

**~~Unapproved~~ Minutes of the Parish Council Meeting  
Held on Monday 4th August 2014 in the Heritage Hut.**

**Present:** Cllrs Esme Richardson (Chair), Lorraine Haselgrave, Lee Sutton, Michael Gower, Chris Hosea and Ray Goodman. The Parish Clerk – Jeremy Solnick, plus about 25 members of the Public.

**7:15pm, Open Forum:**

Item 1 - To receive the District Councillor Report

Councillor Gower reported that the electoral review was nearing completion. The number of councillors was being reduced from 55 to 42 and Wenhsaton and Walberswick will be joined with Dunwich, Darsham and Westleton to form a new ward.

Item 2 - To receive the County Councillor Report

Councillor Gower reported that a public consultation on the future of children's centres had begun.

Item 3 - To receive the Police Report:

There was no police report as the new parish Clerk had not had a chance to contact the police

A member of the public asked about the General Power of Competence referred to in item 5f of the agenda and pointed out that it was inappropriate for this Parish Council. The Parish Clerk agreed and said there was no intention to use it. The person said that he had some material that would be useful for the Parish Clerk in updating the public information section of the website. The Parish Clerk thanked the person for his offer of assistance.

Another member of the public asked why the unapproved minutes were not put up on the website so the public could see them before the meeting and pointed out that this used to be the practice of the Council. The Parish Clerk replied that he felt this was a good practice and he would do his best to have the unapproved minutes ready in time so they could be put up on the website.

"Another member of the public expressed her hope that the Council in the future would not be subjected to further bullying and harassment by certain other members of the public.

## Meeting

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

There were no declarations of interest

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

# WALBERSWICK PARISH COUNCIL

Webpage: <http://walberswick.onesuffolk.net/parish-council/>

CLERK: Jeremy Solnick

e-mail: [pc@walberswick.suffolk.gov.uk](mailto:pc@walberswick.suffolk.gov.uk)

Post: Heritage Hut, The Green, Walberswick Suffolk IP18 6TT

There were no apologies for absence

### 3. Declaration of interest dispensation applications received

No Declaration of Interest Dispensation Applications were received

### 4. Agree Minutes of Parish Council meeting held on Monday 30<sup>th</sup> June 2014

It was proposed by the Chair Esme Richardson and seconded by Michael Gower that the minutes of the Parish Council meeting held Monday 30<sup>th</sup> June 2014 be agreed and signed. This was done by the Chair.

### 5. To Deal with items from the Parish Council Standing Orders not dealt with at the AGM held on the 12<sup>th</sup> May 2014:

- a. Produce declarations of acceptance of office from the Chair and any new Councillors

The Parish Clerk reported that although these were signed by the Councillors he had not yet located the file containing them and so could not produce these. If the file could not be found then steps would need to be taken to replace the declarations.

- b. Review of delegation arrangements and terms of reference for:

- i. Committees and Sub-committees
- ii. Parish Clerk

There were no delegation arrangements to committees, sub-committees or to the Parish Clerk

- c. Nomination of new members to existing Committees

No new members were nominated

- d. Appointment of any new committees

No new Committees were appointed

- e. Review of Standing Orders and Financial Regulations

The Current Standing Orders and Financial Regulations seemed adequate for the Council's purpose but the Parish Clerk would review these to see if any changes in legislation affected them and would make any necessary recommendations to the Council.

- f. General Power of Competence

This was not appropriate for the Parish Council

# WALBERSWICK PARISH COUNCIL

Webpage: <http://walberswick.onesuffolk.net/parish-council/>

CLERK: Jeremy Solnick

e-mail: [pc@walberswick.suffolk.gov.uk](mailto:pc@walberswick.suffolk.gov.uk)

Post: Heritage Hut, The Green, Walberswick Suffolk IP18 6TT

## g. Review of Internal Control Arrangements and Risk Assessment

This had not appear to have been formally carried out in the past year. External auditors had raised it as a point which might qualify the audit and the Council (through the Parish Clerk) will address this as a matter of urgency

## h. Review of Inventory of land and assets

The Parish Clerk had updated the Review of Inventory of Land and Assets for the year ended 31st March 2014, however this would benefit from a physical check and a further review of the values which should be carried out during the year.

## i. Review of Insurance Cover

Insurance cover was in place but the risks covered and the amount of cover would be reviewed during the year.

## j. Review of Council and Employees Memberships of other bodies

The membership of SALC was continuing. Councillor Gower felt the Council should become a member of Sizewell Parish Liaison Group. There were no other memberships

## k. Review of the Council's Complaints Procedure

The Complaints procedure was last reviewed in 2012. The Parish Clerk felt it was simple and useful and remained fit for purpose

## l. Review of the Council's Procedure for handling requests made under the Freedom of Information Act.

The Council had no specific policy here but the Parish Clerk believed that what was contained in the Standing Orders and in the Act itself was sufficient and no special policy was needed.

