

WALBERSICK PARISH COUNCIL

Minute of the Annual Meeting of Walberswick Parish Council held on Monday 14 May 2018 at 7.15pm in the Village Hall Annex. Plans were available from 7pm.

Present: *Councillors Richardson, Winyard, Lewis, Sutherland-Rogers, Bassinette and Sutton*

189/18 The Chairman welcomed members and electors to the meeting and asked for nominations for the role of chairman for 2018/19.

Councillor Lewis was nominated, but declined to accept. Councillor Sutton expressed his intention to abstain from any voting. Councillor Sutherland-Rogers proposed Councillor Bassinette and Councillor Lewis seconded the proposal. As there were no other candidates, Councillor Bassinette was elected unopposed as Chairman for 2018/9. Her Acceptance of Office was completed and countersigned by the Clerk.

190/18 Apologies for absence were received from Councillor Mackay because of a family bereavement. These were accepted by Council.

191/18 Matters raised in Open Forum.

- An elector asked if the Council would nominate a member of the Council to join the Board of the Village News. This was carried out under the Committee agenda item.
- The Council was requested to consider the possibility of making a contribution to the "first hour free" program in Halesworth's shopping district.
- The Council was asked on what authority it had gone ahead with that night's meeting. It was clarified that it was on the authority of the Council.
- A number of detailed questions with regard to past decisions and actions of the Council were raised.
- A question was asked about progress on re-instating the yellow line on the Street that had been left off when the road had been re-paved. The meeting was informed that the Council had been diligently following this up with the Suffolk Highways department that had promised since November to take action.

192/18 Nominations for vice-chair. Councillor Sutton was returned unopposed. Councillor Winyard proposed Councillor Richardson, seconded by Councillor Sutton. Resolved that Councillors Sutton and Richardson are joint vice chairmen for 2018/19.

193/18 Councillor Responsibilities

It was resolved that individual Councillor responsibilities would be allocated as follows:

- a) **Footpaths and Highways** – Councillor Sutherland-Rogers
- b) **Litter** – Councillor Mackay
- c) **Property** – Councillor Richardson
- d) **Traffic Management and Car Parks** – Councillor Bassinette
- e) **Speed Indicator Display** – Councillors Sutton and Winyard
- f) **Playing Field and The Green play areas** – Councillors Sutton and Richardson
- g) **Representative to Suffolk Association of Local Councils** – Councillor Lewis
- h) **GDPR, Interim DPO and Website** – Councillor Lewis
- i) **Representative of WPC to Village News Board** – Councillor Sutherland-Rogers

Jan Bassinette
11/6/2018

194/18 Committees. The Council discussed existing and potential Committees and Working Parties and took the following decisions:

Resolved that the WPC would continue to depend on the Heritage Hut and Scroll Working Group as a team of concerned villagers to develop and make recommendations to the WPC and other relevant village organisations as appropriate with regard to the possible design, funding, uses and management of the Walberswick Scroll and Heritage Hut going forward. It was confirmed that the Group did not raise funds on behalf of the WPC, have any delegated authority or take any direct actions. It was confirmed that any monies donated to the Scroll and Heritage Hut through the Working Group or other efforts would continue to be deposited by the WPC Clerk in the dedicated bank account set up for this purpose. Councillors Bassinette and Winyard are members of the Group.

Resolved that there would be an Employment Working Party that would assist the Council by making recommendations, as needed, on Employment matters. Three Councillors make up the members – Councillors Lewis, Sutherland-Rogers and the Council Chairman.

Resolved that a Policy Review Working Party would review the existing policy and process documents and bring to the Council recommendations for any necessary amendments. Two Councillors – Councillors Lewis and Sutherland-Rogers – with support from the Clerk make up the members.

Resolved that there would be a Health and Safety Committee. This new Committee would be expected to have some delegated powers, including the ability to make emergency repairs within a limited expenditure. It was instructed to develop a proposed terms of reference for consideration by the Council at its next meeting. Given that the Committee's remit was expected to involve primarily the play and sports facilities it was agreed that the Committee consist of Councillors Richardson and Sutton who had responsibility for the playing field and green, and Councillor Lewis.

Resolved that the Planning Advisory Group (PAG) would continue as currently constituted.

