- Dogs on Beach. Have been following up requests for information relating to a trial ban of dogs on the beach. Will be covered in agenda item.
- Allotments. I have received a request for an allotment. I put the person in contact with Philip Kett.
- Precept letter 2014-15. Requested a copy of the letter that was sent to previous Clerk and am trying to get contact details up dated.
- Time Booked; November 2013, 25hrs 15mins  
Information requests - 1hours;      General Clerk Duties – 24hours 15mins

### Freedom of Information.

- Advance on Precept. This has been ‘put on hold’ at the request of the originator.