

WALBERSWICK PARISH COUNCIL

The Minute of an Extraordinary Parish Council meeting held on Monday 5th June 2017 at 7.15pm in the Village Hall Annex. Planning Applications were available to view from 6.45pm.

Present: Councillors Richardson (in the Chair), Bassinette, Mackay, Sutton and Winyard and 7 members of the public.

81/17 Chairman's welcome and Councillor Mackay to sign her Declaration of Office.

82/17 To consider and approve any apologies for absence. Jane Sutherland-Rogers sent her apology that she was on holiday.

83/17 Declaration of Interest and Requests for Dispensation: Councillors to declare any interests. Notwithstanding this item Members may declare an interest at any point in the Meeting. There were none.

84/17 To consider the Minute of the Meeting of 15th May for accuracy and for the Chairman to sign as a true record. It was resolved that the Chairman should sign the Minute as a true and accurate record of the meeting.

85/17 Finance Matters - The Annual Return to BDO
To consider and accept the Statement of Accounts for the year ending 31st March 2017 and to consider the Annual Return for BDO.

a) To prepare the **Annual Governance Statement at Section One** of the Annual Return. Councillors to assure themselves that the Accounts have been prepared in accordance with Regulations and to authorise the Chairman to sign the Annual Return to confirm this.

The Chairman went through the Annual Governance Statement Section One and read out the content of each of the [6] declarations.

- (i) The Clerk explained that the Council has put in place arrangements for effective financial management since Mrs Forster was appointed in August 2016 and the preparation of the accounting statements. **On this basis, the Council confirmed.**
- (ii) The Clerk explained that the Council maintained an adequate system of Internal Control, including measures to prevent and detect fraud and corruption and reviewed it's effectiveness. She reported that Councillor Catchpole had carried out an internal review in February 2017 and was satisfied with the finances were secure. **On this basis, the council confirmed.**
- (iii) The Clerk explained that the Council had taken all reasonable steps to assure itself that there are no matters or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of it, as a smaller authority to conduct it's business or on it's finances. **On this basis the Council confirmed.**
- (iiii) The Council had provided proper opportunity for the exercise of the elector's rights in accordance with the requirements of the Accounts and Audits Regulations once a Clerk/RFO was appointed in August 2016. **On this basis, the council confirmed.**
- (v) The Council carried out an assessment of the risks facing the smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. The Clerk confirmed that a Register of Assets, a Financial Risk Assessment and a copy of the Council's Standing Orders had all been reviewed during the year. **On this basis, the council confirmed.**

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- (vi) The Clerk confirmed that since the appointment in August 2016 of Mrs Karen Forster, the RFO/Clerk, an adequate and effective system of internal audit of the accounting records and controls have been in place. **On this basis, the council confirmed.**
- (vii) The Clerk confirmed that a Public Interest Report had been issued once the new Clerk/RFO was appointed and an Issues Arising Report was issued in February 2017. Recommendations and actions from both of these had been discussed and measures raised put in place. **On this basis, the council confirmed.**
- (viii) Councillors considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them in the accounting statements. The Clerk confirmed that there were none. **On this basis, the council confirmed.**
- (ix) The Council manages no trust funds.

It was resolved that the Chairman and RFO should sign Section One to confirm that the Council had followed its financial procedures in preparing the accounts and safeguarding the Council's financial integrity.

b) To check the figures in **Section 2 of the Annual Return** and for the Chairman and Clerk to sign the proforma on behalf of the Council.

Aided by the explanations from the Clerk, the Council members checked and confirmed the figures in Section 2 against the Receipts and Payments summary, the end of year bank statement and the variances sheet. Following discussion of various items, **it was resolved that the Chairman should sign the pro forma.**

c) **The 20mph** scheme was subject to an agreement that the Parish Council would contribute a third of the costs of this scheme along with the Commons Land Trust and the Suffolk County Council per the arrangement with former Councillor Michael Gower. The total cost of the scheme (design and works) came to £13,986.81, with the portion for WPC equalling £4,662.27. **The Council agreed that the payment should be made when invoiced.**

86/17 Playing Field

Councillors to retroactively adopt the lease from WCLC that was signed and effective as of 2009 but had not been subject to formal adoption by WPC. The £1 peppercorn rent has been paid each year.

