

WALBERSWICK PARISH COUNCIL

The Minute of the meeting of Walberswick Parish Council held on Monday 16th October 2017 at 7.15pm in the Annex of the Village Hall. Plans for the Planning applications were available from 7pm.

Present: Councillors Mackay, Richardson (in the chair) Sutton, Sutherland-Rogers and Winyard. Mary Mitson-Woods, Clerk.

112/17 Chairman's welcome – the chairman welcomed the Councillors and members of the public

113/17 Apologies were received from Councillor Bassinette, noted and accepted by Councillors. Suffolk County Councillor Richard Smith also sent his apologies.

114/17 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.

Open Forum: The Chairman will open the Meeting for no longer than 15 minutes for members of the public to be invited to give their views on issues on this agenda or raise issues for future consideration in accordance with S.O. 3f – 3k. Members of the public may not take part in the Parish Council meeting itself. James Darkins referred to plans for a SID following the Annual Parish Meeting. WCLC are offering to fund the SID. He also referred to the appointment of a nominative trustee to the WCLC. For information the WCLC has now completed the assignment of a new lease for the Potter's Wheel. ^{Member of the public} Mr McCarthy questioned whether the meeting was valid as there was an error in the date. He also asked why the recording equipment mentioned in a meeting last October 2016 has not been provided. Mr Gilby questioned the legality of moving items from one budget heading to another.

115/17 To receive report from County Councillor Richard Smith – he had sent his apologies

116/17 To consider the Minute of the Meeting of 5th September 2017 for accuracy and for the Chairman to sign as a true record. Proposed Councillor Winyard and seconded by Councillor Sutherland-Rogers that they be signed as a true and accurate record of the meeting.

117/17 Finance Matters

- a) **To consider payments on the Authorisation to Pay Sheet.** The Clerk went through each item including the staff payment; she pointed out that the full amount included payment to HMRC for the last quarter and her expenses. It was unanimously agreed to approve the items on the Authorisation to Pay sheet.
- b) **To adopt changes to the budget for 2017/18 following review at meeting of 5th September 2017.** The Clerk noted that this item was to be discussed after the exclusion of the public. At that item the amended budget was adopted.
- c) **RFO to report current bank balance and to present bank reconciliation.** The Clerk reported that, despite numerous forms being returned to Lloyds bank statements were still not being issued. However transaction lists are collected from the bank and the accounts are reconciled to these. The reconciled balance is £11,780.05; once payments authorised at the

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meeting are deducted the amount available to spend is £9951.42. The second tranche of the Precept has been received (£6000.00). The Clerk is still in the process of opening an account with HSBC to be named the Walberswick Parish Council Heritage Hut Account. This is a long drawn process which involves checks and balances by the bank. As soon as stationery is delivered Bill Ungless will be informed of the account details to begin paying in donations for the Heritage Hut refurbishment fund.

- d) **To change financial admin support to R Towler Accounting Services at same cost of £50.00 per month.** The Clerk explained that, following multiple complaints to the auditor again this year the finance assistant did not wish to be involved with Walberswick. Mrs Mitson-Woods had found a small company with no connection to the village and who had worked with her in a previous company, who was prepared to offer this service. As before the Clerk remains RFO and takes full responsibility for financial matters. **It was resolved that R Towler Accounting Services be used to supply financial assistance to the Clerk/RFO.**
- e) **Safety matting on the Green play area** – quotes to be considered for new surface matting on the Village Green play area. Councillor Richardson had not acquired the quotes but advised that the matting would cost in the region of £3000.00. **Councillors resolved that the Clerk should contact Sarah Shinnie and provisionally ask for a grant in the region of £3000 with full details once a quote and comparisons have been supplied.**
- f) **To nominate a Councillor who is not a bank signatory to carry out a review of the Council's financial administration.** Councillor Sutherland-Rogers is the only eligible member who is not a signatory. The Clerk had provided Councillor Sutherland –Rogers with a proforma which covers all the matters that should be included in an internal audit carried out by an elected member. She also advised that the Councillor should refer, and make herself familiar with, the Accounts and Audit (England) Regs. 2015 before beginning the task. (Each new Councillor was provided with this document on co-option.) Councillor Richardson proposed and Councillor Winyard seconded Councillor Sutherland-Rogers' nomination and this was carried unanimously.

