

# WALBERSWICK PARISH COUNCIL

## Minutes of Parish Council Meeting Monday 6<sup>th</sup> January 2014 Village Hall Annex

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

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

Item 1 – Community First Responders.

Mr AA Gus Jones introduced himself as from the Blyth Valley Community First Responders, a group comprising the villages of Wenhaston, Blythburgh and Walberswick. He reported that until 6 months ago there were 2 first responders in Walberswick but now, along with Blythburgh, there were no first responders in the village. Mr Jones was looking for the support from the Parish Council to recruit first responders, as the Parish Council had helped fund the group in the past. He pointed out the requirements for first responders and answered questions on training and the hours individuals would be expected to be ‘on call’. There was general support from the Councillors and agreed the best next step was to put an article in the village news and notices on the Village Boards based on information provided by Mr Jones.

Proposal – Temporary Clerk to contact Mr Jones giving contact details for the village news

**All agreed**

Item 2 – Letter from Mr Mac Carthy

The Chair explained to those present that a letter had been received from Mr Mac Carthy and as requested it had been added to the agenda. The Chair then stated that as the content of the letter was related to the finances for 2012-13 it would be inappropriate for the Council to respond until the completed annual return was received from the auditor.

Proposal – Temporary Clerk to acknowledge receipt of letter and respond as above.

**All agreed**

Item 3 - To receive the District Councillor Report

A ‘locality like’ budget of £4000 has been made available for the next 3 months. This is available to the four Parishes but will need to be for capital projects or with matched funding. There is a planning meeting on Wednesday 8<sup>th</sup> Jan where the pressure for housing further up the A12 continues.

Cllr Buncombe stated he had an issue with planning not on the agenda that he would bring up under agenda item no 9

Item 4 - To receive the County Councillor Report

This has been relatively quiet but the A47 and the 3<sup>rd</sup> river crossing in Lowestoft are beginning to receive attention.

Item 5 - To receive the Police Report. Apologies received from PCSO Jamie Newson.

There are no recorded crimes for the parish of Walberswick in December 2013.

The next Saxmundham & Framlingham Safer Neighbourhood Team tasking meeting will be held at Framlingham Police Station on Wednesday 8th January 2014 on Saxmundham Road in Framlingham from 2:00 pm

A member of the public asked if the council was aware of another planning application for a gypsy / traveller site at Pine Lodge, Thorington? Cllr Buncombe responded this was the issue he would bring up under agenda item 9.

A member of the public asked why the 20mph item was not on the agenda as Cllr Gower asked for this at the last meeting? Cllr Buncombe responded that not enough information was given. He then went on to say that the 20mph limit needed to be considered in the broader context of traffic management and that the Vehicle Activated Speed sign (VAS) was on the agenda.

Cllr Webb explained that a solar powered VAS was going to be erected at the entrance to the village, depicting an adult and child which would flash if the vehicle was above the agreed speed threshold, currently 30mph. This was held up at the time by the need to remove trees that the landowner would not agree to. He then went on to say that the 20mph issue had been looked into previously and there were issues over enforcement as it would need to be self regulating with speed humps, chicanes etc. and this was not popular. Cllr Denny thought it was unrealistic to impose a 20mph limit with in the village.

Proposal – Add Visitor Management including 20mph speed limit to next meeting agenda

**All agreed**

Proposal – Temporary Clerk to contact Parish Plan group for information on traffic

**All agreed**

The member of the public stated that an overt speed check showed only 1% of vehicles were speeding but a covert check showed 700 of the 800 checked were speeding but agreed to provide the confirmations of those checks.

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 Denny stated he had just been employed by WCLC. This was noted.

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

Cllr L Haslegrave. Personal Reasons. Agreed

4. Co-Option of Parish Councillor

Cllr Buncombe read out letter from Esme Richardson. He stated that a number of councillors had met Esme for a general discussion about the role of a Parish Councillor.

Proposal – Co Opt Esme Richardson to Walberswick Parish Council

**All agreed**

It was agreed that the signing of the Acceptance of Office would take place before the next meeting.

5. Agree Minutes of Parish Council meeting held on Monday 2nd December 2013

Proposal – Accept Minutes of meeting held 2<sup>nd</sup> December 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.

