

## WALBERSWICK PARISH COUNCIL

The minutes of the Full Parish Council meeting held on Monday 9<sup>th</sup> March 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), Simon Ashton (Responsible Financial Officer), and five (5) members of the public. Some members of the public left the meeting following the conclusion of items of which they were most interested.

### **506/19-20 Chairman's welcome.**

The Chair welcomed those present to the meeting.

### **507/19-20 To consider and approve any apologies for absence.**

Apologies were received and accepted from Cllr. Sutton.

### **508/19-20 Declaration of Interest and Requests for Dispensation.**

All members present declared an interest in item 515/19-20.2 regarding the Heritage Hut application.

Cllr. Sutherland-Rogers also declared an interest in item 515/19-20.3 regarding the development at Little Chapter.

### **509/19-20 Open Forum**

One member of the public who has had a mooring in the harbour for the past six years spoke about some antisocial lighting in the form of floodlights installed on the 15<sup>th</sup> December 2019 at a business in the Southwold Harbour. These lights shine fiercely all night on the marshes including the bird watching hut and also into people's homes. It was also reported that this is very harmful for wildlife and local flora and fauna. The member of the public had taken the matter up with various authorities and the Harbour Master but felt that he had been largely been ignored despite being given two dates by which his concerns should have been addressed. The member of the public closed his statement by requesting that the Parish Council write a supporting letter in this regard.

Cllr. Lewis suggested that District Councillor Beavan be contacted also.

Cllr. Bassinette requested that the member of the public send all details of this case to the Clerk for investigation, and also to get any additional information from homeowners along the Lea so that the Parish Council could follow up appropriately with the Harbour Master.

### **510/19-20 To receive a report from County Councillor Richard Smith**

Cllr. Richard Smith was not present and no report had been received.

### **511/19-20 To receive a report from East Suffolk District Councillor David Beavan**

Cllr. David Beavan was not present and no report had been received.

**512/19-20 To consider the Minutes of the Meetings of the 13<sup>th</sup> January and 10<sup>th</sup> February 2020 for accuracy and for the Chairman to sign as a true record.**

It was **AGREED** by those members present to adopt both sets of minutes presented, with minor clarification to pg. 2 para. 3 of the minutes of the 10<sup>th</sup> February 2020. The Chair was given authority to sign these as a true record.

**513/19-20 Finance Matters 2018/19**

**513/19-20.1 Implementation of actions arising from Internal Audit 2018/9**

It was **AGREED** to confirm the comments in this report as being appropriate for the internal audit.

**514/19-20 Finance Matters 2019/20**

**514/19-20.1 Review Lloyds bank account receipts/budget & payments/budget as of 29<sup>th</sup> February 2020**

It was **RESOLVED** to accept these figures as presented.

**514/19-20.2 Approve Bank Reconciliation Lloyds Account to 29<sup>th</sup> February 2020**

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

**514/19-20.3 Approve items on the Authorisation to Pay Sheet**

The Responsible Financial Officer was asked to explain the higher than usual amount of one payment and Cllrs. Lewis and Bassinette explained the process behind the generation of this payment. Questions were also raised over the invoice to Active Play and Leisure and the Clerk explained the confusion behind the expected purchase of some cradle seats which had not been completed. The Clerk would also chase the contractor for the expected quote and completion date for the installation of the seats. It was clarified that the invoice covered only the slide and not the approved replacement cradle seats.

Cllr. Bassinette explained the amount of the payment to PKD Littlejohn. Cllr. Lewis had made representations to the Suffolk Association of Local Councils and the National Association of Local Councils about the best way to proceed. Although the Council had the

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complete support and sympathy of all bodies who felt the charges were disproportionate, it was felt that there may not be any additional avenues to take to challenge the invoice. The case of Walberswick, however, was submitted by NALC to the Redmond Enquiry as an example of why the current regulations should be changed to avoid such a situation arising in the future.