118/17 Council to Review the following:

- a) **Council's Financial Standing Orders.** The Clerk advised that, as Councillor Sutherland-Rogers is to carry out an internal review it would be sensible for her to go through the Financial Standing Orders and confirm that they comply with the Regulations. Councillor Richardson offered to assist with the task and they will bring any recommendation for amendments to the meeting on 11th December for adoption by the Council.
- b) **Register of Assets.** The Clerk reminded members that Philip Kett had accompanied Councillor Bassinette and her on a walk around the village to show them where all the Council's assets are. **It was unanimously agreed that as she had been initially involved, Councillor Bassinette should be authorised to carry out an update of the current Register of Assets and that Councillor Sutherland Rogers should join her in the project.** The Chairman appealed for any villager with knowledge of items to contact the two Councillors.
- c) **Financial Risk Assessment.** It is a requirement that Council should review it's Financial Risk Assessment annually. **It was resolved that this should also be done by Councillor Sutherland-Rogers during the Internal Audit and she would report back to the meeting of 11th December.**

119/17 Reports

- a) **Heritage Hut and Scroll Committee** – Standing Orders were suspended for Bill Ungless to update Council and to take instruction from Council on the next step. Bill Ungless reported that the survey is now with the Committee. The HH is sound apart from the back extension which is less so. This area would be used for the History Society, WPC and WCLC to use as an archive area. There has never been a WC in the back of the Heritage Hut and it should be considered that, with the public WC near at hand, one is not provided as this frees valuable space. The Scroll should be at the end of the hall against the back room wall in order that it is protected by an inner wall. A table for a meeting of up to 10 people or for exhibiting documents and stacking chairs will be provided. No commercial or private use is recommended. Pulling down the rear part is being considered with a proposal to renew the structure with something that is more in keeping with the rest of the building. The trees at the front of the Heritage Hut are not a problem in the opinion of the surveyor but they would benefit from thinning out the branches. There is no insulation and this creates an ecological issue of heat loss into the surrounding environment. This will have to be thought through and a solution found. It is suggested that the WCLC be given an arm's length ten year agreement to take over the building. This will include responsibility for contracting and maintenance of the building, booking and organisation. The cost of ongoing maintenance would be shared by the three organisations. WPC, WCLC and the History Society. The Clerk reported that she had contacted the Victoria and Albert Museum for a valuation of the scroll and this is awaited.

The Heritage Hut and Scroll Committee will produce a sketch of the proposal at the rear for the WPC to consider and approve. The Clerk has contacted Suffolk County Record Office which is prepared to accept 5 boxes of documents from the Hut to archive. This solves the problem of space and when villagers wish to view documents they can be seen in Ipswich by appointment.

The chairman thanked Bill for an excellent and informative report. She expressed concern about the loss of the building for commercial or personal use such as pop up shops. Councillor Winyard pointed out that the pop up shops presented problems of insurance, control, repair of damage etc. An arm's length management scheme offered a solution to this. People are keen to donate to the project but some wish to remain anonymous. The Chairman proposed that James Darkins should attend the next PC meeting to discuss some of the issues raised. **It was resolved that a working party of Councillors Richardson, Winyard and Bassinette meet with WCLC members to thrash out the details involved in the future management of the building.** They will report back to the next meeting on 11th December. **It was resolved that in the light of the amount of detail which had been presented in the report Councillors needed time for absorption and reflection. Therefore a final decision on the future of the Hut was deferred to the next meeting.**

- b) **Footpaths/Litter** – **Councillors Sutherland–Rogers and Mackay.** Additionally to authorise these Councillors to report obstructions/health and safety issues directly to SCC via the website; Clerk to be copied in. The outstanding issue is the sea defence fence which the Clerk will report to Southwold Town Council for repair. There are issues in the village about the amount of littering, especially during holiday periods. The Councillors have been in dialogue with villagers and businesses around the Green and seeking opinion on whether litter bins would be effective. They asked to have more time to gather opinion before

