WALBERSWICK PARISH COUNCIL

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

CLERK: Jeremy Salnick email: parishclerk@walberswick.suffolk.net

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

~~DRAFT:~~ Minutes of the meeting of Walberswick Parish Council on the 1st December 2014

Present: Councillors Esme Richardson (Chair), Michael Gower, Chris Hosea and Lee Sutton. Apologies received from Councillor Ray Goodman and Councillor Lorraine Haslegrave.

Open Forum

Item 1 - To receive the District Councillor Report

Councillor Gower reported that it was now likely that the Stage 2 Consultation on Sizewell will not now take place until after the election. Transport remains the key issue locally.

Item 2 - To receive the County Councillor Report

Councillor Gower reported that SCC was looking for views on spending priorities in future years. For further information please see the SCC website.

Item 3 - To receive the Police Report

The Clerk said that he had heard from Jamie Newson that no crimes had been reported in the Walberswick area over the previous month.

AGENDA

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

   Declarations of Interest were received from Councillors Hosea and Sutton in respect of Item 10 on the Agenda.

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

   The apologies from Councillors Goodman and Haslegrave were noted and accepted.

3. Declaration of Interests/Dispensation Applications Received

   No other Declarations of interest or Dispensation Applications had been received.

4. Agree Minutes of Parish Council meeting held on Monday 3rd November 2014

   The clerk said that he had made a mistake in using the word 'zone' in preparing the note on the '20mph speed limit and traffic calming measures for the draft minutes. This needed correction. A note with the necessary revisions ('the revision note') was passed to Councillors and to the public. Councillor Richardson proposed that the minutes be accepted subject to the revision note. Councillor Gower seconded this. **The resolution to accept the minutes subject to the revision note was passed unanimously.**

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5. To receive the Clerk's Report?
   a. Finance report for period to 1st December 2014.

      The clerk handed out copies of the bank reconciliation to Councillors and members of the public (a copy is annexed to these minutes as appendix 1). These showed a balance of £16,594.67 cash at the bank. The Clerk had carried out a reconciliation with the Cash book. Unfortunately because of the missing September bank statement, there was a discrepancy of £17.40.

   b. Allotments

      The Clerk reported that Philip Kett had collected all the allotment rents. Totalling £226. Allotment holders had given up and two allotments have been re-let. The Clerk expressed his thanks to Philip Kett for his assistance in carrying out an onerous task which he had done for many years and which was of great assistance to the present clerk and his predecessors.

   c. VAT refund

      The clerk had prepared form for claiming a refund of VAT incurred over the previous two years. This amounted to £980.28. The clerk said he would submit it as soon as he could.

   d. Discuss and agree and make any payments required of the Council

      i. Materials for repairs and decorations to Heritage Hut (if any)

         None this month

      ii. Village Hall

         A payment of £55 was approved in accordance with the invoice which had been submitted.

6. To consider and set a budget for the years 2015 / 2016 (ie: the financial year ending 31st March 2016).

   The clerk handed out copies of a revised draft budget to Councillors and the public. The following points of agreement were reached:

   a. The clerks hours of work should remain set at 25 hours per month.
   b. The heading contingency and reserve in the payments section should be renamed 'Revenue spending for the benefit of the village'.
   c. Councillors identified the following heads on which they would like to spend revenue: the 20mph speed limit and vehicle activated sign, the Heritage Hut, Refurbishment of the Jubilee seat, Refurbishment and improvement of the play equipment and the playing fields and the purchase of new play equipment for children

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Taking into account the large reserves of cash which WPC held it seemed possible to allocate £9,000 to Revenue spending for the benefit of the village and to reduce the precept to £8,000. The clerk was instructed to redraft the budget in accordance with the above points and send the revised draft to Councillors.

7. To consider and set the precept for the year 2015/2016 and to authorise the clerk to certify the precept and return the precept request form to Suffolk Coastal District Council.

   Following the discussion set out above, Councillor Richardson proposed that the WPC Precept be set at £8,000 for the forthcoming financial year of 2015 / 2016. This was seconded by Councillor Gower and the resolution was passed unanimously.

8. To Adopt a new Protocol for the Reporting at Meetings of the Council and Committees

   The Clerk handed out copies of this protocol which had been sent out by SALC. The clerk explained that this was to cover new legislation allowing for recording and filming of meetings. Councillor Richardson proposed that the new protocol be adopted and the clerk be instructed to add it to the WPC website. This was seconded by Councillor Gower. The resolution was passed unanimously.

