

WALBERSWICK PARISH COUNCIL

The minutes of the Full Parish Council meeting held on Monday 10th June 2019 at 7.15pm in the village hall annex. Plans for DC/19/1823/FUL; DC/19/1847/FUL and DC/19/1902/FUL were available before the meeting.

Present: Councillors Bassinette (in the chair), Lewis, Richardson, Sutherland-Rogers, Sutton and Winyard. Also in attendance was Mr. Mark Knight (Locum Clerk), Mr. Simon Ashton (Responsible Financial Officer) and eight (8) members of the public.

370/19-20 Chairman's welcome.

Cllr. Bassinette welcomed those present to the meeting and introduced Mr. Knight and Mr. Ashton respectively and explained their roles within the Council.

371/19-20 To consider and approve any apologies for absence.

Apologies were received and accepted from Cllr. Mackay.

372/19-20 Declaration of Interest and Requests for Dispensation.

It was noted and recorded that the Parish Council as a corporate body would have declared an interest regarding agenda item 14.4, but this item had been removed.

Cllr. Winyard declared an interest concerning item 14.2

Cllr. Sutton declared an interest concerning item 14.3

Cllr. Bassinette declared an interest concerning item 14.1

It was agreed that the Councillors concerned would not comment or vote on the items concerned but would remain in the room at the appropriate time.

373/19-20 Open Forum

There were no questions or reports from those present.

374/19-20 To receive a report from County Councillor Richard Smith

Cllr. Richard Smith was not in attendance and no written report was received.

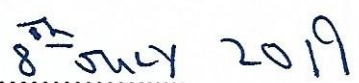
375/19-20 To receive a report from East Suffolk District Councillor David Beavan

Cllr. David Beavan was not in attendance and no written report was received.

376/19-20 To consider the Minutes of the Meetings of 13th May and 21st May 2019 for accuracy and for the Chairman to sign as a true record.

It was **AGREED** by those members present at the above meeting to adopt the minutes

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presented. The Chair was given authority to sign these as a true record.

377/19-20 Finance Matters 2017/18

377/19-20.1 Approve Final External Auditor Report and Certificate for 2017/18 WPC accounts.

The Chairman gave a verbal report on the history of this item noting that the Council had posted on the website the letters that the auditor had sent to three villagers in response to their objections. The auditor (PKF Littlejohn) either rejected the objections as ineligible or, for those that were allowed to be considered, the auditor found after review that no further action by them was warranted on any of the objections. Having disposed of the objections, the auditor was then able to issue to WPC a final report and audit certificate. The auditor also presented the Council with an invoice in excess of £14,000 including VAT resulting from its handling of the 3 villagers' objections. The Council discussed the points of process highlighted in the final report. The Council also discussed the costs that had resulted from the objections and were strongly of the view that the charges were highly disproportionate and supported the Chairman to challenge these costs with the auditor.

It was **RESOLVED** to approve the external auditors report including the matters noted by the auditors for the 2017/8 fiscal year.

378/19-20 Finance Matters 2018/19

The Chair gave thanks to the new RFO for all his help in preparing the end of year accounts. It was noted that the RFO had been able to use the input from the 2017/18 Audit to restate that year's accounts which resulted in a proper reconciliation with 2018/19.

378/19-20.1 Approve the SALC Internal Auditor's Report for 2018/19

The RFO and the Chairman gave a short verbal report explaining details surrounding those items where the comments provided some action points for the Council for the coming year. These included some improvements that the Council had already incorporated into its financial approvals and insurance coverage. It was noted that the website provider had already assisted to improve the functionality of its cookie policy. The RFO noted that there was nothing in "Bold" in the Internal Auditor's Report indicating that there were no mandatory actions required of the Council.

It was **RESOLVED** to approve the SALC Internal Auditor's Report for 2018/9

378/19-20.2 Approve Payments & receipts – HSBC account 2018/19

It was noted that while the names of those who had made donations to the Heritage Hut deposited in the HSBC account were recorded, these were redacted in the public accounts in line with data protection legislation.

It was **RESOLVED** to approve the Payments & receipts – HSBC account 2018/19.

378/19-20.3 Approve Payments & receipts – Lloyds account 2018/19

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It was **RESOLVED** to approve the Payments & receipts – Lloyds account 2018/19.

378/19-20.4 Approve Bank Reconciliation – HSBC account 2018/19

It was **RESOLVED** to approve the Bank Reconciliation – HSBC account 2018/19; Cllr. Lewis signed the documentation.

378/19-20.5 Approve Bank Reconciliation – Lloyds account 2018/19

It was **RESOLVED** to approve the Bank Reconciliation – Lloyds account 2018/19; Cllr. Lewis signed the documentation.

378/19-20.6 Approve Annual Governance and Accountability Return (AGAR)

378/19-20.6.1 AGAR Section 1 – annual governance statement 2018/9

378/19-20.6.2 AGAR Section 1 – explanation of negative responses

The Council reviewed each of the nine assertions and confirmed the answer of “Yes” for all assertions except for Statement 4 to which it answered “No” and assertion 9 for which it answered “N/A”. The Council also approved the ‘Explanation of Negative Responses’ previously circulated.

It was **RESOLVED** to approve AGAR Section 1 and for the Chairman and the Proper Officer to sign.

378/19-20.6.3 AGAR Section 2 – accounting statements 2018/19

378/19-20.6.4 AGAR Section 2 – explanation of variances 2018/9

The Council reviewed the figures in the accounting statements previously prepared by and signed by the RFO noting that the 2017/18 figures had been restated (as previously agreed with the external auditor) so as to allow reconciliation with 2018/19 figures. The Council also approved the ‘Explanation of Variances Pro Forma’ previously circulated.