The Clerk introduced Councillors to the background of this agenda item. A parishioner had raised the matter of the Playing fields and the appropriateness of the WPC holding a License and taking responsibility for the maintenance of the fields and the surrounding fence. The issue of the propriety of the 2009 license was also raised.

The Clerk explained that the License had been signed by the WPC Chairman in September 2009 and a copy was held by the Council. However, there was no record in the Minutes of 2009 recording formal adoption of the license by the Council. The matter was to be discussed to help the Council to ensure that the maintenance of the playing field, the equipment within and the fence were appropriate for the WPC and that the various actions associated with this going forward were properly transacted.

At this point, the Chairman closed the meeting in order to allow some members of the public who were present to share historic knowledge about the playing field arrangements. It was stated that 2009 was not the first license and that the original License was as early as 1982. It was also shared with the meeting that there could be records held by WPC and/or the WCLC that would help shed light on the historic context.

Following the exchange of information and discussion, the Chair re-opened the meeting. **It was resolved that background to the current arrangements would be researched so that it could be properly shared and recorded in the Minute of the next meeting of the WPC and to provide the basis by which the Council could confirm the appropriateness of the 2009 License and current playing field arrangements.**

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s4.5. allows expenditure up to £1000 to be used for repair, replacement or other work, whether or not there is a budgetary provision for the expenditure if, in the Clerk's judgement, there is a risk to the delivery of the Council's services. **It is deemed that the fencing around the playing field presents such a risk and the Clerk recommends that the Council accept a quote requested from Paul Denny of £860.00 to complete the work as soon as possible.**

87/17 Planning Matters

To consider a response to Applications DC/17/1897/TCA Mr P Greengrass, Ferry House, Ferry Lane. DC/17/1952/TCA Miss J Revell, Ripple Way, Millfield Road. DC/17/1971/TA Mr J Bell Martins The Street for tree work on existing trees.

The PAG Response was referred to which stated that these applications relate to the care and maintenance of existing trees and as such should have no adverse effect on the Walberswick tree scape. The PAG notes the applications but otherwise had no further comment to make. It was resolved that the Council agreed with the report and recommendation from the PAG and that the Clerk should respond to the SCDC Planning Office that there is no objection to this work being carried out.

DC/17/1930/FUL – replacement side extension to a single family dwelling. The existing rear upvc conservatory is proposed to be replaced with a new painted timber conservatory. Existing upvc windows are proposed to be replaced with new painted timber sash windows for Vine Cottage, The Green, Walberswick IP18 6TX.

The Planning Advisory Group had prepared the following response

1. Built as a pair of red brick cottages in the nineteenth century and later converted into a single dwelling, Vine Cottage is within the Walberswick Conservation Area overlooking the northern end of The Green and set back from The Street. The house has a more recently built single storey annexe to the south, largely concealed by Sea Green Cottage, and an unfortunate and very visible two storey extension to the north. However, in spite of these additions and the replacement of original timber windows with upvc frames, the central nineteenth century house remains the visually dominant element on the site and continues to contribute to the character of the Conservation Area.

2 The current application seeks to demolish the single storey annexe and replace it with a two storey extension providing a family room at ground floor and a master bedroom and two new bathrooms at first floor. To accommodate the extra space, the footprint of the extension is increased by a third, from 23m² to 33.5m², the width is increased from 3.9 metres to 5.5 metres and the ridge height is raised from 3.5 metres to 6 metres (ie within 700mm of the ridge of the main roof). The southern gable wall of the extension, standing on the boundary with the Hidden House, will be correspondingly increased in width and height.

In the opinion of the Planning Advisory Group, the proposal for a two storey extension has a number of negative consequences:

- *The new extension will increase the overshadowing of the neighbouring garden to the east (Lima Cottage) and infringe its privacy*
- *The east facing bedroom and bathroom windows will infringe the privacy of the adjacent dormer window in the roof of the Hidden House*
- *The increased scale of the gable wall to be sited on the boundary with the Hidden House is obtrusive and will have a detrimental effect on the setting the Hidden House.*
- *The interesting view of the roof of the Hidden House from Leveretts Lane at the top of The Green will be largely obscured by the extension*
- *The height, massing and form of the proposed extension will detract from the plain and simple character of the original house. This conflicts with the requirement of Policy*

- *The height, massing and form of the proposed extension will detract from the plain and simple character of the original house. This conflicts with the requirement of Policy DM21 of the Local Plan, that extensions should be visually recessive to ensure that the building being extended remains the more dominant feature on the site.*

For these reasons, the Group considers that two storey development is not appropriate in this location. The proposal does not 'maintain and enhance' the quality of the Conservation Area and should be rejected.