The Council very reluctantly agreed that the invoice should be paid, but only once there were no further challenges possible. It was agreed that the Council should appeal to Therese Coffey, our MP and Councillors Bassinette and Lewis agreed to organise a letter.

Cllr. Bassinette also suggested that an article be written in the Village News updating residents on this matter as promised in a past edition.

Cllr. Lewis asked a question regarding the possible VAT reclaim on this issue and the Responsible Financial Officer stated that he would make an early claim in the new financial year after the 6<sup>th</sup> April 2020.

It was then **RESOLVED** to authorise all payments, with the exception that the payment of the PKF invoice would be withheld until Therese Coffey had been contacted and also until after the Chairman wrote to PKF again expressing our strong reservations regarding the payment. It was further **RESOLVED** that an article would be submitted to the Village News updating residents on the matter and the impact that the action of the 3 villagers who had raised all objections had had in generating the audit bill and the need to use precept funds to fund it.

#### **514/19-20.4 To appoint the Internal Auditor for 2019/20**

It was **RESOLVED** to appoint the Suffolk Association of Local Councils as the internal auditor for the 2019/20 financial year.

#### **514/19-20.5 Community Infrastructure Levy Report**

It was **RESOLVED** that the report be **ACCEPTED** with the addition of an update of the amount of the installation of the Slide that was approved under the ATP above. The revised CIL Report would be published with the draft minutes of the meeting.

#### **515/19-20 Planning**

##### **515/19-20.1 Westons, The Street**

**DC/20/0551/AME**

It was **RESOLVED** to accept the Planning Advisory Group report in this matter, that the application should be **APPROVED**. It was **NOTED** however that the District Council had already determined in this case before consulting with the Parish Council as is their statutory duty.

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**515/19-20.2 The Heritage Hut, The Green****DC/20/9518/FUL**

The Council did not consider this application per item 508/19-20 above.

**515/19-20.3 Little Chapter, Church Field****DC/20/0858/FUL**

It was **RESOLVED** to accept the Planning Advisory Group report in this matter, that the application should be **REFUSED** due to non-compliance with clauses DM21 and DM23 of the Local Plan.

**516/19-20 To consider the Risk Management Assessments**

It was **RESOLVED** to **ACCEPT** the document as presented which updated the previous year's assessment, including the adoption of online electronic payments. It was agreed to publish and post the approved assessment on the website.

**517/19-20 To approve the Review of Internal Control Checklist**

The document was **APPROVED**. Thanks were extended to Cllr Sutherland-Rogers for all her work on the Checklist and to the Responsible Financial Officer for presenting the records in a complete and extremely well organised manner.


**518/19-20 To discuss and approve a proposal for the spending of Locality Budget monies**

Cllr. Bassinette reported that a recent meeting had been had with District Councillor David Beavan and an officer for East Suffolk Council who had responsibility for the use of Locality Budget monies. She reported that they were, in principle, in support of the swing replacement once a grant application was received. This request had to be received no later than 21 March 2020, but once approved, the Council would have 12 months to complete the purchase and installation. It was also mentioned that there were some unfavourable reviews by other Councils regarding the amount of use of adult outdoor gym equipment.

Cllr. Lewis gave a short report on the condition of the swing set on the Village Green and the need to replace it since it had already been repaired in the past and, like the slide, was corroding from inside out.

It was then **RESOLVED** to concentrate on the quotes for the Swing Set replacement, and to place the issue and quotes regarding Adult Outdoor Gym Equipment on hold until the new fiscal year.

The Parish Clerk then distributed the quotes obtained for the Swing Set and

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the options for paint colour which was considered very important by the Councillors in order to maintain the look of the Green. The Clerk also explained that as an option to reduce the price was to purchase the equipment and the installation separately. He had made enquiries to an independent, qualified contractor who might be able to install the equipment at less than the cost of the swing set provider.