195/18 Financial Matters

- a) It was resolved to reconfirm the Clerk as RFO.
- b) It was resolved that WPC would remain in membership of SALC with the annual membership fee to be paid when the invoice was received and the cost clarified.
- c) The Chairman went through each item on the Authorisation to Pay sheet. All payments were authorised with the exception of the following: (i) It was resolved that the Clerk should seek further clarification of the time period covered by each of the two invoices received from Blois Farms for rental of the allotments prior to payment. This expense would be included in the June Authorisation to Pay sheet. (ii) Although NWGB had provided an explanation to the Clerk that the amount was correct because the meter had been read, it was resolved that payment should not be made this month until a member of the Council had located and checked the meter. Alvin Hunt volunteered to go with Councillor Sutton to read the meter and check for water leaks.
- d) The Chairman withdrew the Agenda Item: Finance Report because of confusion between the title of the agenda item and the report provided that was entitled "Bank Reconciliation". **It was resolved that this would be clarified at the June meeting with one item that is a Bank Reconciliation of each of the two bank accounts and another that is a Finance Report.**
- e) **It was resolved that £103.00 be authorised for Councillor Lewis to attend a SALC Councillor Training Course.**
- f) Drawing on the submitted report, Councillor Lewis explained the need for a new computer and appropriate software and back up drives in order for the Clerk to perform her duties more

efficiently, to manage and secure data, and help the Council remain GDPR compliant. It was resolved that a budget of £429 be authorised for the purchase together with an annual running cost of £150. It was also resolved that the 2019/20 budget should include an annual sum to enable the Council to replace the laptop approximately every 3 years. The Clerk and Councillor Lewis were requested to complete the purchase and the set up as soon as possible. It was also noted that the computing equipment should be added to the Asset Register.

196/18 The following documents were confirmed to be in place:

- a) **Asset Register** – Councillors Bassinette and Sutherland-Rogers confirmed that an Asset Register was in place. They noted that having walked the village to check on the Assets that they believed that the Register needed to be updated and clarified and proposed to submit an update at the next meeting.
- b) **Financial Regulations** – Confirmed to be on the Parish Council Website.
- c) **Financial Risk Assessment**– It was confirmed by the Clerk that the Assessment had been submitted to SALC with the Internal Audit documentation and Councillor Sutherland-Rogers confirmed that she had seen the Assessment during her Councillor internal audit. (Item f) It will be published on the website.
- d) The Council's **Insurance Policy**, reviewed in July 2017 prior to renewal in September 2017, was confirmed to be in place.
- e) **Suffolk Code of Conduct** was adopted by each Councillor as confirmed by the Acceptance of Office signatures. It was noted that Councillor Mackay should confirm this on her return.
- f) **Councillor Internal Audit** – It was confirmed by Councillor Sutherland-Rogers that she had undertaken this audit and the results were published on the Parish Council website.
- g) It was resolved that SALC be confirmed as the Internal Auditor for 2018/19.

197/18 GDPR Based on the work undertaken by Councillor Lewis, it was resolved that the three policies circulated: a) **Subject Access Request** b) **Data protection and information Security** and c) **Complaints Procedures** be adopted by Parish Council and published on the website. Councillor Lewis was thanked for the tremendous efforts he was making to update and publish the Council's policies and procedures and help support GDPR compliance.

198/18 Report following Safety check on the Playing field and play equipment, including the Green. An oral report was made by Councillor Richardson based on the review undertaken by Councillors Sutton and Richardson on the Annual Play Equipment Inspection, carried out by David Bracey, discussed by the Council at the April meeting. The Council supported the approach proposed in the oral report and the initial list of tasks proposed by Councillors Richardson and Sutton. Councillor Richardson was asked to put the report and list of proposals into written form so that it could be considered more fully and that progress could be tracked against each of the recommendations by the new Health and Safety Committee. It was further agreed that Councillors Richardson and Sutton should seek quotes for the larger repairs proposed including painting and welding.

199/18 Heritage Hut Project

Using the Planning Application and designs recommended and provided by the Heritage Hut/Scroll Working Group, it was resolved that the Council would apply for Planning Permission from SCDC to carry out the work. It was further resolved that a cheque drawn on the WPC Heritage Hut and Scroll bank account for £234.00 be issued for the consent application.

200/18 Planning Application DC/18/1716/VOC. PAG had not produced a report on this matter as the changes were considered minor. However the Council supported the Environmental Agency

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comment with regard to the positioning and acoustic screening of the three air source heat pumps.

DC/18/1383/FUL Shenburgh

Councillors accepted the PAG report and resolved that the comments should be provided by the Clerk to the SCDC Planning Office.

The chairman closed the meeting at 9.08 pm.

A handwritten signature or set of initials in blue ink, located on the right side of the page. The signature is stylized and appears to consist of a vertical line with a loop at the top and a horizontal line extending to the right.