3 In addition, the application also proposes the replacement of all upvc windows with timber frames conforming to the original patterns. This is a welcome decision, as is the intention to replace the rear conservatory, at present a crude plastic construction, with a new timber and glass conservatory.

The Council resolved that it agreed with the report and recommendation from the PAG and that the objection to part of the Planning Application should be the basis of the WPC response to SCDC Planning Office.

DC/17/2086/FUL – Construction or replacement annex to provide guest accommodation in conjunction with Westons, The Street, Walberswick. The PAG response herein was referred to by the Council.

1 This backland site lies within the Walberswick Conservation Area to the rear of Anchorlea and in the vicinity of two listed buildings, Thorpe View and The Stables. Anchorlea itself is identified in the Conservation Area Appraisal as a building which contributes positively to the special character of Walberswick.

Within the last decade the site has been developed with a small annexe for guest accommodation associated with Thorpe View. The annex is a simple, unobtrusive structure with a mono pitched roof, small windows and low eaves.

2 The current application is to demolish the annexe and, following a land exchange, replace it with a larger building serving the same purposes and in the same location but accessible from Westons. Whereas the previous application included parking spaces within the curtilage of Thorpe View, the current proposal relies on use of valuable green space adjoining The Stables.

No dimensions have been provided but it would appear that the proposal would increase the footprint of the annexe by about 30% to 122m², the equivalent floor area of a four bedroom house.

3 The new design departs radically in form and character from the existing annexe. A tall central section is proposed incorporating full height, north facing social spaces with a 'kids mezzanine' above bathrooms to the south, overlooking the garden of Anchorlea. The social spaces project forward of single storey extensions on either side which accommodate two large double bedrooms and more bathrooms. A large covered veranda surrounds the central projection. This will be glazed on three sides, above and below the veranda roof.

The building will be clad in reclaimed timber, with timber windows and corrugated metal roofing.

The eaves levels (un-dimensioned) of the central section are raised in order to clear the ridges of the adjoining bedrooms. Seen in conjunction with the shallow pitched roofs, the effect will be to distort the scale of the building so that appears even larger than it is. The effect is increased by the over complicated subdivision of windows.

4 The Conservation Area appraisal contains the objective that development should 'maintain and enhance the quality of the distinctive natural and built environment'. Policy DM21 of the Local Plan states that 'proposals that constitute poor design...' will not be permitted. In this context, the Planning Advisory Group considers that the application should be rejected for the following reasons:

context, the Planning Advisory Group considers that the application should be rejected for the following reasons:

- *The symmetrical composition gives a monumental character to the annexe which is inappropriate for its use and location*
- *The shallow pitched roofs and extensive areas of glazing introduce alien elements into the Conservation Area*
- *The form and extent of the proposed annexe will have a detrimental effect on the setting of the two adjacent listed buildings and the adjoining house Anchorlea*
- *The extent of glazing to the social spaces is likely to generate light pollution detrimental to the amenity of neighbours and in conflict with the objective of Policy DM26 of the Local Plan.*
- *The justification given for the demolition of a sound building within the Conservation Area less than 10 years old is unconvincing. The applicant's objectives could be more easily achieved by judicious alteration and extension of the existing structure*

The planning consent for the original application ref C07/1479/FUL imposed a restriction to ensure that the use of the annexe remained ancillary to the main house. This restriction should be re-imposed in any subsequent consent.

The Council resolved that it agreed with the report and recommendation from the PAG and that the objection to the Planning Application within should be the basis of the WPC response to SCDC Planning Office.

The Chair permitted a discussion of a pre-planning application for a reservoir in Lodge Road which was raised by members of the public attending the meeting; it had been sent by PAG after the Agenda was published. SCDC had failed to send the plans to WPC. It was resolved that the Clerk would request an extension of the consultation deadline from June 6 until after the next WPC meeting scheduled for July 17 in order to allow adequate time for the WPC to get input and take a view on this Application.

88/17 Date of Next meeting

Monday July 17th 2017 at 7.15pm in the Annex of the Village Hall

Meetings for 2017-18

October 16th 2017

January 15th 2018

March 19th 2018

May 21st 2018 (Annual Parish Council meeting)

Walberswick Parish Council Minute 05/06/2017