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making a final recommendation. It appears that the majority feel that working parties with a continuous programme of litter picking would be more effective than bins as these tend to overflow and attract rubbish around them. Councillor Sutherland-Rogers has also spoken to the bin collection men who argue extra bins will increase fly tipping. The WCLC will be asked for an opinion on the provision of more bins and a final decision will be taken at the next meeting. Cllr Mackay is prepared to try and organise some regular group clean-ups of litter hotspots. Further Councillors proposed putting articles from time to time in the Village News highlighting the litter problem to encourage awareness and the need for more help with picking up litter. Councillors proposed putting articles from time to time in the Village News highlighting the litter problem to encourage awareness and the need for more help with picking up litter. Cllr Mackay is prepared to try and organise some regular group clean-ups of litter hotspots.

- c) **Council Property** – Councillor Richardson had nothing to report
- d) **Highway Matters, traffic management and Car Parks** – Councillor Bassinette sent a report that outlined the proposal for a response to the consultation on Civilian Parking Enforcement as local authorities have forced to take on this task from the constabulary. It was resolved that WPC did not support all of the report but did support the additional double yellow lines at the suggested points, Councillors felt that no new residents parking bays be added and that WCPL should pay for the Civilian Parking Enforcement Officer. It was also requested that the proposed residents' parking bays be outlined on a sketch to clarify the situation. **Councillors resolved that parts of the report should constitute it's response to the consultation. The full text of the report, which will form the Council's response to the Civilian Parking Enforcement consultation can be found at the end of this Minute.**
- e) **Playing field/Playgrounds** – Councillor Sutton had nothing to report.

120/17 Walberswick Common Lands Charity

- a) **Speed Indicator Display (SID) (Paper attached).** WCLC proposes to provide the village with a SID and wish to consult WPC on managing the process by establishing a group of Councillors and Trustees to agree the location and design of the equipment. 100% funding will be found from WCLC but the Charity invites WPC to have input into the design and location. Cllr. Sutherland-Rogers reported that resident, John Simpson, who initially proposed having a SID, has asked that consideration be given to the purchase of a SID which also allows for useful data collection.
It was resolved that WPC supports the WCLC supplying a Speed Indicator Display and that Councillor Sutton would work with James Darkins on the design and location.
- b) **Nominative Trustee appointment from WPC to the WCLC.** The matter was considered and guided by recommendation from WCLC that Jeremy Solnick be re-elected. **The recommendation included: - The benefit of having a qualified solicitor amongst the Trustees has been demonstrated over recent years as we have faced difficult property issues, including past transactions which were handled inappropriately at the time, plus the general need to ensure that the Charity complies with a changing regulatory backdrop. Therefore while the Trustees acknowledge that the final decision on appointments is solely that of the Councillors, they would like to express their unanimous support for the reappointment of Mr Solnick. It was resolved that Jeremy Solnick should be nominated for another term of office.**

121/17 In order to connect WPC to a wider local government community to elect a Councillor to represent Walberswick PC at the Suffolk Association of Local Councils (SALC), to attend the AGM at Blackbourne Community Centre, Elmswell on 7th November 2017 buffet at 5.45pm. Additionally to attend 4 area meetings each year at Stratford St Andrew. It was resolved that Councillor Winyard should attend the AGM and ask Councillor Bassinette to join him. He was not able to attend the four area meetings and it was resolved that Councillor Bassinette should be asked to take on the role. The Clerk informed members that it was not necessary for the same Councillor to attend each meeting and it could be shared with other members.

122/17 Litter in the village. A villager has suggested more bins be installed to prevent unsightly littering. Councillors felt that this item had been resolved during Councillor Mackay and Sutherland-Rogers' report. Additionally Councillors proposed putting articles from time to time in the Village News highlighting the litter problem to encourage awareness and the need for more help with picking up litter.

