

WALBERSWICK PARISH COUNCIL

The minutes of the Full Parish Council meeting held on Monday 11th November 2019 at 7.15pm in the village hall annex.

Present: Councillors Bassinette (in the chair), Lewis, Richardson, Sutherland-Rogers, Sutton and Winyard. Also in attendance was Mr. Mark Knight (Clerk), Cllr. Beavan (District Councillor) and one (1) member of the public.

443/19-20 Chairman's welcome.

The Chair welcomed those present to the meeting.

444/19-20 To consider and approve any apologies for absence.

Apologies were received from Cllr. Mackay. These were accepted.

445/19-20 Declaration of Interest and Requests for Dispensation.

Cllr Sutton declared an interest in Agenda Item 11 and said that he would leave the room during this item.

446/19-20 Open Forum

A representative of the Scroll Advisory Group reported that it was necessary to move the Walberswick Scroll from the cold and damp in the Heritage Hut to safe keeping in one of the members' home as had been done for the last two years. However, because the scroll would have to be removed from the damaged case, and put into a smaller case, agreement needed to be made with the insurer. Cllr. Bassinette stated that she would follow up with the Responsible Financial Officer as he was handling this issue and get back to the Scroll Advisory Group as quickly as possible.

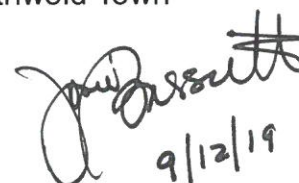
447/19-20 To receive a report from County Councillor Richard Smith

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

448/19-20 To receive a report from East Suffolk District Councillor David Beavan

Cllr. David Beavan reported that the District Council is currently in purdah due to the upcoming General Election on Thursday 12th December with a possible emergency meeting planned between that date and Christmas.

The Harbour Consultation has been extended and much discussion has taken place regarding the make up of the proposed committee with the District Council suggesting that six positions are filled by the District Council and with the District Council also appointing the remaining five. Cllr Beavan said that this proposal was not acceptable to Councils and user groups and he said that a proposal was being put forward by Southwold Town Council that the Harbour Management Committee instead be two cabinet members from the District Council, five independent members, one member from Southwold Town Council and the ward member from the District.


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Concerns were raised with Walberswick not having representation, but Cllr. Beavan's involvement would help ensure voice for Walberswick and Reydon.

Concerns continued to be raised about the hard 21 day consultation period for planning applications and the difficulties for Parish Council not having adequate time to respond. Cllr. Beavan agreed that this was a problem and is being discussed with a number of councils across the district. It was suggested that contact should be made with SALC for their support. Cllr. Lewis agreed to raise this at the upcoming meeting.

Cllr. Beavan also reported that he had made a complaint regarding the homeowner that was over developing their Walberswick property contrary to planning permission. He stated that this was a growing problem with holiday rentals across all parishes in his ward.

449/19-20 To consider the Minutes of the Meetings of the 14th October 2019 for accuracy and for the Chairman to sign as a true record.

It was **AGREED** by those members present to adopt the minutes presented. The Chair was given authority to sign these as a true record.

450/19-20 Finance Matters 2019/20

450/19-20.1 Review Lloyds bank account receipts/budget & payments/budget as of 31st October 2019

It was **RESOLVED** to accept these figures as presented. Cllr. Richardson signed the appropriate documents.

450/19-20.2 Approve Bank Reconciliation Lloyds Account to 31st October 2019

It was **RESOLVED** to approve these figures. Cllr. Richardson signed the appropriate documents.

450/19-20.3 Approve items on the Authorisation to Pay Sheet

It was **RESOLVED** to authorise all payments and for the checks to be signed.

451/19-20 To consider and make suggestions in regard to the draft budget

It was **NOTED** that the Responsible Financial Officer would attend the meeting in December to discuss a full draft budget and that this evening's work would be a broad brush look at the budget lines and to consider some ideas from the RFO on how to improve the way the budget was formulated. Guidance would be provided to the RFO from this meeting to help him build the draft budget.

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Following discussion of each of the budget lines, it was then **RESOLVED** to request that the RFO take the following into account in preparing the upcoming budget:

- To have one budget line for 'Professional Services', which will include Internal and External Audit and Website Services. This is due to the VAT attraction aspect to these costs and the regular nature of their payments. Legal services would be kept separate since any payments would be irregular.
- To delete the lines for staff wages, staff expenses and staff office expenses and replace with two budget lines reflecting the two employees of the Council. One for Clerk and one for Responsible Financial Officer, both with a stationary line. These lines also to be increased by £200 (approx.) to reflect the new salary scales.
- It was noted that the IT line will be kept separate.
- To place a budget line for £1,500 to put towards the future removal of the Pavilion which would be considered further in the context of overall spending priorities.
- Monies would be needed for replacing swings. It was agreed that it would be preferable to do this in the current year if possible, but if not, budget should be provided in the playground line item to take care of this in the next budget and it was agreed to allocate an additional £1000 in the draft budget for this
- It was agreed to leave £400 in the training budget including to cover the possibility of the Council getting a Tree Officer to look at planning applications related to trees.

452/19-20 To consider and approve a draft response to the Southwold Harbour Consultation

Cllr. Bassinette discussed the report already circulated regarding this item and also suspended standing orders at 7.58pm to allow Cllr. Beavan to speak on this item in a continuation from his Report earlier in the meeting.

