

Minutes of the Meeting of Walberswick Parish Council on 2nd March 2015

Present: Councillors Esme Richardson (chair), Michael Gower, Lorraine Haslegrave, Lee Sutton and the Parish Clerk Rebecca Whiting and about 7 members of the public.

Apologies from Ray Goodman, Chris Hosea

OPEN FORUM (start 19.15)

A member of the public asked for an up-date with regards the playing field and goal posts. Cllr Sutton confirmed the goal posts would be put in shortly as the weather seemed to be improving and that is what had been agreed at previous meeting.

A member of the public asked about the state of the road into and through the village. Cllr Richardson said that she had raised two separate complaints and received two separate responses these were 1. That nothing was wrong and 2. that the road was due to be resurfaced in 2015 and work to be done on The Street before March 2016. Cllr Haslegrave raised concerns that the 'trenches' to the side of the entrance road had now been filled with dirt which would easily wash away. The Clerk stated that the Police had sent an e-mail asking to meet with the Councillors and get feedback and that other members of the public had complained directly. Clerk to arrange meeting between Police and Councillors.

A member of the public raised concerns over the state of Stocks Green, suggesting a 3ft bollard made from cast iron. Concerns were raised regards the legal liability should anyone damage their vehicle on this. It was discussed and agreed that the bollard/s would need to be in before arranging for any repair work. To be discussed further and agreed at next meeting.

A member of the public asked if WPC intended to replace the young oak tree which had originally been intended to commemorate the Jubilee year but had instead become a memorial to past villager and Councillor David Webb. There was discussion regards the price and purchase of a replacement tree and the Clerk was asked to approach Walberswick Common Lands Trust in first instance to see if they could provide a replacement tree. To be discussed further and agreed at next meeting.

Item 1 - To receive the District Councillor Report

Cllr Gower reported that the District Council had fixed its budget for the next financial year. There will be no increase in the council tax. He reported that he will be stepping down as District Councillor at the forthcoming elections.

Item 2 - To receive the County Councillor Report

Cllr Gower reported that County Council had agreed its budget for next year. There will be no increase in the council tax for the fifth year in succession.

Item 3 - To receive the Police Report

No crimes reported in February however a report has been seen since the last meeting that shows one reported crime in January. Clerk read attached report (appendix 1)

Open Forum (ended approx.. 19.30)

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AGENDA

1. To receive Members' declarations of interest on any matters on the agenda
None
2. To note, discuss and agree or otherwise apologies for absence
Cllr Richardson read apologies received from Cllrs Goodman and Hosea
3. Declaration of Interests/Dispensation Applications Received
None
4. Agree Minutes of Parish Council meeting held on Monday 5th January 2015
Agreed and signed by Cllr Richardson
5. Agree Minutes of Parish Council meeting held on Monday 2nd February 2015
Agreed and signed by Cllr Richardson
6. To receive the Clerk's Report
Clerk reported 16 correspondence. Cllr Richardson read the balances from the bank reconciliation: Deposit account £11,029.98 and Current Account £4,487.36. The Payments, Receipts and Bank Reconciliation were shown to the council (appendix 2).
7. Walberswick Disaster Resilience Plan- Michael Gower/ Ray Goodman
No update
8. Play equipment
Cllr Haslegrave had undertaken some customer research with resident children and brought a list of preferences from this. It was discussed and agreed that Cllr Sutton would use these to draw up a list of what items the WPC wished to purchase. This will be provided to the Clerk in order to tender as per Standing Orders. The ROSPA report of required repairs is to be circulated by clerk to tender as per Standing Orders.
9. Update from Bob Clench (if any) re 20mph limit- Ray Goodman
Cllr Gower reported that the concept of a 20 MPH limit in Walberswick had been accepted by Suffolk CC. They were however residual concerns about the "buffer" zone when speeds come down from 60 mph to 20 mph at the entrance to the village. Highways would be undertaking further speed checks to see if a shorter than standard buffer zone was acceptable. Cllr Gower indicated by referring to recent email correspondence that he was pushing hard for rapid progress.
10. Southwold Town Council Neighbourhood Plan
A letter asking for feedback to Southwold Town Council has been received and was read by Cllr Richardson. Cllr Gower said that it was important that Southwold Town Council consider the impact on the views from Walberswick when considering their planning decisions. The Walberswick Planning Advisory Group were asked to consider the letter and make observations for WPC to consider in their response to Southwold Town Council.
11. Discuss planning applications.
No applications received
12. Correspondence Received and Sent
Cllr Richardson read out report from PAG regards the Environment Agency's proposed upgrading of Robinson's Marsh Embankment (appendix 3).
Notices of Village of the Year and Quality of Place Awards were circulated to Cllrs present however it was agreed that WPC had other focuses at present and could not afford the time to these this year.
13. To discuss any other matter the Chair will allow
Clerk apologised for inexperience leading to the item of the 'Correspondence Policy' which was clearly marked to carry over in February minutes was not put into the agenda. Cllr Richardson read aloud the Correspondence Policy (appendix 4). Clerk clarified that the anonymity of correspondents was to be highlighted in each relevant correspondence and that the Parish Council would not be keeping a register of those

who chose not to have their name published. Clerk also clarified that individual third party names referenced in correspondence would be redacted. Cllr Richardson agreed and amended the policy by hand to stipulate this. Cllr Richardson proposed the Correspondence Policy as read, with amendment. Cllr Gower seconded this.