123/17 Walberswick WI proposal for planting crocus and snowdrops at Lodge Road Green as part of its centenary celebrations. To enable the area to be improved and flora to flourish the Holm Oak hanging over the green needs to be lopped. Measures to prevent ingress by vehicles also to be considered. All in favour. Councillor Sutherland-Rogers reported that the holm oak has been lopped back in the last week and this should be sufficient to allow the plants to thrive. **It was resolved that the Clerk should give permission to the WI to plant and wish them well in the project as it will enhance enjoyment of the area.**

124/17 Data Protection Officer – Clerk to report on a seminar held at Salc office on 10th October. The Clerk reported her concerns that this legislation, put in place to regulate the collection of personal data by huge companies such as Google, is to apply to small parish councils. At present there are few guidelines beyond the fact that by May 2018 each parish Council must appoint a Data Protection Officer (DPO). Current thinking is that this role should not be filled by the Clerk or an elected member. There is a suggestion that the DPO role should be outsourced to a third party such as SALC; clerks could meet in groups of 10 at the SALC office to review their data policy. The clerks present were appalled at the idea that expenditure, estimated at up to £500 per annum, should be committed to comply with the reformed legislation. The lack of guidance so near budget time will create difficulty for each council. They called upon NALC to lobby for Government funding if PCs were required to outsource. The Clerk advised Councillors not to store any data containing information that could identify individuals and to be vigilant about deleting emails and paper copies that need not be kept. She also told Councillors that when she and Viv Hunt go through Council records anything that has no historical value or statutory requirement to be kept will be destroyed. In passing documents to the County Archive the Council transfers responsibility for data processing to the archive.

125/17 Exempt Business. "To pass a Resolution in Accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for the discussion of the following matters where

publicity might be prejudicial to the special nature of the business – namely the Clerk's salary, conditions and welfare". This item was deferred to be taken after item 9.

126/17 Planning

a) **Planning Application ref DC/17/3971/FUL.** A single-storey extension to form a sitting room area at Hoist Wood House The Street Walberswick Suffolk IP18 6UX

PAG Report

Hoist Wood House is in a cul-de-sac south of The Street at the extreme west end of the Village. It is a part single, part two storied, three bedroom, brick and pantiled house. The proposal is for an additional single storied ground floor sitting room with a hipped roof. All the materials are to match the existing house, and the extension is separated from the adjoining field by a wooded strip. The PAG have no objections to this modest proposal. One of our members opted out of the discussion of the application as having an interest.

Resolved that Councillors welcomed the report and agree that consent be given.

b) **Planning Application ref: DC/17/3887/FUL Tamarisk The Green Walberswick.**

Councillors had received the PAG report after the Agenda was posted and it was read out by the Chairman. Councillors agreed with the content of the PAG report and felt that the grounds for recommending consent be refused were valid. **It was resolved that the Clerk should inform SCDC that WPC recommend that consent be refused. See PAG report at end of Minute**

c) **Local Plan Review: Report of SCDC Briefing Meeting** – Councillor Bassinette had attended the consultation and issued a report. **It was resolved that this should form the basis for the Council's response and would be sent to SCDC. (Attached)**

Date of Next Meeting: Monday 11th December 2017 (No meeting in November) The meeting ended at 9.10pm

PAPERS REFERRED TO IN THIS MINUTE

Planning Advisory Group: Report to Walberswick Parish Council

Planning Application ref DC/17/3887/FUL Tamarisk, The Green, Walberswick IP18 6TP

1 Tamarisk is a two storey Victorian house, conspicuously sited in the Conservation Area overlooking the Green at the junction of Leveretts Lane and Ferry Road. The white painted south elevation gives added prominence to the house viewed across the Green and the red brick east gable is also quite noticeable from Ferry Road and Bell Green (see attached photo 1). The scale and simple form of the house provides an effective visual termination to the informal terrace that fronts the northern edge of the Green

A single storey rear extension accommodates a kitchen, bedroom and bathroom, concealed in part behind an interesting stepped gable wall. Against the western boundary there is a detached utility room and storeroom.