## m. Review of the Council's policy for dealing with the press and other media

This policy was last reviewed in 2012. It remained simple and fit for purpose. The Parish Clerk would circulate it to all councillors.

## n. Setting the dates, time and places of ordinary meeting of the full Council for the year ahead

The meetings would take place on the first Monday of each month but the Council would consider the possibility of not having a meeting in December.

## 6. To receive the Clerk's Report

# WALBERSWICK PARISH COUNCIL

Webpage: <http://walberswick.onesuffolk.net/parish-council/>

CLERK: Jeremy Solnick

e-mail: [pc@walberswick.suffolk.gov.uk](mailto:pc@walberswick.suffolk.gov.uk)

Post: Heritage Hut, The Green, Walberswick Suffolk IP18 6TT

- a. To receive the Financial Statement for the year ended 31st March 2014 and the Finance report for the first quarter of the audit year

The Statement showing the receipts and payments for the audit year ended 31st March had been posted on the Council's website. It showed a surplus of £13015. Point to note were the reduction in the clerk's salary from £13,724 to £5239. VAT £239 had to be reclaimed. The Clerk had carried out a bank reconciliation up to 4th August 2014 but had not been able to reconcile the bank statements with the cash book by the time of the meeting. The bank reconciliation showed a surplus of £17,206 (subject to the payments set out below), mainly because the half year precept of £6,091 had been received. In the Council's view this is too high and consideration needed to be given, subject to the Council's foreseeable obligations, to reducing the precept.

- b. Internal and External Auditors reports

The Internal auditors were happy with the accounts but made several recommendations on their report. The most pressing of these was the risk assessment referred to in 5g but they also referred to the asset register referred to in 5h above.

The Financial Statements and other documents were now with the external auditors who had indicated that they would report during September.

- c. Auditor's report for the Year ended 31st March 2013

The Parish Clerk has been told by the auditors that the audit for this year has been delayed by queries and objections from some parishioners. The auditors issued a provisional interim report which raised several queries. These have been responded to. The auditors have now requested additional information on salary payments during the audit year.

- d. Ratify the New Clerk's contract and discuss his pay

The new Parish Clerk's contract was on the standard NALC contract form used by the Council for previous clerks. The hourly rate agreed was £10.30 and the Clerk's hours were capped at 25 hours per month split into approximately 6 hours per week. However the new clerk had said he did not wish to be paid and asked that the equivalent of the remuneration he would otherwise receive in each month be donated to St Andrews Church Walberswick for the use of the Diocese.

It was proposed by Michael Gower and seconded by Esme Richardson that the clerk's contract was agreed and signed. The chair duly did this

- e. Discuss, agree and make any payments required of the Council

i. Previous Clerk's Pay For June (already agreed) and July -	£495.49
ii. Previous Clerk's Expenses	£ 74.87
iii. Essex & Suffolk Water bill for Sports Ground -	£ 20.21

# WALBERSWICK PARISH COUNCIL

Webpage: <http://walberswick.onesuffolk.net/parish-council/>

CLERK: Jeremy Solnick

e-mail: [pc@walberswick.suffolk.gov.uk](mailto:pc@walberswick.suffolk.gov.uk)

Post: Heritage Hut, The Green, Walberswick Suffolk IP18 6TT

- |   |   |           |
|---|---|-----------|
| iv. Materials for repairs and decorations to Heritage Hut | - | £232.83   |
| v. SALC for training                                      | - | £720.00   |
|   |   | £1,543.40 |

Councillor Gower proposed that these payments be agreed and made and the cheques be sent out. This was seconded by the Chair Esme Richardson.

The Parish Clerk said that there was an unforeseen expense which had yet to be invoiced. He had been told by the external auditors that their costs were likely to be in the region of £4,000 plus VAT. The auditors say this was because they had spent additional time at the rate of £117.50 an hour in dealing with the objections and queries from parishioners referred to above. This was a substantial increase over the normal cost of the audit which was in the region of £200. The clerk said everything possible would be done to persuade the external auditors to reduce the bill.

