

WALBERSWICK PARISH COUNCIL

Minutes of Parish Council Meeting Monday 3rd March 2014 Village Hall Annex

Present; Cllr P Denny, Cllr M Gower, Cllr Haslegrave, Cllr Richardson, Cllr D Webb, J Lavery (Parish Clerk)

Open Forum: (14 Members of the Public present)

Item 1 - To receive the County Councillor Report

There are proposals to instigate a New Arts School in Saxmundham with a proposed investment of £2.5 million. Local artist Ryan Gander is behind the proposal.

Item 2 - To receive the District Councillor Report

“EDF are proposing no new road to the site and there are major concerns about the adequacy of the B1122. EDF’s preferred option for worker’s accommodation is to site 4-storey temporary housing for 3000 workers on the edge of Eastbridge. This may be too big for its location. There has been some conflict between a group and the Yoxford Parish Council re the use of community woodland. There are signs that agreement may be on the way. The District Council’s budget has been agreed and Council tax remains fixed for the fourth year in a row. A boundary review is also underway.

Item 3 - To receive the Police Report. No report available.

A member of the public has seen a copy of a letter sent to the Chair of the Parish Council and wished to point out that there were factual errors when referring to him.

A member of the public raised the issue of co-operation between the Parish Council and the Parish Plan Steering Group. It had been proposed that representatives of the Parish Council would join the Parish Plan Steering Group ensuring closer liaison between the two bodies. The recent resignation of 2 Councillors may delay this process and the member of the public urged the Parish Council to take this forward ASAP.

Cllr Gower closed the Open Forum at 7.30pm

Parish Council Meeting

1. Elect the Chair

Esme Richardson was unanimously elected as Chair.

2. Agree the Agenda

All agreed

3. To receive Members’ declarations of interest on any matters on the agenda

No declarations were received

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

All present apart from Councillors R. Buncombe and S Eves who have resigned.

5. Agree Minutes of Parish Council meeting held on Monday 6th January 2014

Proposal – Accept Minutes of meeting held 3rd February 2014 as presented

All agreed

6. To receive the Temporary Clerk's Report and report on the Action Plan for the new Clerk

The Temporary Clerk gave a report of activities carried out since the last meeting. No questions raised to the Temporary Clerk. The report is appended at the end of these minutes.

The new clerk reported that he was working through the agreed action plan. The new clerk asked for approval for some training, which would necessitate some extra hours work over the next 2 months. The training includes a New Clerk's Day on 22/4/14 @ £48-00 + VAT and a Clerk's Workshop covering notices, agendas and minutes @ £25 + VAT.

7. To receive the Finance report.

Completed Audit of the Annual Return for 2012-13 has still not been received. Councillors may need to consider the impact the payment for this could have on the 2014-15 budget.

Interest received in February 2014, 52p

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 3rd March 2014	5,239.64	373.01	0.00	0.00	885.88	189.00	0.00	1,158.14	0.00	0.00	238.94	0.00

Spend has occurred under Admin, Subscriptions and Village Facilities sections of the budget. The spend to date is below budget in all sections.

Total Spend to 3rd March 2014 = £8084.61

Total Receipts to 3rd March 2014 = £16733.41

Bank Statement Balances at 14th February 2014 (Latest available)

Treasurers Account = £1314.16

Bus Instant Access Account xx51 = £11840.12

Total = £13154.28

Available finance at 3rd March 2014 = £13119.28

Review of Finance Regulations

After discussion it was unanimously agreed to make no changes to the financial regulations. Financial regulations adopted as presented.

Review the effectiveness of the Internal Audit

The relevant documents weren't available to Councillors prior to the meeting. Clerk to forward the documents to the Councillors. This item will be re-visited at the next PC meeting.

Discuss and agree any payments required of the Council

The only item was the Hire of The Village Hall for meetings from 30/12/13 to 3/3/14 @£104-00. All agreed this payment.

8. Discuss Planning Applications.

- Receive Planning Decisions

Application No.	Location	Proposal
DC/13/3736/FUL (re-submission DC/13/2740/FUL)	Pembroke Cottage, The Street.	Demolish existing rear extensions and erection of new extensions to the rear and new porch to front elevation.

