

WALBERSWICK PARISH COUNCIL

Minute of a meeting held on Monday 11th March 2019 at 7.15pm in the annex of the village hall. Plans for Planning Applications were available to view from 7pm.

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

314/19 Councillor Bassinette welcomed Councillors and villagers to the meeting.

315/19 There were no apologies for absence

316/19 Councillor Bassinette declared an interest in Planning Application DC/19/0135/FUL - The Stables as the property is across the road from her house. She would decline to take part in the discussion on this item.

317/19 Matters raised in Open Forum

Two speakers suggested that the Council should remove Agenda Item 12 (approval of playing field license) because, in their view, the Council should not provide these recreational facilities and also claimed, as they had for many years, that the Pavilion was the responsibility of the WCLC not the Council. They also said that the legal drafting was not to their liking.

318/19 Report from District Councillor Michael Gower

SCDC would end on 1st April and will amalgamate with WDC and become East Suffolk District Council, the largest district council in the country. He stressed that Walberswick would now be represented differently and would need to ensure that its voice was still heard at District level. He reported that Suffolk County had put in a robust set of objections to the Sizewell Consultation, insisting that much more information was necessary prior to any planning decision. He advised WPC to respond to the Consultation on behalf of the village, but that villagers should also send in their own comments prior to the end of March. He said that WPC should copy Rt Hon Theresa Coffey MP as approval would be at the national level. He updated the meeting on the SCDC Local Plan which is now being scrutinised by the Planning Inspector.

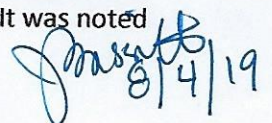
319/9 Councillors considered the Minute of the meeting held on 11th February 2019. Two minor amendments were proposed. These were at 307/19c To add *"It was agreed that the amendments would be shown on an amended Performance Against Budget that will be posted with the signed copy of this Minute"* after sentence ending *"...Admin/Salary column"* and at 312/19 at the point at which the Council authorised the Chairman to make an offer of employment to add *"for the role of RFO"* after the word "candidate". Councillors agreed and **it resolved that the Minute of 11th February was approved as amended and that the Chairman should sign it as a true and accurate record.**

320/19 Finance Matters

a) **The bank reconciliation for Lloyds account *****763** was compared to the statement by Councillor Winyard who signed it to confirm that it agreed with the bank statement. **The Council approved the reconciliation.**

b) **The bank reconciliation for HSBC account *****870** was compared to the statement by Councillor Winyard who signed it to confirm that it agreed with the bank statement. **The Council approved the reconciliation.**

c) **Performance Against Budget** – the content of this document was noted. It was resolved that a number of virements be made on the Performance Against Budget paper to transfer money from underused budget lines to the Admin/Salary line. **It was agreed that the amendments from the External Audit line and the Stationary line to Admin/Salary would be shown on an amended Performance Against Budget that will be posted with the signed copy of this Minute.** It was noted


8/4/19

that all other lines where there appeared to be an overspend had been approved during the year through that ATP process. On the playground repair, it was noted that the final payment from the SCDC grant which covered 100% of the cost had been received, but was not in time to appear on the bank reconciliation but would show in the 2018/19 final accounts.

- d) It was resolved that payments on the **Authorisation to Pay Sheet** were approved to be paid.
- e) Councillor Sutherland-Rogers confirmed that she had found the financial records to be in good order and as represented in the published report. **It was resolved that Council accepted the Internal Control Checklist as completed.**
- f) **The Council accepted the CIL report and that the Clerk would submit it to SCDC.**

320/19 Annual Risk Assessment. Resolved that the Council approved the risk assessment prepared by the Clerk.

