

WALBERSWICK PARISH COUNCIL

The minutes of the Full Parish Council meeting held on Monday 12th October 2020 at 7.15pm.

Present (remotely via Zoom): Councillors Bassinette (in the chair), Lewis, Richardson, Sutherland-Rogers, Sutton and Winyard.

Also in attendance (remotely via Zoom) was one (1) members of the public, Mr. Mark Knight – Parish Clerk, Mr, Simon Ashton – Responsible Finance Officer, Cllr. D Beavan – District Councillor.

085/20-21 Chairman's welcome.

The Chair welcomed those present to the meeting.

086/20-21 To consider and approve any apologies for absence.

County Councillor Richard Smith had sent written apologies due to conflicting commitments – it was **resolved to accept his apologies**

087/20-21 Declaration of Interest and Requests for Dispensation.

Cllr. Lewis declared an interest in the closed item 99 and recused himself from the meeting for the entirety of the item.

088/20-21 Open Forum

None.

089/20-21 To receive a report from County Councillor Richard Smith

Cllr. Smith was not in attendance.

090/20-21 To receive a report from East Suffolk District Councillor David Beavan

Cllr. Beavan reported that there had been a lot of contentious planning applications recently and that the proposed changes from central government regarding change of use and the threshold for affordable housing were particularly concerning. His view was that it would seriously decrease the amount of affordable housing and would severely weaken the ability of local authorities to put any limits on developers. He mentioned that there was also a proposal for a unitary authority but he did not think it would go forward.

He said that they were pushing to get the Harbour Management Committee up and running and that he had also objected to one of the appointees from ESC who had none of the necessary skills and had consistently failed to attend meetings in the past.

Signed. 

Dated.....9/11/20.....

The Overview and Scrutiny Committee is preparing for a second wave of Covid-19. It was hoped that Government would devolve more responsibility and more funding to the local level since they were doing such a poor job at the national level. He asked if Walberswick was currently needing any help as we head into winter and Cllr. Bassinette confirmed that the volunteer group that was organised in March was reconfirmed to provide assistance now. Cllr. Beavan stated that if there were any funding requests in this regard then they should be forwarded to him as soon as possible.

091/20-21 To consider the minutes of the meetings of 14th and 28th September 2020

The minutes of the 14th and 28th September 2020 were **APPROVED** with the Chairman to sign a copy of the minutes and to retain them until they can be handed to the Clerk in person.

092/20-21 Finance Matters 2020/21

092/20-21.1 Confirmation of receipt of bank receipts

Since the bank statements were not being reviewed this month, the RFO wished to draw the Councillor's attention to the following bank receipts: £25 donation to the play ground on the 15th September; £7 allotment fees payment on the 17th September; £12,500 as the half-yearly precept payment from ESC. The payments were so **NOTED**.

092/20-21.2 Review of half-yearly budget setting amendments and to authorise any virements if necessary.

The Responsible Financial Officer reported on the budget position at the half-year stage. The Councillors and the RFO discussed the various budget categories and it was **AGREED to make the following virements:**

£250 to be vired from staff expenses to office expenses to cover increased working from home allowance

£5 to be vired from staff expenses to subscriptions to cover the very slight overspend incurred year to date in this budget category

£11,800 to be vired from the ring fenced audit fees part of reserves to professional fees to cover the extraordinary payment to PKF Littlejohn from the 2018/19 audit caused by the auditors having to handle the huge volume of complaints and objections by the three villagers.

In addition to the virements, the Council discussed three items that had been commented on in the internal auditors report namely:

Signed..........

Dated...9/11/20.....

In relation to the internal audit report comment regarding the data retention and disposal policy, it was noted that this was already in place and no further action is planned.

In relation to the data breach policy, it was noted that although the Council followed a proper data breach policy and the Clerk had access to the data breach folder, the policy document itself could not be found on the website. It was **AGREED** that Cllr. Lewis and the Clerk would bring this policy to the November meeting.

In relation to the suggestion for Audit Impact Assessment, it was agreed that Cllr. Lewis would take further advice from SALC on exactly what further was needed (if anything) and would report back to the November meeting.

092/20-21.3 Approve items on the Authorisation to Pay Sheet

The items detailed on the sheet were **APPROVED** and Cllrs. Sutton and Winyard were authorised to make the electronic payments.

It was also noted that the baby seat, included in the ATP, had now been installed.

093/20-21 To confirm the Terms of Reference, Members and Chairman of the Planning Advisory Group

Cllr. Bassinette introduced the item explaining that it was in follow up to the change in Chairmanship and membership of the PAG raised at the September meeting. As detailed in the Report, the following were **AGREED and CONFIRMED**:

The terms of reference for the Planning Advisory Group.

The membership of the Planning Advisory Group (Paul Bradley, Alan Gomm, Katherine Gomm, Alvin Hunt and Brian Martin).

The new Chairman of the Planning Advisory Group would be Mr. Paul Bradley replacing John Nichols.

The Council expressed its sincere appreciation to the PAG members and to the PAG Secretary for the tremendous amount of work they did and their contribution to helping the Council with planning applications. The Council thanked John Nichols for his excellent leadership. It was agreed that details on the PAG would be added to the WPC portion of the website. It was further noted that the confirmation of membership of PAG would be taken each year at the Council's annual meeting in May.

094/20-21 To note the Walberswick Common Lands Charity Annual Report

The report was **NOTED** and it was also **AGREED** that, as a key stakeholder, the Council should include the WCLC Annual Report as an agenda item each year in the month following the Report's publication. The Council noted that the Report included an annex that explained in detail the "Serious Incident" that the Charity had been handling for many years and that the Council was glad that the problem had

Signed..........