The Temporary Clerk asked County Cllr Gower to contact broadband manger as he was getting no respond. Cllr Gower responded to try again copying the e-mail to him. There was a discussion around ownership of the beach and the proposed trial ban of dogs.

Proposal – Temporary Clerk to send check list on dog orders to Cllrs and Parish Plan group **All agreed**

#### 7. Standing Orders

Cllr Buncombe stated that the updated Standing Orders had been sent out by the Temporary Clerk and asked for comments. Cllr Gower asked if approval and adoption could be postponed until the next meeting. The Cllrs agreed to adopt in principle the changes and add to next meeting agenda.

Proposal – Temporary Clerk to send out updated Standing Orders without change bars **All agreed**

#### 8. To receive the Finance report

The Temporary Clerk reported; The Audit of the 2012-13 Annual Return was not complete; Allotment rents for 2013-14 of £229.00 were received. My thanks go to Philip Kett for collecting these; Interest received in December 2013, 53p.

#### 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>	<b>9100</b>	<b>2305</b>	<b>800</b>	<b>1865</b>	<b>1250</b>	<b>190</b>	<b>150</b>	<b>1381</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2000</b>
<b>Spend to 6th January 2014</b>	<b>4,497.74</b>	<b>283.01</b>	<b>0.00</b>	<b>0.00</b>	<b>885.88</b>	<b>154.00</b>	<b>0.00</b>	<b>864.37</b>	<b>0.00</b>	<b>0.00</b>	<b>187.80</b>	<b>0.00</b>

Total Spend to 6th January 2014 = £6872.80

Total Receipts to 6th January 2014 = £16732.31

#### Bank Balances at 13th December 2013 (Latest available)

Treasurers Account = £250.72  
 Bus Instant Access Account xx51 = £13839.02  
 Bus Instant Access Account xx38 = £1.23  
 Bus Instant Access Account xx59 = £10.02  
 Total = £14100.99

Outstanding Cheques - None

Available finance at 6<sup>th</sup> January 2014 = £14100.99

#### Bank Mandate

The Temporary Clerk reported the changes to the bank mandate were not complete.

#### Bank Accounts – Rationalise

The Temporary Clerk asked if it would be possible to reduce the bank accounts to one ‘current’ account and one ‘saving’ account. The Cllrs agreed this was a good idea  
 Proposal - The Temporary Clerk to arrange for closure of two saving accounts

**All agreed**

#### Discuss and agree any payments required of the Council

PAYE – for period Oct to Dec 2013; HMRC £296.80; Temporary Clerk £445.10

Proposal – Approve payments required of the Council as presented

**All Agreed**

Proposal – Approve transfer of money from ‘saving’ to ‘current’ account

**All Agreed**

#### 9. Discuss planning applications.

##### Receive Planning decisions

Application No.	Location	Proposal	SCDC Decision
DC/13/3242/TCA	Lu Shan. Millfield Road, Walberswick	Reduce crown of Eucalytus by 3-4m to avoid building contact	GRANTED
DC/13/3226/TPO	Sunningdale, The Street,	Fell Cupressus Macrocarpa with	GRANTED

	Walberswick	heavy lean for safety reasons	
DC/13/2574/FUL	3 The Terrace, The Street, Walberswick	Conversion of existing loft to bedroom including roof lights	GRANTED
DC/13/3018/FUL	St Francis, Seven Acres Lane, Walberswick	Extension to existing dining room	GRANTED

### Planning applications

Application No.	Date rec'd	Location	Proposal
DC/13/3668/TCA	23/12/2013	Old Farm Cottage, The Street, Walberswick	Fell 1 Corsican Pine, Too close to property, risk of structural damage

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** (Cllr Gower abstained)

Application No.	Date rec'd	Location	Proposal
DC/13/3736/FUL	Not rec'd	Pembroke Cottage, The Street, Walberswick	Resubmission of DC/13/2740/FUL Demolition of existing rear extensions and erection of new extensions to the rear and new porch to the front elevation.

