

# 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

Minutes of the meeting of Walberswick Parish Council held in The Village Hall Annex, Walberswick on Monday 5th January 2015.

Present: Councillors Esme Richardson (chair), Michael Gower, Chris Hosea, Lorraine Haslegrave, Lee Sutton, Ray Goodman, the Parish Clerk Jeremy Solnick, and about 15 members of the public.

Open Forum

Item 1 - The District Councillor Report

Cllr Gower talked briefly about wider planning developments in his ward – 29 houses in Wenhaston. The application was to be discussed later in the week at the development management committee. This application was opposed by the majority in the village of Wenhaston but was recommended for approval. Cllr Gower suggested vigilance was required to ensure that villages including Walberswick got the right developments for their needs

Item 2 - The receive the County Councillor Report

Cllr Gower reported that it looked as if the Sizewell Stage 2 consultation will not now take place till after the election.

Item 3 - The Police Report

The clerk reported that he had been told by Jamie Newson that there had been no reported crimes in Walberswick over the previous month.

## AGENDA

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

Councillors Hosea and Sutton declared an interest in respect of item 9 on the agenda

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

There were no apologies for absence.

3. Declaration of Interests/Dispensation Applications Received

No Declaration of interest dispensation applications had been received

4. Agree Minutes of Parish Council meeting held on Monday 1st December 2014

The draft minutes of the council meeting were agreed without further amendment.  
**Councillor Gower proposed that they be accepted by the Council. Councillor Richardson seconded the motion. The motion was passed unanimously. Councillor Richardson signed and dated a copy.**

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5. To receive and consider the Auditor's Report for the financial year ended 31st March 2014.

The external auditors had finally concluded their examination of WPC's accounts for the year ended 31st March 2014. The clerk said that he had posted the notice of conclusion of audit on both Parish notice boards and had put the requisite information up on the website. He would also provide any further information that was requested. There were a number of findings in the BDO 'Issues Arising' report. Councillors had all seen copies of the report and the recommendations would be implemented during the course of the current financial year. **Councillor Gower proposed that the report and its findings be accepted. This was seconded by Councillor Richardson. The motion was passed unanimously.**

6. To receive the Clerk's Report

- a. Finance report for period to 31st December 2014.

The clerk handed out copies of his financial report comprising a bank reconciliation, a copy of the receipts ledger and a copy of the payments ledger (copies are appended as Appendix I). As at 31st December 2014, there was £16,540.38 in the bank account.

- b. The 2015 / 2016 Precept

The Clerk said that he had sent of the precept letter requesting a precept of £8,000.

- c. 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. Christmas Carols and Santa's Grotto :

Mulled wine and drinks for Christmas carols amounted to £60.80. The costs of presents, gift wrap and wrapping and the Father Christmas suit amounted to £293.18. In addition £50 was owed to Sue Flack for mince pies.

- iii. Auditor's fees

These amounted to £120

- iv. Data Protection Registration Renewal

This amounted to £35

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- v. **Payment for the clerk's services:** The clerk had worked 51 hours in November and 31:25 hours in December. He was not charging overtime and was paid his basic salary of £257.50 a month totalling £515.00

d. **Preparations for the Transparency Code for Smaller Authorities**

The clerk reported on the new Transparency Code for Smaller Authorities and said he believed that WPC was in a good position to comply with these because it already published much of the information required on its website or at meetings.

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

The clerk presented a revised version of the draft budget which he had presented at the December meeting. Councillor Hosea said he was unhappy that the budget showed a carry forward of £7,470. In his view this was far too large a sum and it was unnecessary for the WPC to hold so much as a reserve. The revenue spend for the benefit of the village could easily be increased by £9,000. This would bring the carry forward down to £2,470 which he thought was a more appropriate figure. There was some concern from Councillors and from members of the public that auditors might object to such a large unallocated sum. However councillors after discussion felt that there were sufficient urgent projects in the offing to justify and that further cost information and quotes should be obtained. It was decided to postpone approval of the budget while further cost information was provided.

8. Update, consider and adopt the Risk Assessment for the year ending 31 March 2015.

The clerk presented a Risk Assessment for the financial year ended 31st March 2015. This was based on the BDO template and on the Risk Assessment previously accepted for the year end 31st March 2013. Risks had been assess throughout the financial year. **Councillor Gower proposed that this Risk Assessment be accepted and adopted by the council. This was seconded by Councillor Richardson. The motion was passed unanimously.**

9. Confirmation of the Nominative Trustees for the Walberswick Common Lands Charity.

**The nomination of Hannah Sutton as Nominative Trustee for the Walbersick Common Lands Charity was confirmed by Councillors Richardson, Gower, Haslegrave and Goodman. Councillors Hosea and Sutton declared a conflict of interest and absented themselves from the room.**