Dated.....9/11/20...

been conclusively addressed.

095/20-21 Update on the Community Speed Watch

Cllr. Bassinette gave an update on a recent visit by two police officers that she and Cllr Sutton attended so that they could assess the village for suitable points where a Community Speed Watch could operate. This took into consideration line of sight issues and the need to provide a safe location for community speed watch volunteers.

The provisional sites identified were by the Village Hall, at Leveretts Lane, by the Village Shop, by the bus shelter across from the church and by Adams Lane. These would need to be confirmed by an independent police officer who would provide a second analysis. Cllrs Bassinette and Sutton explained that each of these locations would be used differently – some to clock motorists entering the village and others to clock those leaving. They learnt from the police officers that the community speed watch was used throughout the area and definitely provided a deterrent effect depending on how often it was in use. The police also said that a number of speed guns had been donated for community speed watch by Norfolk Council and therefore this expense (over £1000) could be saved.

The next step would be to get sufficient volunteers to run and staff the speed watch team. There was also an application form that Cllr Bassinette volunteered to complete. Once this was all in order, the police would come out to the village to train the Speed Watch team.

The Council **RESOLVED to support the Community Speed Watch to proceed to the next step** with Cllr Bassinette completing the application and with a request for volunteers to go into the Village News and the Community Support group. The Council emphasised, however, that the Speed Watch could not go forward unless at least six people volunteered to take part and that someone in the group was willing to organise and manage the program.

096/20-21 Oral Updates from Councillors on areas of responsibility if relevant.

096/20-21.1 Footpath and Highways

Cllr. Sutherland-Rogers reported that Footpath 11 from the hill to the boardwalk had three or four broken and sinking boards. Also that Footpath 21 just before the steps by the windmill had one broken and three sinking boards. These had been reported.

Cllr. Lewis asked about the bench dedicated to Mrs. Neames as it has been removed in recent months. Further enquiries will be made.

096/20-21.2 GDPR, SALC and Website

Cllr. Lewis reported that he had been re-elected as Chairman of the SALC area forum for East Suffolk South and so retained his role on the SALC board and had

Signed..........

Dated.....9/11/20.....

also now been elected Vice-Chairman of SALC. The Council congratulated Cllr Lewis and thanked him for taking on these commitments as it was good not only for SALC but was also very helpful for Walberswick Parish Council.

096/20-21.3 Litter

No report was given.

096/20-21.4 Playing Fields and the Green play area

On behalf of the Safety Committee Cllr. Lewis reported on an inspection on Sunday 11th October of the green after a member of the public had expressed concern about the number of potholes. It was confirmed that there were dozens of these and the green was not in a good condition in general.

It was **AGREED** that the Council should attempt to contact, initially through the Village News, a tradesperson who would be able to assess the green, supply top soil and fill in the pot holes, re-seed as necessary and then undertake a routine inspection with remedial work as required. All in favour.

The Clerk reported that the swing set would be installed on the w/c 2nd November which would include the removal of the old set and use existing padding.

Playing fields – both the fence and the field had been inspected. With the exception of one small area the fence was deemed to still be in generally good condition. Regarding the playing field itself there were not too many holes, but those that remained were large and required filling – this would be undertaken at the same time as the rectification work on the green. It was also noted that work was still required on the football nets and posts. Cllrs. Lewis and Winyard would investigate and report back concerning this with a proposal for the Council to consider.

096/20-21.5 Safe Spaces and Car Parks

Cllr. Bassinette reported that 90 people had responded to the consultation regarding the second speed indicator device and that 90% of these replies were positive. It was hoped, therefore, that the Charity Trustees would be willing to fund a second SID on this basis.

096/20-21.6 Heritage Hut

Cllr. Winyard reported that phase one of the works were underway and were on budget. It was noted that Cllr Winyard and Cllr Sutton were undertaking a charity ride from Lowestoft to Lands End with the donations raised by Cllr Winyard to go towards the Heritage Hut renovation and those by Cllr Sutton to go to support a prostate cancer charity. The Council wished them all the best.

096/20-21.7 Sizewell and other power related developments

Signed..........

Dated...*2/11/20*...

No report was given.

096/20-21.8 Neighbourhood Plan

No report was given.

096/20-21.9 Village News

Cllr. Sutherland-Rogers reported that an article on the Green and the Community Speedwatch were being considered and that the deadline for submissions was the 25th October 2020.

097/20.21 Oral Committee Reports if relevant

Nothing for the meeting.

- 98/20-21** To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms details of the next meeting.

This was so resolved, all in favour.

Cllr. Beavan, Mr. Simon Ashton, Cllr Lewis and the member of the public left the meeting at 8.37pm.

- 100/20-21** **Date and Time of next meeting was confirmed as Monday 9th November 2020 at 7.15 pm.**

The time and date of the meeting was confirmed.

- 99/20-21** **To discuss potential nominees to serve as Trustee of the Walberswick Common Lands Charity.**

The Chairman explained that the discussion of potential candidates to be a trustee for the WCLC was best done in a closed session in order to respect people's privacy and personal information. A person had volunteered in response to the advertisement in the Village news and this candidate was discussed and was supported by all the Councillors. It was proposed by the Clerk that an agenda item should, therefore, be included in the November agenda that would ratify the decision and name the person to be a nominative trustee. The Chairman was authorised to inform the candidate and the Chairman of the Charity of the preliminary decision, pending approval at the November Council meeting.

The meeting closed at 8.44pm.

Signed..........

Dated.....9/11/20.....