Proposed monthly WPC meeting dates were read by Cllr Richardson as follows:

April - Tues 7th April

May - no meeting due to election however Annual Meeting of Parish required.

June - Mon 1st

July - Mon 6th

August - Mon 3rd

Sep - Mon 7th

Oct - Mon 5th

Nov - Mon 2nd

Dec - Mon 7th

14. Date of next meeting
7th April 2015

MEETING CLOSED (20.07)

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Appendix 1:

Walberswick Parish Council Police Report January 2015

There is a single recorded crime for the parish in January.

Theft –other	Theft of items including a drill, generator and compressor from a rural location
	This crime is undetected

Appendix 2: Clerks Report

3 PDFs of reports at the meeting to be scanned into final doc.

Walberswick Parish Council

Clerk: Rebecca Whiting - The Heritage Hut, The Green, Walberswick 1P18 6TT

Bank Reconciliation for 2nd March 2015

	£	£
Balance in Deposit Account (07147051) on 9/02/2015	11,029.98	
		11,029.98
Balance in (Current) Account (00281763) on 16/01/2015	4,487.36	
		<u>4,487.36</u>
		15,517.34
<u>Less Unpresented Cheques</u>		
05.01.2015 Sue Flack (970)	50.00	
09.02.2015 Essex & Suffolk Water (974)	24.39	
09.02.2015 Norse (973)	618.32	
09.02.2015 Norse (971)	99.79	
28.02.2015 Walberswick Village Hall (975)	39.00	
28.02.2015 Walberswick Church - Clerks services (976)	<u>257.50</u>	
		<u>1,089.00</u>
Balance of Cash at bank on 28th February 2015		14,428.34
Opening Balance on 1.4.2014 (from Accounts)	13,015.73	
Plus: Receipts as shown in cash book on 28-02-2015	<u>12,819.63</u>	
		25,835.36
Less: Payments as shown in cash book on 28-02-2015		<u>10,318.02</u>
Balance as shown in Cash book		15,517.34

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Walberswick Parish Council - RECEIPTS 2014 - 2015

Cheques Cleared

NO	MINUTE NO.	RECEIPTS	PRECEPT	BANK INTEREST	RECYCLING CREDITS	ALLOTMENTS	GRASS CUT RECHARGE	RENTS, WAYLEAVES	GRANTS	DONATIONS	MISC	VAT	TOTALS
1		Bank Interest paid Gross		£0.47									£0.47
2		Receipt of First Precept Instalment and Grant	£6,091.76										£6,091.76
3		Interest paid Gross		£0.36									£0.36
4		J M FOI Copying									£3.64		£3.64
5		Bank Interest paid Gross		£0.55									£0.55
6		JM FOI Copying									£3.64		£3.64
7		JM FOI Copying									£5.20		£5.20
8		Julia Bostock Photo Shoot									£75.00		£75.00
9		JM FOI Copying									£4.24		£4.24
10		Bank Interest paid Gross		£0.53									£0.53
11		Wayleave BT - Luke Jeans						£73.80					£73.80
12		Bank Interest paid Gross		£0.58									£0.58
13		Bank Interest paid Gross		£0.51									£0.51
14		Tinkers (Sarah Lawrence) donations								£142.00			£142.00
15		Receipt of Second Precept Instalment and Grant	£6,091.75										£6,091.75
16		Bank Interest paid Gross		£0.62									£0.62
17		UK Power - Wayleave payments						£24.70					£24.70
18		Bank Interest paid Gross		£0.83									£0.83
19		Reimbursement of Ins Premium for bonfire night											
20		Allotment Rents				£226.00					£72.00		£226.00
21		Interest paid Gross		£0.51									£0.51
22		Interest paid Gross		£0.47									£0.47
23		Interest paid Gross		£0.47									£0.47
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		TOTAL	£12,183.51	£5.90	£0.00	£226.00	£0.00	£98.50	£0.00	£142.00	£163.72	£0.00	£12,819.63