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** (Cllr Gower abstained)

Cllr Buncombe raised the planning application for a gypsy / traveller site at Pine Lodge, Thorington; Walberswick PC is not a formal consultee. He stated that after the last application Parish Council Chairs from surrounding villages had signed a joint letter about the planning process. For this recent application Wenhaston PC had contacted Cllr Buncombe to again ask for support to their response regarding the application. It was agreed that Cllr Buncombe should distribute the response to Cllrs for their comments / agreement. Formal support could not be given until the next PC meeting.

Proposal – Cllr Buncombe to distribute information from Wenhaston Parish Council  
**All Agreed** (Cllr Gower abstained)

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

Cllr Webb reported that he had ordered the replacement parts with a delivery date of 15<sup>th</sup> Jan at a cost of £255.71 + vat. He stated once the parts arrived he would start the repairs.

Cllr Denny reported that the size of the goal posts had been reported as too small. Cllr Denny agreed to find out name of Sports Club who had reported this.

Proposal – Temporary Clerk to obtain information on correct size for goal posts  
**All Agreed**

Cllr Gower asked if more play equipment was required? It was agreed to keep the playsite on the agenda and for Cllrs to check with parishioners if additional equipment was required.

#### 11. Update on Heritage Hut

Cllr Webb reported that an initial working party including Mrs Dabbs and Mrs Woodcraft from WCLC had been agreed. He explained that some initial discussions needed to be had before including the Historical society. There was lots of discussion around ownership, finances and what the Parish Council wanted with the conclusion this needed to be pushed forward.

Proposal – Working party to meet and generate some proposals for future use  
**All Agreed**

Proposal – Temporary Clerk to follow up legal issues started by previous Clerk  
**All Agreed**

12. Councillor Training

Two set of dates for Training Course for new Councillors had been proposed by SALC.

Proposal - Temporary Clerk to contact SALC asking for Tuesdays 28<sup>th</sup> Jan, 4<sup>th</sup> Feb, 11<sup>th</sup> Feb and 18<sup>th</sup> Feb.

**All Agreed**

Proposal - Temporary Clerk to book village Hall annex for above training

**All Agreed**

13. WCLC Nominative Trustees

The Temporary Clerk has sent the CV of the proposed candidate along with the matrix to all Councillors. The Cllrs agreed he appeared a good candidate.

Proposal – Propose J Solnick for position as WCLC Nominative Trustee

**All Agreed**

14. Community Emergency Planning

Cllr Buncombe asked for this to be on the agenda from a professional perspective and because of the impact of the major flood in December 2013. A community emergency plan is the link between the local residents and the professional multi agency emergency planning teams. Cllr Buncombe proposed that the Parish Council considered the need for a community emergency plan. The Cllr agreed this was a good idea. Cllr Webb agreed to lead this.

Proposal – Cllr Buncombe to send information on producing a community emergency plan

**All Agreed**

**Subsequently** Cllr Buncombe provided the access website advice on Emergency Preparations for communities – available at <http://www.getpreparednow.co.uk/>

15. Allotments

The Temporary Clerk thanked Philip Kett for his valued support in collecting the rents for the allotments.

Current position	1 * ¾ allotment
	7 * ½ allotments
	27 * ¼ allotments

There are no spare allotments for let.

16. Register of Interests

The Temporary Clerk reported that Cllr Denny and Cllr Haslegrave have yet to complete the Register of Interests form. Cllr Buncombe explained there had been problems but expressed the requirement to complete the form.

17. Vehicle activated sign for Village.

The Temporary Clerk reported all he had proposed saying was covered in the open forum.

Proposal – Temporary Clerk to follow up from point previous Clerk reached.

**All Agreed**

The condition of the 30mph sign entering the village was raised

Proposal – Temporary Clerk to raise as a fault with SCC

**All Agreed**

18. Correspondence

The temporary Clerk raised two pieces of correspondence;

Temporary Closure of Leveretts Lane, 13<sup>th</sup> to 16<sup>th</sup> January. It was reported signs stating this were already in place.

Walberswick Conservation Area Appraisal. Confirmation that the appraisal has been completed and the document has been adopted as a supplementary planning document.