It was **RESOLVED** to approve Section 2 and for the Chairman to sign to confirm that the Accounting Statements were approved.

378/19-20.7 Set out the schedule for public inspection of accounts

In response to the draft documents and a verbal report explaining the timetable for inspection of the accounts, the Council agreed with a schedule to include 14th June 2019 as the date of announcement and the dates of public inspection from the 17th June 2019 to the 26th July 2019. It was also noted that the “Summary of Your Rights” would be posted alongside the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return. Those interested in inspection of the accounts were advised to contact the Parish Clerk so an appointment can be arranged.

379/19-20 Finance Matters 2019/20

379/19-20.1 Confirmation of receipt of East Suffolk Council (ESC) of the first half of

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the precept (1 of 2) for 2019/20

The first half of the precept was CONFIRMED as being £13,500 received on the 13th April 2019.

379/19-20.2 Confirmation of receipt of ESC CIL monies

It was CONFIRMED that £1,776.41 was received on 3rd May 2019.;

379/19-20.3 Review Lloyds bank receipts/budget & payments/budget (as at 31st May 2019)

This was reviewed and the Council supported the new format introduced by the RFO. It was suggested that one additional row be added to make note of any approved alterations to individual budget lines.

379/19-20.4 Review HSBC bank receipts and payments (as at 31st May 2019)

This was reviewed, noting there had been no movement in the previous month. It was noted that these funds would be turned over to WCLC at the earliest appropriate time in support of the Heritage Hut renovation.

379/19-20.5 Approve Bank Reconciliation Lloyds Account to 31st May 2019

It was **RESOLVED** to approve the Reconciliation Report; Cllr. Winyard signed the appropriate documents as accurate.

379/19-20.6 Approve Bank Reconciliation HSBC Account to 31st May 2019

It was **RESOLVED** to approve the Reconciliation Report; Cllr. Winyard signed the appropriate documents as accurate.

379/19-20.7 Approve items on the Authorisation to Pay Sheet

Councillors questioned the electric bill as it appeared too high. It was noted that after many months, Npower had corrected its earlier bill but it appeared with this one that they had gone back to their old estimates. It was agreed not to pay this bill and for the RFO to challenge the amount with Npower following the receipt of an up to date meter reading.

It was explained that the increase in the Microsoft Office 365 subscription came from adding on both the Clerk's and Responsible Financial Officer's computers.

It was noted that invoice for the basic charge for the External Audit of £240 would be paid but that, as agreed earlier in the meeting, the invoice for the additional charges resulting from the handling of the objections by 3 villagers would need to be discussed with PKF Littlejohn and the NAO.

It was then **RESOLVED** to authorise all payments apart from the Npower bill.

380/19-20 Consideration of Proposed Terms of Reference for Employment

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Committee

Cllr. Lewis gave a brief verbal report expanding on the written report already submitted.

It was **RESOLVED** to adopt the terms of reference for the Employment Committee and to publish these on the website.

381/19-20 Oral updates from Councillors on areas of responsibility if relevant

381/19-20.1 Footpaths and Highways

No report was given.

381/19-20.2 GDPR, SALC and Website

Cllr. Lewis gave a verbal report on attending the recent Suffolk Coastal Forum on the 3rd May 2019. In this meeting he was elected Chairman. As a result of becoming Chairman, Cllr. Lewis is also now on the board of SALC. Cllr. Lewis said that he had accepted the nomination and election on an understanding that he would work with the other members to make the Forum more dynamic and that the Suffolk Coastal Forum would look to amalgamate with Waveney so that it reflected the new East Suffolk District Council. The Council congratulated Cllr Lewis on his election and wished him much success.

381/19-20.3 Litter

No report was given.

381/19-20.4 Playing Fields and the Green Play Area

No report was given.

381/19-20.5 Safe Spaces and Car Parks

No report was given.

382/19-20 Oral Committee reports if relevant

Both the Safety Committee and the Employment Committee planned to have meetings in the coming month.

383/19-20 Planning

383/19-20.1 Site south of Redmay, Lodge Road DC/19/1823/FUL

It was **RESOLVED** that the Council agreed with the Planning Advisory Group Report that the **application be rejected** and that the PAG Report be submitted to the planning authorities outlining the reasons for the rejection. It was noted that if the application was not rejected, then particular attention to be paid to suggestion in the PAG report with relation to removing any permitted development rights.

383/19-20.2 1 Millstones, Millfield

DC/19/1847/FUL

It was **RESOLVED** that the Council agreed with the Planning Advisory Group Report that the **application be approved** and that the PAG Report be submitted to the planning authorities. It was noted that the response to the planning authorities should highlight that the approval needed to be contingent upon a condition that the building is ancillary to the

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host building and cannot be used independently.

383/19-20.3 9 Church Lane

DC/19/1902/FUL

It was **RESOLVED** that the Council agreed with the Planning Advisory Group Report that the **application be rejected** and that the PAG Report be submitted to the planning authorities outlining the reasons for the rejection. It was noted that, once again, the PAG had provided a very insightful report on the Village’s history and the importance of these “Swedish Houses”.


383/19-20.4 Heritage Hut, The Green

DC/19/1584/FUL

This application had been withdrawn before the meeting.

384/19-20 Date and Time of next meeting was confirmed as Monday, 8th July 2019 at 7.15 pm in the Annex of the Village Hall.

The meeting closed at 8.25pm.

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