The house is described in the Conservation Area Appraisal as an unlisted building which contributes to the quality of the local environment.

2 The proposal is to demolish the single storey rear extension and redevelop with a two storey construction, projecting some 3 metres beyond the eastern gable, and almost equal in area the existing house. This

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extension will provide a greatly enlarged kitchen/dining room at ground floor and more bedrooms and bathrooms at first floor (see figure 5 in the Design and Access Statement.

The garden stores will be redeveloped as a single storey wing running from the house to the rear boundary of the site to provide another double bedroom and bathroom and a much-increased utility space linked to the main house by an enclosed, glazed covered area.

The gross internal area of the proposed extensions is given as 132.1m², equivalent to a five bedroom house.

Comment

The issue here is the bulk of the two storey development and its obtrusive siting. The illustration in the Design and Access Statement demonstrates how the extension appears more as a second house on the site rather than a modest addition to an existing property. The overcomplicated elevations and the variety of materials (fairfaced brickwork, painted brickwork, painted render, cobbles, timber cladding) undermine the calm simplicity of the existing house and detract from its function as a visual 'stop' to the terrace.

It is not clear from the description whether the characteristic black pantiles on the south roof slope of Tamarisk will be retained.

In the opinion of the Planning Advisory Group the scale of the proposal does not comply with the requirements of policy DM21 of the Local Plan regarding the design of extensions to significant buildings nor does it meet the objective of the Local Plan that development in the Conservation Area should 'maintain and enhance the quality of the distinctive natural and built environment'.

Report of the WCPL to WPC on first round consultation of District Councils on CPE (Civilian Parking Enforcement)

Background

At its meeting on 9 October 2017, the Board of the WCPL considered the consultation paper on CPE in order to provide recommendations to the WPC that the WPC may wish to consider submitting on behalf of the Village. This is the first round of Consultations and it can be expected that more detailed proposals will come in the second round.

At its core, the proposal in the Consultation is to change Parking Enforcement in Suffolk Coastal and surrounding districts from one that is police-based to one that is civilian-based. The parking enforcement would most probably be undertaken by an out-sourced company under a large contract for the benefit of all jurisdictions. Comments shared to date from other local communities show overall support for the proposal.

The WCPL has 4 points

- 1. In terms of the 2 Walberswick carparks (Cliff Field and Ferry Road) which are run by the WCPL for the benefit of the WCLC, the CPE would have no impact since these are privately operated. Therefore the CPE proposal is neutral.**
- 2. In terms of concerns related to parking on yellow lines during prohibited periods (currently summer months from 10 am - 6 pm), the proposal would potentially be helpful to the Village as civilian enforcement could be invited into the village and, presumably, enforcement strengthened. It should be expected that were Walberswick to make use of the Civilian Enforcement, the WPC would have a fixed expense to contribute on an annual basis. It should also be expected that as part of the scheme, WPC would be expected to receive some portion of any fines assessed on illegally parked cars.**
- 3. In a related point, and particularly if enforcement were to begin in earnest under the CPE, WPC may need to consider new "resident parking only" parking bays in some areas. Obviously, all these changes would require approvals at various levels of authorities in addition to local consultations.**

4. Regardless of the CPE consultation, the WCPL would like to recommend that the WPC consider requesting Suffolk Highways to add some areas of double-yellow lines where the road situation is particularly dangerous. In particular, the area around the Jubilee Seat is considered especially dangerous for pedestrians and children and all parking should be prohibited.

Should WPC wish to do so, it could resolve to provide the following comments to the District in response to the consultation paper:

“Walberswick currently has two privately operated off-street car parks. These car parks operate efficiently and would be unaffected by the CPE proposal. Walberswick has, however, some on-street illegal parking ‘hot spots’ particularly during summer holidays. Support of a CPE in helping enforcement parking restrictions that are in place but at times violated would be helpful. Walberswick looks forward to the next set of more detailed proposals and consultations.”