## 7. Discuss planning applications.

Planning applications received at time of publishing this agenda

Application No.	Location (within Walberswick)	Proposal and expiry of consultation period	Council's decision
Blyth Barton Palmers Lane	<a href="#"><u>Proposed single storey and rear extension with balcony over.</u></a>	DC/14/2270/FUL 7th September 2014	No objection on planning grounds
The Gables Millfield Road	<a href="#"><u>To fell Lime Tree in front garden.</u></a>	DC/14/2272/TCA 24 Aug 2014	No Objection
The Old School, Leveretts Lane	<a href="#"><u>Erection of single-storey extension comprising bedroom and bathroom.</u></a>	DC/14/1948/FUL	*Ray Goodman left the room during this discussion No Objection
White Beam 12 Manor Close	<a href="#"><u>Application to vary condition 2 of planning consent C12/2387 (Extension to side of property (south west), change garage flat roof to pitched tiled roof, P.V solar panels to south elevation of main roof.) to allow for use of painted Hardiplank cladding.</u></a>	DC/14/1781/VOC 29 Jul 2014	This had already been built but in any event no objection

## 8. Installation of a Vehicle Activated Sign

This had been discussed on a number of occasions and the Council wished to proceed, and did not want to wait for the outcome of discussions on wider issues of traffic management in

# WALBERSWICK PARISH COUNCIL

Webpage: <http://walberswick.onesuffolk.net/parish-council/>

CLERK: Jeremy Solnick

e-mail: [pc@walberswick.suffolk.gov.uk](mailto:pc@walberswick.suffolk.gov.uk)

Post: Heritage Hut, The Green, Walberswick Suffolk IP18 6TT

the village. It was possible to purchase one jointly with Blythburgh. There were a number of issues:

- a. Were Blythburgh still willing to share?
- b. What was the cost?
- c. How portable was it and what was entailed in moving
- d. What was the cost of maintenance
- e. Was it re-programmable to different speeds

Councillor Chris Hosea proposed that the Clerk approach Blythburgh to seek answers to the queries. Councillor Ray Goodman seconded. A meeting with representatives of the Highways authority will be arranged in August.

## 9. Parish plan steering group update

John Nichols, the Chairman of the Parish Plan Steering Group had provided a resume giving details of the group's activities over the past month. This was read out to the meeting by the clerk. A copy of the resume is appended to these minutes.

## 10. Planning Advisory Group

It was agreed that the Planning Advisory Group would provide advice on planning applications to Walberswick Parish Council with immediate effect.

## 11. Proposals for the Heritage Hut

The Council was formulating a proposal for the long term use of the Heritage Hut. A letter had been received from Chrissy Reeve with proposals to use it as curiosity shop / visitor centre and to take on responsibility for repairs and maintenance. The Clerk read Chrissy's letter to the meeting. Councillors thanked Chrissy for the proposal but preferred a different use. They proposed a general use by villagers and others including groups for meetings and other leisure activities free of charge in most circumstances except when there was a commercially related activity in which case there would be a modest charge. This involved a certain amount of organisation and it was possible that a sub-committee might be set up with a specific remit to look after the running and maintenance of the Heritage Hut. This would be the subject of further discussion. However, further long term repair works were needed to the hut. The two yew trees in front of the hut had become overgrown and needed to be severely cut back or perhaps removed. Informal advice had been received on this and Brian Morton would also be consulted on possible damage to the structure. Michael Gower proposed that Chris Hosea be authorised to spend up to £200 on repair materials. Esme Richardson seconded. Chris Hosea would arrange for a further working party to do repairs.

## 12. Reviving the Crabbing Competition

# WALBERSWICK PARISH COUNCIL

Webpage: <http://walberswick.onesuffolk.net/parish-council/>

CLERK: Jeremy Solnick

e-mail: [pc@walberswick.suffolk.gov.uk](mailto:pc@walberswick.suffolk.gov.uk)

Post: Heritage Hut, The Green, Walberswick Suffolk IP18 6TT

Councillor Lee Sutton was enthusiastic about reviving the Crabbing competition formerly run in the village by Wally Webb. Other councillors were also enthusiastic but noted that this competition could be organised by a voluntary groups acting with the support of the council but outside its direct control. This had stopped because too many people had attended and care needed to be taken with any arrangements to prevent this happening. It was possible that an event management company might agree to take on the running of this. There were also insurance issues. Councillor Sutton said he would investigate ways to revive the competition and report back to the Council.

## 13. Correspondence Received and Sent

The following letters had been received:

- a. Chrissy Reeve – on the Heritage Hut
- b. Jane Tibbles – from the Walberswick Common Lands Charity regarding the erection of a shelter in the Children's play area next to the Sports pavilion. No objection but councillors felt the dimensions were too small. The clerk was asked to respond accordingly.
- c. Stephanie Harvey – the clerk had acknowledged receipt of her letters and replies were being prepared
- d. John McCartney - the clerk had acknowledged receipt of his letters and replies were being prepared.
- e. Alan Walpole - the clerk had acknowledged receipt of his letters and replies were being prepared.

## 14. To discuss any other matter the Chair will allow.

The contractor who cuts the grass on the playing fields should be asked to cut additional areas on the paths. It was proposed by Ray Goodman that up to £200 on this. This was seconded by Esme Richardson. The clerk was asked to arrange this.

## 15. Date of next meeting –

Monday 1st September 2014.