It was then **RESOLVED** to confirm that the options concerning paint colour extended to the entirety of the equipment, and to opt for option 2 – being a 6040-103FC Viking Swing in dark green from Wicksteed. The cost of the unit was £2,908.67 excluding VAT. It was further **RESOLVED** that the Clerk should submit the grant request for the Community funds (*Mark, please put in the proper title*) no later than 11 March in order to meet the deadline for East Suffolk approval by 21 March 2020.

The issue of the cradle swings for the swing set on the Common was addressed and it was **AGREED** to use the monies already allocated to this project in 2019/20 to complete the work early in the next financial year, although virements may be necessary.

Cllr. Winyard then presented quotes which he had obtained regarding nets for the football posts on the common. These were 4mm nets, being of higher quality in order to have greater longevity. The costs came in as follows:


£102 per pair for the full sized nets.  
 £74.40 per pair for the five a side nets.  
 £13.95 each for ten screws which would hold the nets down, totalling  
 £139.50  
 Total costs being £315.90

It was then **RESOLVED** that Cllr. Winyard should confirm the cost through additional quotes and that he be delegated to select the best option with a maximum cost of £350. The Clerk could then go forward with the purchase.

It was further **RESOLVED** that on the May agenda, a discussion would be had to agree a maintenance schedule and budget line for the play equipment focusing on the newest acquisitions to ensure that they were properly maintained in order to get maximum longevity.

**519/19-20 To consider and approve the grass cutting contract for 2020**

It was **AGREED** that the Council would suspend item 11.1 of the Financial Regulations in order to appoint a specialist contractor in this regard given that only NORSE could provide an affordable service in this area of Suffolk. It was then **RESOLVED** to appoint NORSE to carry out the grass cutting contract for 2020.

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**520/19-20 To re-adopt the Suffolk Code of Conduct**

It was **RESOLVED** to readopt the Suffolk Code of Conduct.

**521/19-20 Oral updates from Councillors on areas of responsibility if relevant****521/19-20.1 Footpaths and Highways**

Cllrs. Sutherland-Rogers and Winyard reported on the need to make progress on the trees felled in the recent storms.

**521/19-20.2a GDPR, SALC and Website**

Cllr. Lewis reported on the upcoming changes to the accessibility regulations surrounding websites which need to be implemented by September. Work would need to be carried out over the summer in order for the Council site to be compliant.

**521/19-20.3 Litter**

No report was given.

**521/19-20.4 Playing Fields and the Green Play Area**

No report was given.

**521/19-20.5 Safe Spaces and Car Parks**


No report was given, however concerns about the haphazard car parking that occurred in the village on busy summer weekends was discussed. There was particular concern about people who parked everywhere in Adams Lane when the Car Parks were full last summer.