It was reported that there is a general feeling of dismay over the progress and direction of the harbour management committee (HMC) as proposed by the East Suffolk District Council as it provided very little local input. Given that the District Council was retaining control of all monetary decisions over £25,000, it was essential the HMC was primarily representative of the communities bordering the Harbour and the Harbour users.

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Concerns were also raised over the business plan with the Council agreeing that the draft business plan should be discarded and instead, once a representative HMC was formed, the first responsibility should be to develop a business plan.

It was also discussed about the need for Walberswick residents who had moorings and businesses that used the harbour to have a voice. Cllr Beavan said that there were a plethora of user groups so was no reason to create more. Rather, there needed to be a consolidation and a clarity of message so that the District would be more responsive.

It was **RESOLVED** to object to the current suggestions and that Cllr. Bassinette should revise the draft proposal along the lines discussed at the meeting including having a representative for each of the villages (Southwold, Walberswick, Reydon and Blythburgh) that were directly connected to the Harbour and the Estuary. There should also be a role for the Blyth Estuary Group amongst others. The Clerk was requested to forward the final version of the WPC objection and proposal to East Suffolk District Council, Southwold Town Council and Cllr. Beavan. The date for submission has been extended to the 4th December 2019.

Standing orders were then reinstated at 8.08pm.

453/19-20 To approve the appointment of a nominative trustee of the Walberswick Common Lands Charity

Cllr. Sutton left the room at 8.09pm.

It was **RESOLVED** unanimously to approve Mrs. Hannah Sutton as a trustee of the Walberswick Common Lands Charity. The Council expressed their appreciation for the contributions Hannah had made to the operation of the Charity.

Cllr. Sutton returned to the meeting at 8.12 pm.

454/19-20 To receive a funding proposal regarding children's play equipment on the Village Green, including quotes from relevant contractors and means of funding.

Using a supplemental report, the Parish Clerk presented the funding proposal explaining the three different quotes received, methods of raising the funds and the schedule of works which would occur following approval of the project.

Concerns were raised over the validity of one funding stream concerning a VAT reclaim and it was agreed that the Parish Clerk would check with the

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Responsible Financial Officer as soon as possible after the meeting and would only proceed once clarified.

It was also questioned whether there could be some savings on the safety matting by re-laying the current matting after removal of the old slide. The Clerk agreed to discuss this further with the contractor.

It was **RESOLVED** to go forward with removing and replacing the slide by appointing Contractor 3 – identified by the Clerk as Active Play and Leisure after the decision - for the project.

It was **RESOLVED** to opt for the high pedestal slide at a total cost (inc. VAT) of £8,408 as the best like for like replacement with the current slide and to approve the funding proposal in the Report pending confirmation of whether the contribution from the WPC would come entirely from VAT refund or whether it would need to be VAT Refund plus additional source of Rates refund or reserves. This would be reflected in the finalised proposal that would be circulated with the draft minutes.

The Parish Clerk then stated he would instruct the contractor as soon as possible, including about any additional savings, and keep all councillors updated as to progress with the intention that the work would be completed and the new grass in place by Spring.

It was also **NOTED** that two cradle swing seats needed to be replaced in the short-term and two other swings potentially in the medium term. Therefore, the Clerk was asked to get before the December meeting 3 quotes which could be considered if adequate funding were available this fiscal year. On behalf of the Safety Committee, Cllr. Lewis agreed to send the details of these swings to the Parish Clerk. Cllr. Beavan kindly offered a generous contribution of £1,000 from his Locality Budget in this regard which was gratefully received.

455/19-20 Oral updates from Councillors on areas of responsibility if relevant

455/19-20.1 Footpaths and Highways

Cllr. Sutherland-Rogers reported that a villager had stepped forward to volunteer to act as a Tree Warden beginning in the new year. It was **AGREED** that this item would be placed on the January agenda of this Council.

455/19-20.2 GDPR, SALC and Website

No report was given.

455/19-20.3 Litter

No report was given.

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455/19-20.4 Playing Fields and the Green Play Area

Cllr Bassinette said that a request had been received to use the Green on 16 December 2019 for the traditional Carol Singing. It was **RESOLVED** to approve the use of the Green for this purpose.

455/19-20.5 Safe Spaces and Car Parks

Cllr. Winyard reported that the screen on one of the pay and display payment units in the car park was clouded. Cllr. Bassinette agreed to report this to Car Parks Operations Manager.

456/19-20 Oral Committee reports if relevant

None given

457/19-20 Planning matters

Cllr. Bassinette said that an important application had been received after the agenda had been issued related to the over-development of a planning permission to put in a games room and that if an extension to the 26 November consultation date could not be obtained, the Council would have to have an extraordinary meeting. The Clerk was asked to report back on this issue. Cllr Lewis also noted that although there were no applications in this period there were still issues (for example, trees) that may need to be addressed even though they did not involve PAG reports. The Parish Clerk suggested that a 'Matters arising' section be placed under this standing agenda item so that any planning issues, unconnected with consideration of specific applications and PAG reports, could be taken up. This was **AGREED**.

458/19-20 Date and Time of next meeting was confirmed as Monday, 9th December 2019 at 7.15 pm in the Annex of the Village Hall.

The meeting closed at 8.39pm.

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