10. Discuss planning applications.

a. **Receive Planning decisions.**

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

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			<b>decision</b>

- 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/14/3916/FUL	Spindrifft, Lodge Road	Separate the existing garage and erect a new two storey dwelling to the North of Spindrifft	<p>25 Dec 2014</p> <p>Observations had been received from the PAG Group. These appear as Appendix II. Councillors agreed with the PAG observations and instructed the clerk to write objecting to this application.</p>
DC/14/3703/FUL	Benwrights The Street	Extension to workshop and conversion to self contained annex	<p>18 Dec 2014</p> <p>Decided at December meeting</p>

## 11. Action Items Report

- a. 20mph speed limit

Cllr Gower reported that the Councillor Advisory Panel had accepted and agreed the report presented by Bob Clench. The only issue to be finalised was the extent of the buffer zone at the entrance to the village. Cllr Goodman agreed to write to Bob Clench seeking advice on the next steps.

- b. Parish Plan Steering Group  
There was nothing to report this month.

- c. Planning Advisory Group  
  
There was nothing to report this month

- d. Heritage Hut

Councillor Hosea said that renovation work on the Heritage Hut would recommence in the Spring.

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## 12. Correspondence Received and Sent

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

The Chairman proposed that the public be excluded from the meeting pursuant to section 100 Local Government Act 1972 and Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 to discuss a complaint that had been received, the discussion of which could potentially be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This proposal was agreed but not voted on. The Council had received a complaint and it was requested that the Parish Clerk also leave the meeting in order for the Councillors to discuss resolution. The complaint was discussed by Councillors and it was agreed that a response would be sent by Councillor Richardson.

## 14. Date of next meeting –

February 2nd



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## Appendix 1 – Clerks Report

[3 PDFs to be inserted from Meeting file; Bank reconciliation, Payments and Receipts]



# Walberswick Parish Council

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## Bank Reconciliation for 5th January 2015

	£	£
Balance in Deposit Account (07147051) on 9-12-2014	11,029.04	
		11,029.04
Balance in (Current) Account (00281763) on 10-12-2014	5,629.10	
		<u>5,629.10</u>
		16,658.14
<b><u>Less Unpresented Cheques</u></b>		
06/10/2014 Solnick (Clerks Stationery) (955)	62.76	
02/12/2014 Walberswick Village Hall	<u>55.00</u>	
		<u>117.76</u>
Balance of Cash at bank on 31st December 2014		16,540.38
Opening Balance on 1.4.2014 (from Accounts)	13,015.73	
Plus: Receipts as shown in cash book on 31-12-2014	<u>12,818.69</u>	
		25,834.42
Less: Payments as shown in cash book on 31.12.2014		<u>9,294.04</u>
Balance as shown in Cash book		16,540.38







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## Appendix II – PAG Group Observations on Spindrift, Lodge Road

### Planning Advisory Group: Observations for Walberswick Parish Council

Planning Application ref DC/14/3916/ FUL

Spindrift, Lodge Road, Walberswick IP18 6UF

17.12.2014

1 Spindrift is a semi detached house on the north side of Lodge Road, close to the western boundary of the village envelope. It is joined to the house Illunga of which it was formerly a part before the site was subdivided. The site lies outside the Conservation Area.

2 The application is to demolish the two garages attached to Spindrift, subdivide the plot and build a detached two storey, three bedroom house in their stead. The design and access statement claims the site is suitable for infill development but otherwise offers no explanation or justification of the proposal.

3 The proposed house will occupy the entire frontage of the new plot except for two narrow and rather mean gaps along the boundaries. The massing on the eastern boundary, adjoining the 1 1/2 storey house Salt Marshes, is obtrusive. Although there are no windows on this elevation, there will be some oblique overlooking of neighbouring garden at the rear of Spindrift from the north elevation.

4 Seen from most angles, the relationship of the new house with Spindrift and Illunga will suggest a wall of continuous development, at odds with the general character of Lodge Road, which comprises detached houses surrounded by gardens, and inappropriate for this edge of the village. The drawings of the proposed elevations do not show the new house within this context.

5 The demolition of two garages, the provision of hard standing in replacement for Spindrift, the additional spaces needed for the new dwelling and the area required for manoeuvring (surely greater than shown on the site plan) will result in most of the frontages being dominated by car parking.

6 In the opinion of the PAG, the proposal constitutes over development of the site which will have a negative impact on its surroundings and is in conflict with the objectives of the Local Plan. Policy DM21 states that 'proposals that comprise poor visual design and layout, or otherwise seriously detract from the character of their surroundings will not be permitted'. In addition, policy DM23 states that 'When considering the impact of new development on residential amenity, the Council will have regard [amongst other matters] to the resulting physical relationship with other properties....' On this basis we consider the proposal is not acceptable.