321/19 Sizewell C Consultation Update – Councillor Lewis reported that following WPC attendance at a meeting of local parishes (SPLG) set up to prepared a consolidated response to the Sizewell C consultation, it was proposed that WPC should officially take part in that process in order to strengthen our voice in responding to EDF. This would require a contribution to the administration costs of the SPLG of £30. **It was resolved that £30 be authorised for this purpose, taking the money from reserves.**

As part of the process WPC would also need to provide its own submission to SPLG & EDF and would need to meet to approve the final draft. **Resolved that the Council holds an Extraordinary Meeting on Tuesday 19th March 2019 at 7.45 pm to approve the final submission to the consultation on Sizewell C.**

322/19 Heritage Hut Lease to WCLC.

The Chairman introduced this item by stating that Lease document had been prepared by solicitors hired by the WPC based on the proposals and terms that the Council had approved in November 2018. She explained that there had been discussion with the Charity and their solicitors on the content, but that there were a few additional amendments that had been proposed by the solicitors since the draft was circulated. In particular, these amendments were associated with Section 25 which would be expanded to include a more comprehensive list of items that the Charity would undertake to renovate and replace and the dropping Section 42 with regard to renewal since the intention was that after 10 years neither the Charity nor the WPC would be compelled to continue with the lease if both parties did not agree to do so. Once this amended version of the lease was approved for signing by the Council, it would then be submitted to a meeting of the WCLC trustees on 19 March 2019. If there were no material changes, both organisations would then sign. So that there was no doubt, the Chairman said that legal advice from SALC, and agreed by the Council's solicitors, was that the Lease should be signed by two Councillors and witnessed by the Clerk as set out in the WPC Standing Orders. **Resolved that the Council approved the Lease as amended and that it should be signed once there was approval by the WCLC, and subsequently the final signed lease would be posted on the website. If there were any material changes proposed by WCLC trustees, these would return for approval of the Council at its next meeting, prior to signature.**

323/19 Playing Field License. In response to concerns expressed at the Open Forum, the Chairman confirmed that the peppercorn license had been drafted by the WCLC solicitors, reviewed by the WPC's own solicitors, and that it was legal and fit for purpose. In particular, the new license clarified some issues from the previous 10-year license with regard to the manner of approval, fencing, maintenance and the ownership of the Pavilion. A Councillor queried whether the license was necessary and whether the Parish Council should stop providing the playing field and playground facilities. The Council discussed and reconfirmed that this was an important responsibility of the Parish Council and that the partnership with the Charity had served the Village well. In particular, it was noted that a beneficial lease agreement had been agreed with the Charity through which the

Heritage Hut, an asset of the WPC, would be renovated, made fit for purpose and managed by the Charity for a period of ten years and, at the same time, the license on the playing field was being renewed through which the WPC would continue to provide playground and recreational facilities for 10 years on land that was an asset of the Charity.

As explained in the preceding agenda item, the License would be submitted to a meeting of the WCLC trustees on 19 March 2019. If there were no material changes, both organisations would then sign. The License would be signed by two Councillors and witnessed by the Clerk as set out in the WPC Standing Orders. **Resolved that the Council approved the License and that it should be signed once there was approval by the WCLC, and subsequently the final signed License would be posted on the website.**

324/19 Commemorative Memorials Policy

Councillor Sutherland-Rogers thanked Nigel and Margreet Walpole who had been members of the working party that had helped define the policy and locate, assess and photograph all the 30+ memorial items in the village. Further work will be needed to try and locate the original donors of some of the benches as several are quite dilapidated now. The Council also expressed their appreciation to Nigel and Margreet for their considerable efforts.

In the discussion, it was noted that the matter of memorials and the need for a policy had arisen from a request from a villager for a blue plaque on a building. The Council discussed this in the context of the proposed policy and agreed that it was appropriate that blue plaques not be part of the policy since this was a memorial that would be placed specifically on a person's home and therefore would be the responsibility of the homeowner and not covered by the policy. It was also agreed that the policy rightly required that all memorials be self-supporting in terms of long-term maintenance and that they were appropriate in material and location.

Resolved to adopt the Commemorative Memorials Policy as presented and publish it on the website. It was agreed to also post the photos of the current benches and their location on the website as soon as practical. The Clerk was instructed to send a copy of the policy to the people who had requested memorials.