9. Delegation of authority to the Clerk.

   The clerk handed out to councillors and members of the public a revised scheme of delegation which he had prepared based on discussions with Mr Gower. These largely arose largely out of previously agreed informal delegations. The clerk felt these delegations would enable him to carry out his functions more efficiently and effectively. Councillors had already seen these and they were happy with them. **Councillor Gower proposed that the new scheme of Delegation be adopted by the Council. This was seconded by Councillor Richardson. The Resolution was passed unanimously.**
   The clerk said these would be put up on the WPC web site

10. Nominative Trustees for the Walberswick Common Lands Charity.

The Chairman of the Walberswick Common Lands Trust had written to WPC asking WPC to nominate two trustees for the Charity. The chair announced that is item was dealt with in closed session because pursuant to section 100A of the Local Government Act 1972 because the discussions were of a confidential nature. Following discussions Councillors unanimously resolved unanimously to appoint James Darkins as trustee for a term of four years.

11. Arrangements for Christmas Carols and Santa's Christmas Grotto.

   Christmas Carols were going to take place at 7pm on Monday 22nd December. WPC would organise mulled wine and mince pies in the village hall afterwards for those attending. The village hall had been booked for this purpose. Councillor Goodman

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estimated the expenditure at £70. This year councillors Richardson and Goodman were organising Santa's Christmas Grotto for the children of the village. All children attending would receive a present. This expenditure was estimated at £300. **Councillor Richardson proposed that the arrangements for the gathering in the village hall after Christmas carols and the expenditure on this and the arrangements for Santa's Christmas Grotto and the expenditure on this be approved. This was seconded by Councillor Sutton. Councillor Gower abstained. The resolution was passed.**

12. Walberswick Disaster Resilience Plan.

    The Clerk and Councillor Gower had produced a draft plan to be used as a working document. Copies were handed out to councillors and the public and comments and feedback invited.

13. Discuss planning applications.

    a. Receive Planning decisions.

Application No.	**Location** (within Walberswick)	**Decision**	**Consultation Period Expires or decision**

    b. Planning applications and notices of appeal received at time of publishing this agenda and any that may be received after publication of this agenda

Application No.	**Location** (within Walberswick)	**Proposal**	**Consultation Period Expires**
DC/14/3426/FUL	Poppy Cottage, 12 Church Lane Walberswick	Extension to existing property and new garden building to be used as home office	3rd December 2014 The planning advisory group had made observations on this application. A copy of these observations is attached as appendix 2. **The Councillors had no objections to the application.**
DC/14/3553/TPO	Threeways, the Street	To raise the canopies of 2 Holm Oaks to 4.5m	3rd December 2014 **The Councillors had no objections to the application**

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DC/14/3764/FUL	Old Post Office Cottage Ferry Road	Rear extension on ground floor to kitchen	8th December 2014 The planning advisory group had made observations on this application. A copy of these observations is attached as appendix 3. **The Councillors had no objections to the application.**
DC/14/3577/TCA	Mercer's Hall, The Street	To fell overgrown strawberry tree in front garden. To be replaced with similar species.	16 Dec 2014 **The Councillors had no objections to the application**
DC/14/3399/TCA	Pyghtle, The Street	Ash Tree, beside garage, remove deadwood, remove lower canopy branches to reduce risk of storm damage.	17 Dec 2014 **The Councillors had no objections to the application**
DC/14/3703/FUL	Benwrights The Street Walberswick	Extension to workshop and conversion to self contained annex	The planning advisory group had made observations on this application. A copy of these observations is attached as appendix 4. **The Councillors had no objections to the application.**

14. Action Items Report
    a. Traffic Calming Measures

       The Clerk and Councillor Gower had been in touch with Mr Clench to try and make progress on this. A response was expected from Mr Clench.

    b. Parish Plan Steering Group

       No report this month

    c. Planning Advisory Group

       See observations submitted above

    d. Heritage Hut

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No activity this month.

15. Correspondence Received and Sent

No important issues

16. To discuss any other matter the Chair will allow.

None

17. Date of next meeting –

5th January 2015

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Appendix 1 – Bank Reconciliation

Bank Reconciliation for 30th November 2014(September statement missing)

		£	£
Balance in Deposit Account (07147051) on 10-11-2014		19,028.53	
Less Transferred to Account 00281763 (Current) on 18-11-2014		8,000.00	
			11,028.53
Balance in (Current) Account (00281763) on 14-11-2014		819.50	
Plus: Cheques and Cash paid in			
Allotment rents		226.00	
Transfer from Account 00281763		8,000.00	
			9,045.50
Less Unpresented Cheques			
06/10/2014	Solnick (Clerks Stationery) (955)	62.76	
06/11/2014 BDO LLP (957)		2,506.80	
06/11/2014 PlaySafety Ltd (958)		166.80	
06/11/2014 SALC (959)		153.60	
06/11/2014 Community Action Suffolk (960)		74.20	
06/11/2014 Clerks Services (961)		515.00	
			3,479.16
Balance of Cash at bank on 3oth November			16,594.87
Opening Balance on 1.4.2014 (from Accounts)		13,015.73	
Plus: Receipts as shown in cash book on 31.10.14		12,817.68	

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Less: Payments as shown in cash book on 31.10.2014	9,255.94	
Balance as shown in Cash book		16,577.47
Discrepancy due to unknown payment(s) in		
		17.40

Appendix 2

PAG observations on Poppy Cottage

Planning Advisory Group: Observations to Walberswick Parish Council

Planning Application ref DC/14/3426/FUL

Poppy Cottage, 12 Church Lane, Walberswick IP18 6UZ

25.11.2014

The application seeks permission to extend the existing property to create a new garden room and to construct a separate building in the garden to provide a home office.

