

**WALBERSWICK PARISH COUNCIL**

The Minute of a meeting of Walberswick Parish Council held on Monday 9th April 2018 at 7.15pm in the annexe of the Village Hall.

**Present:** *Councillors Richardson (in the chair), Sutton, Winyard, Mackay, Lewis, Bassinette and Sutherland-Rogers. Mary Mitson-Woods, Clerk and a number of villagers*

**177/18** Councillor Richardson welcomed Councillors and members of the public to the meeting.

**178/18** There were no apologies for absence.

**179/18** There were no declarations of interest or requests for dispensation

**180/18 Open Forum:** The Chairman opened the Meeting for 15 minutes for members of the public to be invited to give their views on issues on this agenda. Issues raised included the new GDPR, the publication scheme and the appropriateness of the finance items on the agenda.

**181/18** Councillors received a report from County Councillor Richard Smith. He informed the meeting about the appointment of the new Suffolk Council Chief Executive, Nicola Beach. He mentioned that he would provide an update on Sizewell C during the Annual Parish Meeting. He took questions about the slowness of the County in responding to requests related to footpaths and highways and agreed to follow up on actions that would be sent to him from Councillor Sutherland.

**182/18** Councillors considered the Minute of the Meeting of 12th March 2018 for accuracy and a true record. Resolved that the Minute of 12th March 2018 should be signed as such.

**183/18 Finance Matters**

- a) Councillors retrospectively confirmed that items on the Authorisation to Pay sheet presented at the meeting of 12th March were authorised. Resolved that this was confirmed.
- b) After the Clerk had explained the Authorisation to Pay sheet item by item and directed the Chairman to see and sign each accompanying invoice; pointing out that the salary and HMRC amounts were shown as a combined sum. Additionally the sum of £1,560.00 for grass cutting in 2017 included £434.00 which would be paid back to the WPC by Village Hall and WCLC as their contribution for mowing land owned by the two organisations. The Clerk also reported that she believed that the NWG Business water invoice was excessive and advised that it should not be paid until NWG had reduced it further. The Clerk is following this up directly with NWG. Resolved that with the exception of the NWG invoice, cheques should be signed for the items on the Authorisation to Pay Sheet.

*Janine Smith*  
14/5/18



- c) The Clerk reported that she did not have the bank reconciliation report because the statements from the bank were received too late to meet the agenda requirements. She reported verbally that the balance at **Lloyds bank was £6838.49** at 20th March. With 2 uncleared cheques totalling £324.00 and £2149.00 from the Authorisation to Pay sheet deducted, this reduced the available figure by £2473.89 to £4364.6. The Clerk also reported that the bid for funding from the Transparency Fund had been successful and £809.97 had been paid into the Lloyds account. This sum is ring fenced to provide a printer/scanner for the Council and to install telephone and broadband to the Heritage Hut. The Councillors said that it was difficult to understand this report verbally and requested that for future meetings, the Clerk use an earlier end date so that a written bank reconciliation can be provided. The Councillors agreed that this reconciliation could be a month in arrears, if needed. It was further suggested that the previous month Bank reconciliation be issued as an associated paper with each Parish Council meeting agenda, and that the current month reconciliation be published with the Unapproved Minutes. **It was agreed that such reports would be provided at all future meetings.**

**The HSBC WPC Heritage Hut and Scroll account has received £7000.00 from the Le Roux Trust to give an end of year balance of £13,566.25**

- d) **Grass Cutting for the 2018 season.** Councillors discussed a quotation from Suffolk Norse for the new cutting season 2018 for 6 grass cuts in Walberswick at £1300.00 + VAT per season. The Clerk reported that Norse had frozen the cost for this year. The Council discussed the fact that although it would be preferable to have more than one quote, only Norse was known in the area to have the requisite gang mowing equipment to do the job. **Resolved that Suffolk Norse is asked to cut the grass for 2018 season. It was further resolved that the Councillor Lewis and Councillor Sutton along with the Clerk should research other companies who may be prepared to quote for 2019 to reassure the Council that Norse was providing a competitive price.** Councillor Lewis asked to be recorded as dissenting without additional quotes for comparison.
- e) Councillors discussed a proposal from Councillor Lewis to purchase the latest edition of Local Council Administration available at a cost of approximately £90.00 from SALC. **Resolved that the Council should purchase a copy of the 10th Edition of Arnold Baker's Local Council Administration from SALC.**

**184/18** Councillors considered a safety report from David Bracey on the Council's play areas and equipment. It was noted that none of the risks identified were higher than "medium". The Council was of the view that the various safety and risk issues raised in the report should be addressed on a prioritized basis. **To do so, it was resolved that a working party, consisting of Councillor Sutton and Richardson, should study the report and submit to the Council a planned programme of action, including indicative costs, that could be undertaken on a rolling basis.** The Report should be considered at the next meeting.