19. To discuss any other matter the Chair will allow

Cllr Webb raised on behalf of Cllr Haslegrave the question of affordable / social housing in Walberswick. Cllr Haslegrave asked for an update from the SCDC Housing Officer on the position of the single affordable / social housing unit in the Hopkins Home development.

Proposal – Temporary Clerk to ask for an update on the affordable / social housing unit in the Hopkins Home development.

**All Agreed**

Temporary Clerk asked if all Cllrs should have a key to the Heritage Hut. It was agreed this was not required currently but Cllr Gower would pass his key to Cllr Buncombe.

Cllr Gower asked what the position was on securing a lockable filing cabinet

Proposal – Temporary Clerk to obtain a quotation for a lockable filing cabinet.

**All Agreed**

Date of next meeting;           Monday 3<sup>rd</sup> February 2014,  
Open Forum - 7.15pm,  
Village Hall Annex.

Meeting closed by Cllr Buncombe;  
Time meeting closed 9:00pm.

Signed ..... Date .....

Cllr Buncombe asked a member of the public if they would like to make their point which was not allowed during the meeting. The member of the public stated that if Cllr Gower could obtain an update and or copy of the s106 agreement it would detail what the position was with the affordable / social housing unit in the Hopkins Home development. Cllr Gower stated that the temporary Clerk would ask SCDC for this information.

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### Clerks Report - Parish Council Meeting 6th January 2014

Parish Council Meeting 2nd December 2013

- Broadband. E-mail sent to project manager, copied to County Cllr Gower, informing him of the presence of aluminium cable in Walberswick and that some houses are still using a shared service. No response received to date. Could I ask County Councillor Gower to chase on behalf of the Parish Council.
- Standing Orders. An update to Walberswick Parish Council Standing Orders has been completed and distributed to the Councillors. This will be covered under the agenda item
- Bank Mandate. The change of mandate form is not complete. I plan to get the remaining information from Councillors this evening.
- Parish Council Payments. Made payments agreed at last meeting – Village Hall - £29.00; Waveney Norse two payments for grass cutting - £603.28 and £97.38
- Planning Applications. Forwarded to SCDC planning department the Parish Council views of no objection to Applications DC/13/3226/TPO & DC/13/3242/TCA.

- Training. E-mailed SALC for available dates to hold training courses in Walberswick. This to be covered under the agenda item.
- WCLC Nominative Trustees. Sent CV or proposed candidate and skills matrix to Councillors. Contact WCLC explaining what the Parish Council were proposing. This will be covered under the agenda item.
- WCLC Third Party Insurance. Contacted WCLC stating the Parish Council position of no change and asking if the request had been misinterpreted. The response indicated the request had not been misinterpreted, the WCLC were concerned that all events had insurance cover and if the Parish Council had financial problems they were happy to help with funding the insurance. Any other thought were just seen as an additional benefit in cost savings.
- Trial Ban of Dogs on Beach. Contacted both SCDC and WDC as requested. No response has been received from WDC. SCDC state they do not own any part of the beach and therefore cannot put a dog control order in place.
- Heritage Hut. No progress has been made on producing a document detailing the Parish Council objectives for the future of the Heritage Hut. Details of previous meetings dealing with this topic were forwarded to me from Mr Walpole and these were sent to Cllr Webb and Haslegrave. This to be covered under the agenda item.

#### General

- Allotments. I have received the allotment rents from Philip Kett. This to be covered under the agenda item.
- Precept letter 2014-15. Sent requested to SCDC for a precept of £12 000.00 for 2014-15.
- Heritage Hut. Located information being worked on by previous Clerk. Will make available to relevant Councillors.
- Vehicle Activate Sign. Found information relating to the purchase and installation of a VAS in Walberswick that the previous Clerk was working on. This to be covered under the agenda item.
- PAYE – Sent hours worked for period October 2013 to December 2013 inclusive to SALC to produce Pay Slip.
- Post Office. Raised an issue with the Post Office about mail not being delivered to the Heritage Hut. Have received initial response and waiting detailed response.
- Councillor Vacancy. Progressed process for appointment of Councillor
- Clerk Vacancy. Progressed process for appointment of permanent Clerk
- Time Booked; December 2013, 23hrs 15mins

General Clerk Duties – 23hours 15mins