Poppy Cottage is one of six semi-detached houses in Church Lane built in 1949 using a Swedish timber framed construction system. The design of the houses is interesting and of architectural quality and the simple layout of the group makes a positive contribution to the character of the lane. The site lies outside the Conservation Area.

The proposed single storey garden room extends from the rear of the house. The roof pitch, materials and the scale of the extension relate to the existing house. There is no risk of overlooking.

The proposed single storey home office is also sited in the rear garden, some distance from the house. Again, there should be no risk of overlooking. However, It is not possible to comment further because the drawings of the plan and elevations do not correspond. This discrepancy should be rectified and amended drawings submitted.

Subject to this correction, the Planning Advisory Group considers the proposal complies with the relevant policies of the Local Plan.

It was noted that the application form, which contained the description of materials not otherwise shown on the drawings, was not posted online. SCDC must ensure that all documents relating to planning applications are available from their website.

Appendix 3

Planning Advisory Group Observations on The Old Post Office

Planning Advisory Group: Observations to Walberswick Parish Council

WALBERSWICK PARISH COUNCIL

Walberswick Parish Council

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Planning Application ref DC/14/3764/FUL

The Old Post Office Cottage, Ferry Road, Walberswick IP18 6TL

25.11.2014

This application seeks consent for the construction of a small extension to Old Post Office Cottage in Ferry Road. The house is one of the terrace of cottages set back from the road and running north from Bell Green. The site lies within the Conservation Area.

The proposal is to enclose the existing terrace to the rear of the cottage to form a single storey flat roofed extension to the kitchen. The site is well concealed and the extension will not project beyond the line of the adjoining house to the north. The materials proposed will match the existing dwelling.

In the opinion of the Planning Advisory Group, the proposal meets the criteria for development within the Conservation Area.

Appendix 3

Planning advisory group Observations on Benwrights

REPORT FROM THE PLANNING ADVISORY GROUP TO WPC 1 DECEMBER 2014

"Walberswick" Planning Application
Extension to workshop and conversion to self contained annex. - Benwrights The Street Walberswick Southwold IP18 6UY
Ref. No: DC/14/3703/FUL | Received date: Wed 12 Nov 2014 | Status: Pending Consideration | Case Type: Planning Application

Benwrights lies within the Conservation Area to the south of The Street and is the second house to the west of Short Lane.

The intention is to convert, and extend towards the rear, an existing single storied, rendered, and concrete pantiled workshop in the garden. This workshop is 2,5 metres behind the rear line of the house and 1.0 to 0.5 metres from the western boundary. When extended it will be would be roughly 10.0 x 5.0 metres in size, and accommodate a lounge with a bedroom recess, a kitchen and a shower room. It is not proposed to be for use by the disabled, nor would it be suitably accessible for this, but it will be an annex to the main house.

The existing workshop and extension would be re-clad in stained timber boarding with UPVC windows and concrete pantiles. The re-clad north elevation will be as existing in profile and visible from the road. The other elevations, being single storied, are not appreciably more obtrusive than at present. The windows face mainly to the east about 6 metres from the side boundary, with one in the kitchen at a good distance from the rear boundary.

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No trees or hedges will be lost by the development. There are no listed buildings in the vicinity.

Policy DM6 of the Local Plan allows the creation of self-contained annexes to accommodate an elderly or disabled dependent, for example, by the 'construction of a new building within the curtilage where it is well related to the existing dwelling'. There must be no adverse effect on residential or visual amenity, and conditions will be applied to prevent future use as a separate dwelling. Although not specifically for the elderly or disabled, the proposal seems to fall in this category. Potential future use as holiday accommodation would be subject to the provisions of Policy SP8. The provision of additional car parking needs to be clarified in relation to this last point.

In the opinion of the Planning Advisory Group, the proposal meets the criteria for new development within the Conservation Area, except for the concrete pantiles. New developments in Conservation Areas are required to enhance the Area. With this in mind our opinion is that clay pantiles should be insisted upon, particularly as it will become more substantial and a permanent residence seen clearly from surrounding properties.

Please note that in spite of being a requirement in a Conservation Area, no Design Statement was submitted. and further there is no Site Notice by SCDC in evidence.