325/19 Councillors resolved that permission should be granted for the Annual Fete to be held on the Green on 24th August 2019.

326/19 Update on Process for Parish Council elections – The Clerk informed Councillors that their term of office ended at the next local election and that to continue on the Council they must seek nomination for re-election. Nomination papers for existing Councillors and anyone else who wished to serve on the WPC must be with the Clerk by 9am Monday 1st April 2019. It was agreed that information should go in the Village News and the website. The Clerk informed the Councillors that an election would only have to be held if there were more nominations than seats. It was agreed that a Notice should be posted and placed on the website and also included in the Village News.

327/19 Oral reports

Oral Reports from Councillors

a) Footpaths and Highways – Councillor Sutherland-Rogers has reported the sign pointing to the Green, Beach etc in Palmer's Lane has fallen over. She had also reported to SCC four potholes on the main road into the village. Only two were promptly mended and the worst two remain and have been reported by Councillor Winyard again. Councillor Sutherland-Rogers will follow this up and she will remind the Harbour Master about the promised repairs to the dangerous gap in the fence on the harbour wall; he had confirmed last month that new picket fencing was on order

b) Litter – Councillor Mackay agreed to follow up on involving Walberswick in a litter pick organised through Suffolk Coastal in April/May where we can borrow their equipment, receive £20 and be

included a prize draw for £200 for any association taking part in a litter pick. She will report back on this at the April Council meeting.

c) Traffic Management and Car Parks - Councillor Bassinette reported that a consultant is to visit the village to explain how street landscaping can be used effectively to improve the environment for shared and safe space. All WPC Councillors were invited to attend the presentation and meeting. The Clerk would send details to Councillors by email.

d) Speed Indicator Display – Councillors Sutton and Winyard reported that, although the SID had helped reduce speeds, there are still breaches of the limit. It was hoped that a second SID could be financed and installed particularly so that there could always be at the entrance to the village.

e) Playing Fields and the Green Play area – It was hoped that the fencing around the restored play area could be removed in time for the Easter holiday. It was agreed that the safety committee would take a decision before the end of March based on how well the grass was established.

f) GDPR, SALC and website – Councillor Lewis reported that the GDPR legislation continues to be refined and that NALC had recently issued a new Legal Note on personal data relating to Planning Applications, which we would follow. He also said that a second laptop would be needed to be provided for the newly hired RFO. **It was resolved that funding be granted and that Councillor Lewis purchase the appropriate laptop with the same specifications and software as the Clerk's. It was agreed that a virement should be made, if necessary, to cover this cost since at the time the budget was approved, the Council did not know whether we would have a separate RFO.**

g) Allotments – The Clerk reported that all but 2 Plots are let, and that one request had come from outside the village. **It was resolved that the vacancies be offered for one more month within the Village via the VN and, if no one in the Village wanted them, it would be given to applicants outside the village. It was further agreed that, in line with the new allotment policy, the Clerk should contact the current occupant of the plots to ensure that the plots were cleared appropriately before returning it to the Council. If they did not choose to clear the plot themselves, then the Council would charge the former tenant and arrange for the clearing to be done.**

328/19 Planning Applications

DC/19/0530/FUL Manor House, The Street. IP18 6UG. Resolved that the Council agreed with the PAG report that consent is refused and that the PAG report would be submitted setting out the reasons for the objections.

DC/19/0135/FUL – The Stables, The Street. IP18 6UH. Resolved that the Council agreed with the PAG report that while there was no objection to the application, the clarifications on the ridge height and materials were necessary as set out in the PAG Report.

329/19 The Clerk confirmed that the Annual Parish Meeting would be held on Thursday 18th April at 7.15pm in the Village Hall.

330/19 Date of next meeting: Per 321/19 above, the Extraordinary Meeting is to be held on Tuesday 19th March 2019 at 7.45pm. The next scheduled meeting is 8th April 2019 at 7.15pm.

Councillors to send items for the Agenda to the Clerk by Wednesday 27 March 2019.

The meeting closed at 8.40pm