Granted

- Consider Planning Applications

Application No.	Location	Proposal
DC/14/0261/TCA	Poplar Cottage, The Green	To fell Ash showing signs of die-back

The Tree warden will check the condition of the tree.

Application No.	Location	Proposal
DC/14/0262/TCA	Saltlick, Leveretts Lane	To fell one Cupressus Leylandii that overcrowds the beech hedge.

No Objections.

Application No.	Location	Proposal
DC/14/0303/TCA	Northdale, The Street	To fell two dying Silver Birch to front of property.

The Tree warden will check the condition of the trees.

Application No.	Location	Proposal
DC/14/0398/VLA	Land to rear of Rosemary Cottage, The Street.	Residential redevelopment of existing vacant site to provide 5 residential dwellings (revised scheme to that previously permitted under ref:- C11/0375)

Clerk to clarify what this application refers to.

Application No.	Location	Proposal
DC/14/0391/FUL	Tyra, 24 Manor Close	Provision of 3 new roof lights, 3 new windows and ground floor extension to rear.

No Objections.

9. Update on Goal Posts

Initially there wasn't an update because no quote had been received. After discussion it was agreed that a quote should be obtained by Councillor Webb for 11 a side goal posts.

There may also be funding available from SCDC sport/play scheme. Councillor Gower will write to enquire how much might be available. A request for what play equipment is needed will be posted in the village news.

10. Update on Heritage Hut Physical Condition Report – Cllr. D. Webb.

It was agreed that the Parish Council should retain ownership of, develop and maintain the Heritage Hut. Cllr Webb had surveyed the Hut and produced a schedule of necessary maintenance work. The Clerk was asked to obtain 3 quotes to complete the work described in the schedule. Suggested Contractors to quote were: N. Hunt, I. C. King & K. Benham.

Meeting suspended

Consider an offer to renovate and provide a new use for the hut.

Meeting resumed

The parish recognises that further work will be needed to think through future use.

11. Community Emergency Planning Update

- Flooding in The Lea - letter received from E P Molloy (copied to the Common Lands Charity) reporting that flooding on the night of the storm surge was worse than had been reported in the Village News.
- Robinsons Marsh – Write to the Common Lands Trust to ask if they have any long-term plans.
- Co-ordinate future strategy – ask R. Buncombe if he would consider acting as advisor re the Emergency plan.

12. Agree Council actions to liaise with Parish Plan Steering Group

Following R. Buncombe's resignation a new Councillor was needed to take this forward. Cllr. Richardson will discuss the way forward with them.

13. Registration of Parish Council land / buildings

This has not been done yet. It was suggested that the Heritage Hut should be registered ASAP.

14. Traffic Management; 20mph Zone, Vehicle Activated Sign - Identify and resolve Future Actions

- 20 mph Zone.

An e-mail was read from David Chinnery. There is a detailed report on the SCC website re their views regarding 20 mph limits and zones and the criteria to use. Council decided not to take this forward now, as they felt that even the existing 30 mph limit wasn't being observed. The focus now must be to get mean speed at or below 24mph.

- Vehicle Activated Sign (VAS)

It was decided to write to Bob Clench for advice about taking this forward and being able to use the Temporary VAS.

- Identify and Resolve Future actions

A discussion followed around the issue of speeding. Cllr Webb felt that cars were normally down to under 30mph after the Church. Cllr Haselgrave reiterated her objection to the 20mph proposal. It was suggested that the temporary clerk could ask Blythburgh PC if Walberswick could use their radar speed gun.

15. Proposed use of the Track Field for Pigs.

There didn't appear to be any news re this issue. Councillors felt that the Common Lands Charity would be better placed to address this issue as they have as they have access to an experienced land agent.

16. Clement Freud Memorial Seat.

A position for the seat was agreed.

17. Document Retention

In the interim the clerk should source and purchase 2 lockable, 4 drawer filing cabinets for the Heritage Hut to properly store documents. All agreed that the Document retention Policy should be reviewed with a view to reducing the documents we hold to minimum levels. The documents will be reduced when the policy is implemented

18. Dates of Meetings

- Annual Parish meeting must be held before the end of May. The suggested date was the 24th April. Clerk to check the availability of the Village Hall.
- Annual Meeting of the Parish Council. This was scheduled for Monday 5th May – However this is a Bank Holiday. Suggested date is now Monday 12th May. Clerk to check availability of the Village Hall.

