

WALBERSWICK PARISH COUNCIL

The minutes of the Full Parish Council meeting held on Monday 10th February 2020 at 7.15pm in the village hall annex.

Present: Councillors Bassinette (in the chair), Lewis, Richardson, Sutherland-Rogers and Winyard. Also in attendance was Mr. Mark Knight (Clerk), and two (2) members of the public.

490/19-20 Chairman's welcome.

The Chair welcomed those present to the meeting and also noted that the Clerk would be arriving slightly late due to traffic problems. It was **RESOLVED** that Councillor Lewis would take the minutes until the Clerk arrives, at which point the Clerk would take over.

491/19-20 To consider and approve any apologies for absence.

Apologies were received from Cllrs. Mackay and Sutton. These were accepted.

It was announced that Councillor MacKay had stated her intention to resign for personal reasons. The Council recorded its thanks for her service and wished her well. It was **RESOLVED** that following written confirmation, the process for advising ESDC and placing notices declaring a vacancy would now be followed.

492/19-20 Declaration of Interest and Requests for Dispensation.

None were declared.

493/19-20 Open Forum

One member of the public asked if any progress had been made regarding appointing a tree advisor to the Council. It was noted that what was needed was input to the Council on planning applications involving trees, not an alternative to a tree officer at the District Council. It was **RESOLVED** to put a notice in the Village News. Councillor Sutherland-Rogers to action.

The Council was advised that a late amendment to the planning application had been received, with a determination date that is before the next Council meeting. Once the Planning Advisory Group had a chance to review it, the Council would take a view on the need and feasibility of an extra-ordinary meeting to consider it.

The Parish Clerk then arrived at 7.22pm.

494/19-20 To receive a report from County Councillor Richard Smith

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

495/19-20 To receive a report from East Suffolk District Councillor David Beavan

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

Bassinette

496/19-20 To consider the Minutes of the Meetings of the 13th January 2020 for accuracy and for the Chairman to sign as a true record.

It was **NOTED** by Cllr. Winyard that an email suggesting an amendment had been received an hour before the meeting,

It was **AGREED** by those members present to adopt the minutes with the adjustments recommended by the Walberswick Common Lands Charity with regard to the WCLC presentation. The Chair was given authority to sign these as a true record at the next meeting of the Parish Council in March.

497/19-20 Finance Matters 2019/20

497/19-20.1 Review Lloyds bank account receipts/budget & payments/budget as of 31st January 2020

It was **RESOLVED** to accept and note these figures as presented. Reviewed by Cllr. Lewis.

497/19-20.2 Approve Bank Reconciliation Lloyds Account to 31st January 2020

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

497/19-20.3 Approve items on the Authorisation to Pay Sheet

It was noted that the cradle swings had not been completed and installed and so it was **AGREED** not to pay the Active Play and Leisure invoice until this was resolved. Clerk to follow up on this. It was **RESOLVED** to authorise all other payments. Cllr. Bassinette signed the appropriate documents.

498/19-20 Planning

498/19-20.1 Vine Cottage, The Green DC/20/0157/1930/FUL

The Planning Advisory Group advised that it was not appropriate for them to comment on the development due to its nature. It was then **RESOLVED** to **SUPPORT** the application.

498/19-20.2 Seaview, The Street DC/20/0286/FUL

It was **RESOLVED** to adopt the findings and opinions of the Planning Advisory Group and **SUPPORT** the application; this is due to the application not being detrimental to the Conservation Area provided the use of the building remains ancillary to the main house.

Signed..........

Dated.....9/3/20.....

499/19-20 To discuss possible funding from Cllr. Beavan's Locality Budget to finance swings on the Green.

Cllr. Bassinette gave a verbal report on the availability of £2,000 from District Councillor Beavan's Locality Budget. One suggestion had been that this be put towards a replacement of the swing set on the Village Green.

Cllr. Winyard suggested the replacement of the goalposts and nets on the Common as an alternative use maybe along with having the goal posts sanded down professionally and repainted.

Cllr. Lewis stated that the swings were not actually on the Safety Committee agenda for replacement as yet. He suggested that some adult gym equipment for the playing fields, as previously discussed by the council could also be explored.

Cllr. Sutherland-Rogers asked whether partnership working with the Walberswick Common Lands Charity might be possible. It was agreed that an approach would be made.

Cllr. Richardson was concerned that more equipment on The Green itself might lead to the Village Green becoming too crowded, and this was agreed by all present; any additional equipment would only be considered for the playing fields area .

It was then **AGREED** that an inspection would identify the work needed to be done on the goal posts, nets and swings and whether this can be fixed or not. But that in the meantime the costs and logistics of replacement should be worked on by the Clerk.

It was further **AGREED** that the Clerk should work on three quotes for the swing set in case this is needed at a future meeting.

It was also **RESOLVED** for the Clerk to approach companies for adult gym equipment with a rough budget of £2,500 to obtain three quotes for the March 2020 meeting.

It was finally **RESOLVED** that the issue of the football nets and posts to be placed on the agenda on the March 2020 meeting.