**521/19-20.6 Sizewell and other power related development**

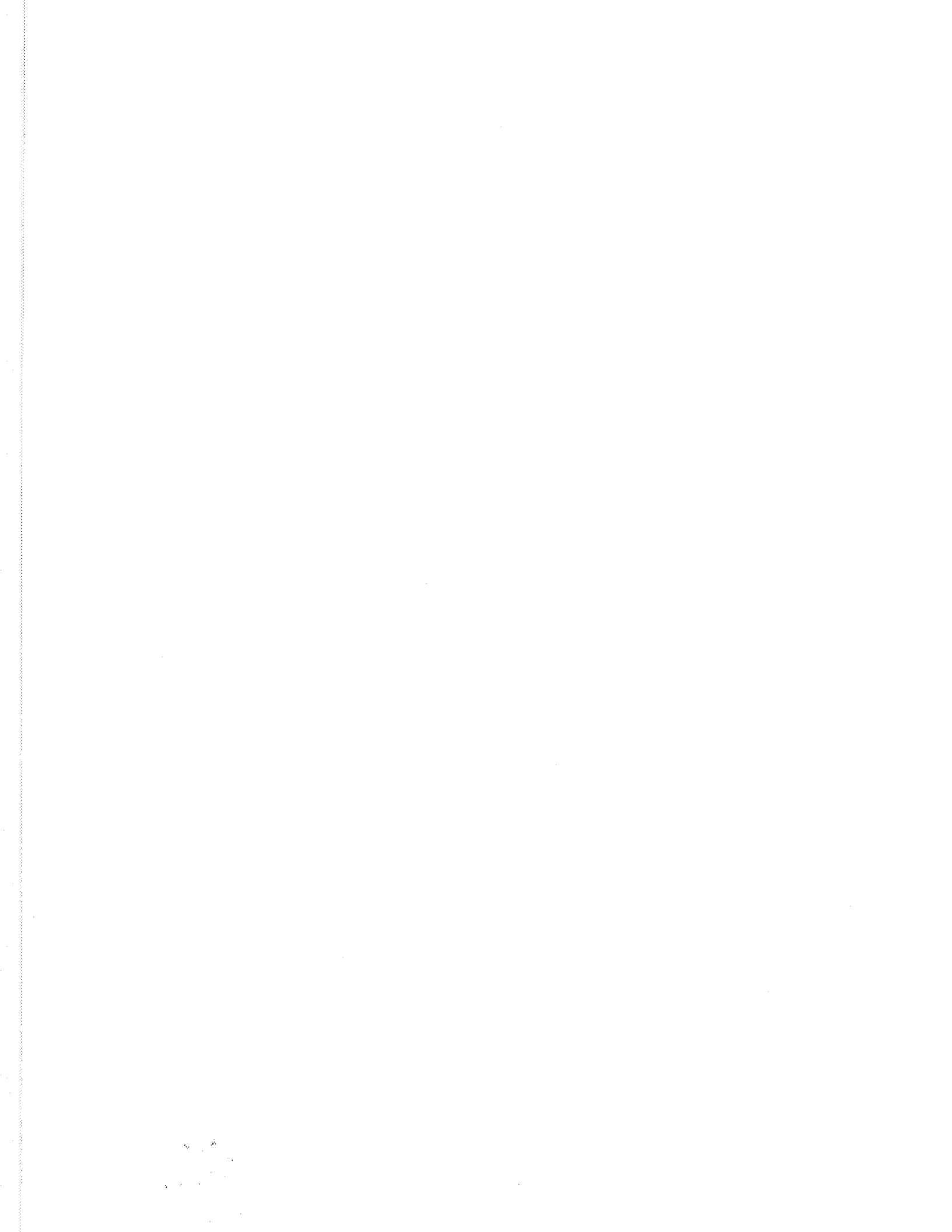
Cllr. Bassinette reported that the group to which the Parish Council had lent its support is intending to send a letter of complaint to the principal authorities about the inadequacy of the Phase 4 consultations as a result of the paucity of environmental and other studies needed to understand the impact and possible mitigation. Their request was to delay the planning application until a proper and fit consultation had taken place. It was agreed that Cllr Bassinette and Cllr. Lewis would draft a letter related to any failure of information requested in the Council's own submissions during Phase 3 and Phase 4.

**521/19-20.7 Neighbourhood Plan**

Cllr. Bassinette said that she had recently sent off the first part of the plan, being the clarification of the boundaries of the Neighbourhood Plan area. Cllr Lewis briefed the

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Council on the availability of funds from the Government to support the development of a Neighbourhood Plan. It was agreed that the Working Group would go forward with identifying these sources and bringing the information to the Council for approval.

**522/19-20 Oral Committee reports if relevant**

None given

**523/19-20 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 after the item that confirms details of the next meeting.**


This was so **RESOLVED**.

**525/19-20 Date and Time of next meeting was confirmed as Tuesday, 14<sup>th</sup> April 2020 at 7.15 pm in the Annex of the Village Hall. All members of the public, as well as the RFO and the Clerk, then left the meeting.**

**524/19-20 Employment Matters**

The Council considered the remuneration for staff and agreed on appropriate rates in line with experience, performance and job content.

**The meeting closed at 9.05pm.**

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Dated 20/4/20