19. Correspondence

Received resignation letter from R. Buncombe and S. Eves. Clerk asked to e-mail the recruitment process for new Councillors to the current Councillors.

20. To discuss any other matter the Chair will allow

The clerk asked permission to buy the following reference books.

A. Baker: Local Council Administration @ £65-00 + p & p

P. Claydon: Local Council Clerk's Guide @ £16-00 + p & p

All Agreed

21. Date of next meeting

Monday 7th April 2014,

Open Forum - 7.15pm,

Village Hall Annex.

Cllr Richardson then signed the minutes for 3rd February 2014.

Meeting closed by Cllr Richardson

Time meeting closed 8.52pm.

Signed Date

Clerks Report - Parish Council Meeting 3rd February 2014

Parish Council Meeting 3rd February 2014

- Minutes of 6th January 2014 Meeting. The minutes were updated with the changes agreed at the meeting prior to being posted on the website.
- Planning Applications. Forwarded to SCDC planning department the Parish Council views of no objection to Applications DC/14/0075/FUL, DC/14/0135/TCA & DC/14/0109/FUL.
- Standing Orders. Following the adoption of the Standing Orders a note was added stating when they were adopted.
- Parish Council Payments. Made payments agreed at last meeting – Heelis & Lodge Internal Audit £90; Essex & Suffolk Water £38.06; ICO registration £35 & Cllr Webb parts to repair play equipment £306.85
- Playing Field Goal posts. No formal quotations have been requested and this is ongoing.
- RoSPA Annual Inspection. A request has been made and acknowledged received stating the inspections will take place in September 2014.
- Heritage Hut. Letter has not been sent to 'Tinkers' or the owners of Poplars Cottage. This is ongoing.
- Weaners on the Allotment. Approval letter sent and acknowledgement received.
- Registration of Parish Council Land / Buildings. No search has been completed on the Land Registry site. This is ongoing.
- Vehicle Activated Speed Sign. Contacted SCC asking for Walberswick to be considered for the scheme to place temporary VAS signs in the Village. SCC are reviewing the request.
- 20mph Zone. Contacted SCC to ask what the rules were for creating a 20mph zone with in Walberswick. SCC responded there is a report being taken to Cabinet detailing SCC's views on 20mph limits and zones and this would be a good place to start.
- SCC Speeding Guidance. The link to 'Guidelines for speed management' was added to the website.
- Condition of Roads. Contact SCC about the condition of the road. No feedback has been received.
- Surfswold. Contacted Surfswold stating No for 2014 but will be reviewed in late 2014/ early 2015 based on Southold's experience.
- Track and/or Manor Field. Have added this item to the agenda.
- Memorial Seat for Sir C Freud. Contacted E Freud stating in principle the seat was approved but the Council were checking the seat would fit the location. Response thanking the Parish Council received.

General

- Damaged 30mph sign. Received confirmation that an order has been placed to replace the faded 30mph sign at entrance to village. (SCC Ref No. 3234023)
- Reported Resignation of R Buncombe to SCDC, ref No ROI24786
- Reported Resignation of S Eves to SCDC, ref No ROI24787
- Training. Attended the second session of the training course organised for the Councillors.
- Parish Clerk. Commenced the handover of the role to John Lavery.

FOI Requests

- Received notification of an application to appeal the decision of the FTT. A response was sent to the ICO.
- Received request asking for policy on management of Community Benefit Fund bank account. Responded stating I could not find a policy document.

- Received request for 'Authorised' timesheets or equivalent for financial year 2012/13. Forwarded those available with a note stating one was not authorised but the attached payslip had been.
- Received request for bank statements for Community Benefit Fund for years 2009/10, 2010/11, 2011/12 & 2012/13. Request for payment to cover copying was made and payment has been received. Copies have been made and passed to requestor.

Time Booked; February 2014, 30hrs

General Clerk Duties – 24hours 45mins; Includes 4hours 30mins handing over to J Lavery

Training – 2hours;

FOI - 3hours 15mins.