500/19-20 To confirm date of Annual Parish Meeting for 6th May 2020.

The Parish Clerk confirmed that the date for the Annual Parish Meeting has been set at Wednesday 6th May 2020 at 7pm.

Signed.....

Dated 9/3/20

501/19-20 To approve the Policy Review Schedule

Cllr. Lewis introduced the item and explained that he had been working with the Parish Clerk on producing a schedule of revision and renewal for all Council policies. Essential documents would be reviewed, as a statutory requirement, at the May meeting annually with most of the others being updated and revised at least every three years or when changes in legislation dictated. The report and schedule were **APPROVED**. It was also stated that this schedule would be placed on the website in the interests of transparency.

It was also **NOTED** that re-adoption of the Suffolk Code of Conduct would be placed on the March meeting agenda.

502/19-20 Clerk to introduce 'issues arising' follow up process

The Parish Clerk introduced this item and explained that he had undertaken an audit of minutes and agendas over the past few years assisted by Cllr. Lewis who provided historical context. It was explained that this document would essentially be a management tool for keeping up to date with all action points and requirements which would need to take place from month to month, also giving clear deadlines and areas where delegated authority had been granted. The Clerk will also select historical items for consideration by the Full Council when space in the agenda permitted.

503/19-20 Oral updates from Councillors on areas of responsibility if relevant**503/19-20.1 Footpaths and Highways**

It was reported that in the recent high winds a tree had been blown down on the footpath running past by the Grand Metropolitan Bench. Cllr. Sutherland-Rogers offered to send Cllr. Winyard the exact location and footpath number in order to report this to the relevant authority.


It was also noted that the metal fencing recently erected near the harbour was holding up well.

503/19-20.2 GDPR, SALC and Website

Cllr. Lewis reported on the recent meeting of the East Suffolk Forum which he co-chairs; this is a new forum which mirrors East Suffolk District Council. There were representatives from 34 Parishes.

The Suffolk Coastal Area Forum, which he also chairs will also continue to meet 4 times per year.

It was also reported that the letter which the Parish Council added its support and signature too regarding multiple energy projects in the area was also moving its way up the chain of authority. SALC were also now working with National ALC over the

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Dated.....9/3/20.....

objectives. He reported that although there were seven (7) energy projects currently in various stages of development each one was classified as a National Strategic Infrastructure Project and as such has to be considered individually and not in conjunction with other local and possible connected projects.

Cllr. Lewis concluded by reported that East Suffolk District Council is now running a Community Partnership Scheme with representatives at Town and Parish level – Walberswick would be represented at this forum to follow developments; there is also budget available which could prove useful in the future

503/19-20.3 Litter

No report was given.

503/19-20.4 Playing Fields and the Green Play Area

No report was given.

503/19-20.5 Safe Spaces and Car Parks

No report was given.

503/19-20.6 Sizewell and other power related development

It was reported that the recent Southwold Harbour Consultation meeting was attended by Cllr. Bassinette, the management committee structure was discussed and set up as a true board structure with a skills audit being conducted to ensure that suitably qualified individuals were selected to serve on the committee. This would enable the committee to act in a meaningful advisory capacity and would bring in all local areas and representatives from the Harbour Management Structure.

Cllr. Sutherland-Rogers enquired about the timeline for this project, which was reported as at least a few months.

Cllr. Bassinette then reported that a further regular reporting item would be added to this section of the agenda regarding the creation and adoption of a Neighbourhood Plan.

Cllr. Lewis reported that the current Parish Plan cannot be simply upgraded to a Neighbourhood Plan and the process to obtain a Neighbourhood Plan would run to about 18-24 months. The stages which this would go through are:

- Agree the area to be covered by the plan, and get this designated area agreed with ESDC.
- Agree the vision and aims of the plan and to gain input and community engagement in this regard.

Signed.....

Dated 9/3/20

- Consultation of statutory individuals who will assess it.
- A full referendum of the Parish electors who will ultimately legitimise the contents.

It was reported that this would set out a 20-year vision for the Parish and would also give more statutory rights and powers to the Council regarding planning matters.

There is also adequate funding available over the next three financial years up until 2022 with £9,000 being immediately available for the initial stages. Up to £57,000 of funding is also available should technical help be required.

It was proposed that the area to be covered by the Neighbourhood Plan be the area of Walberswick Parish as designated on the definitive map and for Cllr. Bassinette to start the application process. This was so **RESOLVED** will all being in favour.

It was also suggested that the intention to have a Neighbourhood Plan should be reported to the upcoming Annual Parish Meeting on the 6th May 2020.

504/19-20 Oral Committee reports if relevant

None were given, but it was requested from the Chair that a confidential agenda item be added to the next meeting of the Full Council regarding employment matters.

505/19-20 Date and Time of next meeting was confirmed as Monday, 9th March 2020 at 7.15 pm in the Annex of the Village Hall.

The meeting closed at 8.35pm.

Signed..........

Dated.....9/3/20.....