£12,819.63

WALBERSWICK PARISH COUNCIL Payments 201:014-2015

IO.	MINUTE	CHQ	SALARIES	ADMIN	ELECTIONS	TRAINING	INS	SUBS	ALLOT- MENTS	VILLAGE FACIL- ITIES	GRANTS, DONATIONS, GIFTS	\$ 137	VAT	Contin- gencies	TOTALS
	PAGE	NO.													
1	615/3	933	Temp Clerk Income tax (J. Boggis)												281.20
2	615/3	934	Temp Clerk's Pay Q4 (J. Boggis)												422.46
3	615/3	935	Clerk's Pay Feb & March (J. Lavery)												439.19
4	616/3	936	Temp Clerk's Expenses												10.20
5	616/3	937	WCLC - Sports Field Rent							1.00					1.00
6	616/3	938	M Gower - Filing Cabinets	30.00											30.00
7	616/3	939	SALC Training, Books, Payroll		162.95								17.40		180.35
8	616/3	940	Clerk's Pay for April												315.32
9	617/3	941	Walberswick Village Hall rent Q1							55.00					55.00
10		942	Cheque Cancelled												
11		943	Clerk's Pay for May												333.33
12		944	PMF - Goalposts							441.62			88.33		529.95
13		945	SALC Subscription					158.00							158.00
14		946	Essex & Suffolk Water (sports ground)							20.21					20.21
15		947	J. Lavery - Clerk's expenses	74.87											74.87
16		948	J. Lavery - Clerk's salary (June)												319.82
17		949	J. Lavery - Clerk's salary (July)												175.67
18		950	Ridgeons - Materials Heritage Hut							194.02			38.81		232.83
19		951	SALC - Courses		600.00								120.00		720.00
20		952	Walberswick Village Hall rent (July, Sept)							26.00					26.00
21		953	Walberswick Church Council (for Clerk)												515.00
22		954	Business Services at CAS				885.88								885.88
23		955	Jeremy Solnick (Clerk's items)	62.76											62.76
24		956	SALC payroll service		28.00								5.60		33.60
25		957	BDO - audit fees for year ended 31-3-2013	2,089.00									417.80		2,506.80
26		958	Playsafety Ltd (ROSPA)							139.00			27.80		166.80
27		959	SALC (training) 2 Invoices		128.00								25.60		153.60
28		960	Community Action Suffolk				74.20								74.20
29		961	Walberswick Church Council Clerk services												515.00
30		962	Walberswick Village Hall (Oct, Nov, Dec)							55.00					55.00
31		963	BDO - audit fees for year ended 31-3-2014	100.00									20.00		120.00
32		964	Information Commissioner					35.00							35.00
33		965	Not used												0.00
34		966	Jeremy Solnick (Santa's Grotto)											293.18	293.18
35		967	Jeremy Solnick (Christmas Carols reception)											60.80	60.80
36		968	Not used												0.00
37		969	Walberswick Parochial Church Council												515.00
38		970	Sue Flack											50.00	50.00
39		971	Norse							99.79					99.79
40		972	Not used												0.00
41		973	Norse							618.32					618.32
42		974	Essex & Suffolk Water (sports ground)							24.39					24.39
43		975	Walberswick Village Hall (Jan, Feb, Mar)							39.00					39.00
44		976	Walberswick Parochial Church - Clerk Services												257.50
			Year totals	16,398.76	2,356.63	0.00	918.95	960.08	193.00	0.00	1,713.35	0.00	761.34	403.98	10,318.02
															23,706.09

Cheque Cleared

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Appendix 3: Report to Walberswick Parish Council: Blyth Estuary Flood Defences

The Environment Agency recently informed the Parish Council of its intention to undertake major flood defence works this summer to the Robinson's Marsh embankment from the Bailey Bridge to the Common Lands Charity's Car Park. The aim is to re-profile the embankment to obtain a wider crest with shallower slopes. This will ensure greater structural integrity to resist surge events and provide suitable access for regular maintenance.

The Agency has now confirmed that a budget of £320,000 has been secured for the project. The surveys and borehole investigations required for the preparation of designs will be undertaken in the next few weeks. Subject to obtaining the necessary approvals and consents, construction will start in the early summer and be completed in the autumn. The work will be carried out by EA staff, using clay excavated from the marsh to minimise cost and disruption. Some footpaths will be diverted temporarily and modification of Ferry Road adjacent to Old Vicarage Cottage may be necessary to tie the Robinson's bank to the sea wall surrounding Bell Green. Further information, including the plans and other design drawings, will be made available as the scheme develops. A press release to this effect will be issued shortly by EA.

This is exciting news for Walberswick: the improvements will contribute greatly to the long term future of Robinson's Marsh and the harbour, as well as giving security to the residents of this vulnerable edge of the village. Thanks are due to Richard Steward and his colleagues on the Blyth Estuary Group for their persistence in pursuing this issue with the Environment Agency.

John Nichols

WPC Representative, Blyth Estuary Group

Appendix 4: Correspondence Policy

Scan of original signed at meeting to be put in final

WALBERSWICK PARISH COUNCIL

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

CLERK:

pc@walberswick.suffolk.gov.uk

e-mail:

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

Correspondence Policy

1. All Freedom of Information requests will be dealt with in accordance with relevant legislation
2. The Clerk will deal with all routine correspondence
3. For more complex letters or letters sent in by individuals who write to the parish on a regular basis the Clerk will draft a reply with the assistance of the Chairman and other Councillors as required. All Councillors will be given a strictly time limited opportunity to comment on a draft prior to dispatch.
4. Letters received shall be published at our discretion on the website along with our response. Names of correspondents will as a matter of routine be available for all to see. Names will only be redacted on the request by the correspondent. *Third party names will be*
5. We will not enter into debate or correspondence on historic issues that have been subject to review by the first and upper tier tribunals under the Freedom of Information legislation. *redacted.*

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3/2/15