**185/18 Reports from Councillors**

a) **Footpaths** — Councillor Sutherland-Rogers reported the Area Public Rights of Way Officer is still away on further extended sick leave until April 30th. All the matters previously reported and Minuted since December therefore continue to remain outstanding. As noted under 181/18, Councillor Sutherland-Rogers would follow up with Councillor Smith. New matters reported to SCC: Two signposts on the Common on Footpath 6: A wooden

Bridleway sign now illegible (just inside the gate to the Reserve) and the Footpath sign (near the Sports Field car park) which is broken. A tree has fallen across Footpath 24. As we are unlikely to receive help from SCC quickly, Councillors Sutton and Winyard agreed to look in to the possibility of getting some local help to clear the path.

b) **Property** — Councillor Richardson – nothing to report.

c) **Highway Matters, traffic management and Car Parks** - Councillor Bassinette reported that the missing yellow line on the Street has not been replaced by SCC although it is on the waiting list for SCC action. The Traffic Management and Car Park group is meeting regularly. Councillors suggested that a webpage on the Traffic Review be added to the Walberswick website where people could provide their input and also keep the village informed. Councillor Lewis volunteered to work with Councillor Bassinette and the Traffic Review Group to follow up.

d) **Speed Indicator Display (SID) Update** – Councillor Winyard reported that the posts are approved but the installation (Suffolk Highways) have a lead time of 4-6 weeks to raise and order for the work and then it will be up to 14 weeks for installation. The Council asked Councillor Smith if he could do anything to get the work finished sooner for the summer season.

e) **Playing field and The Green** – It was resolved that Councillor Sutton will carry out a weekly inspection on both areas as part of the Council's management plan.

**186/18 GDPR – Councillor Lewis** updated Council on GDPR preparations, including findings from the GDPR audit. This item included compliance with both the Data Protection Act and the Freedom of Information Act. Councillor Lewis that reported that some *pro bono* legal advice had been sought on whether it was acceptable for a councillor to act as Interim DPO which confirmed that there was no legal impediment subject to:

- 1) **Competence** - The level of expertise required for a DPO is commensurate with the complexity of the task, and WPC is so far down the complexity scale that anybody well read enough should be able to do it
- 2) **Impartiality** – the DPO cannot be party to decisions around how data would be processed, in order to keep the audit role clean should it be challenged, so if there ever was such a discussion Councillor Lewis would need to declare an interest and leave the meeting.

**It was therefore resolved that:**

1. **Councillor Lewis continue in the Interim DPO role, subject to any subsequent specific instructions from either NALC or SALC**
2. **Walberswick Parish Council adopts the current ICO Publication Scheme model template in unmodified form as advised by Councillor Lewis**

3. **Walberswick Parish Council publishes on its website the information as required under the ICO Publication scheme template for Parish Councils**
4. **A new privacy notice for councillors & staff is approved**
5. **A new privacy notice for residents and the general public is approved**
6. **Adoption of the format of a consent form for residents and the general public is approved**

These resolutions were unanimously agreed.

To continue preparations for GDPR coming into effect on 25<sup>th</sup> May Councillor Lewis proposed the following:-

1. that the Clerk's PC is replaced with a new machine and only files that are necessary to keep are transferred, with all other data being deleted
2. Cloud backup is installed to protect data on the Clerks PC
3. an offline external hard drive with high levels of encryption is purchased for offline storage of required but non-published files

**It was resolved that Councillor Lewis should research and price all three for authorising at the May meeting.**

#### **187/18 Planning Matters**

**DC/18/1289/TCA – 3 Millstones, Walberswick. To reduce 2 acers by 30% and reshape as one tree. To reduce eucalyptus by 50%. It was agreed that consent be recommended. DC**

**/18/1288/TCA – The Old Methodist Church, Walberswick. To fell 4 sycamore trees in rear garden (because of heavy shading) and replace with beech, maple or cherry. It was agreed that consent be recommended.**

**188/18 Annual Parish Council Meeting Tuesday 14th May 2018 at 7.15pm**

The meeting closed at 20.27 hours