

WALBERSWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council meeting held on Monday 8th November 2021 at 7pm.

Present (physically): Councillors Lewis (Chair), Bassinette, Sutherland-Rogers and Whiting. Only Councillors physically present can speak (except during the public forum or if standing orders are temporarily suspended) and vote. No Councillors joined remotely.

Also in attendance (remotely via Zoom) was one (1) member of the public and Mark Knight, Parish Clerk, Also in attendance (in person) was District Councillor David Beavan.

123/21-22 Chair's welcome.

The Chair welcomed those present to the meeting and those attending by Zoom.

124/21-22 To consider and approve any apologies for absence.

Apologies were received and accepted from Cllrs. Richardson and Sutton. Apologies were also received from County Councillor Richard Smith and Simon Ashton, RFO.

125/21-22 Declaration of Interest and Requests for Dispensation.

None.

126/21-22 Open Forum

None.

127/21-22 To receive a report from County Councillor Richard Smith

Cllr. Smith was not in attendance.

128/21-22 To receive a report from East Suffolk District Councillor David Beavan

Cllr Beavan reported that he is concerned about the planning process at East Suffolk Council and the lack of attention paid to the view of town and parish councils in the decisions. It was requested that the Parish Council keep him informed about any potentially contentious applications so he could do whatever possible to represent the village in the process.

It was also requested that attention also be paid to the trees in the village regarding planning applications and what does and does not need to be felled. This could also be drawn into the ongoing Neighbourhood Plan.

A. G. [Signature]
13th DECEMBER 2021

Cllr. Beavan has also been working with the Blyth Estuary Partnership and others regarding Southwold harbour, flood risks and how managed flooding of Tinkers Marsh might be effective. However, the costs of any solution are extraordinarily high and identifying a source of funding would be difficult.

Finally, he has also been working on Overview and Scrutiny regarding the need for a doubling of social housing and increasing the provision of dental care in the area.

129/21-22 To consider the minutes of the meetings of 11th October 2021

The minutes of the 11th October 2021 meeting were **APPROVED** (subject to minor alterations requested to the draft minutes by Cllr. Sutherland-Rogers and agreed by those present) with the Chair to sign the amended minutes and to retain them until they can be handed to the Clerk in person.

130/21-22 Planning

130/21-22.1 Mill Cottage, The Street DC/21/4777/FUL

The Council supported the PAG Report and **RESOLVED** to **OBJECT** to the application due to it being detrimental to the conservation area, to the house being a designated heritage asset and the possibility of the establishment of an additional dwelling.

130/21-22.2 The Anchor Public House DC/21/4660/FUL

The Council supported the PAG report and it was **RESOLVED** to **SUPPORT** the application.

131/21-22 Finance Matters 2021/2

131/21-22.1 Review bank receipts/budget & payments/budget (as at 31 October 2021)

It was **AGREED** to accept the report.

131/21-22.2 To agree virements and other budget adjustments initially discussed during the October meeting

It was **AGREED** to approve the virements as discussed at the October meeting and set out in the Report. It was also **AGREED** to use £2,500 from reserves towards the running costs of the Heritage Hut as also set out in the Report. It was noted that the methodology adopted by the CFO between virement (allocation from other budget lines) and budget adjustment (taking from reserves or from a grant source) was a good approach and should continue. The question of funding for the replacement of the notice board was raised, noting that the Council had agreed that it would need to be replaced, but no monies were allocated. The Parish Clerk was instructed to obtain some quotations. The notice board would be discussed further under the

Ael
13/12/21

2022/23 budget agenda item.

131/21-22.3 Approve bank reconciliation (to 31 October 2021)

It was **AGREED** to accept the figures as presented. Cllr. Lewis signed the documents which would be passed to the RFO.

131/21-22.4 Approve items on the Authorisation to Pay Sheet

It was **AGREED** to pay all items in the sheet. Cllrs. Bassinette and Lewis were authorised to carry out the electronic payments. It was also **NOTED** that Cllr. Lewis had been approved as a signatory by the bank.

131/21-22.5 To consider the 2022/3 Budget

The Chair gave a brief update on the budget process which was initiated at the October meeting. The basis for the proposed budget was keeping the precept at the same level of 2021/22 and then looking at the proposed expenses in light of an unchanged precept and retaining between 6-9 months of reserves.

A line-by-line analysis of the budget was then conducted with the following changes and comments:

Under receipts, the following adjustments should be made in the budget proposal presented in December:

1. Monies that had been pledged for the Jubilee would be included:
 - £500 from David Beavan's locality budget. It was agreed to seek Councillor Beavan's agreement to put the £500 towards the Jubilee Notice Board at Stock's Green
 - £500 from Richard Smith's locality budget. It was agreed to seek Councillor Smith's agreement to put the £500 towards the Jubilee Notice Board
 - £500 donation from an anonymous donor towards a street party.
2. Allotments: It was resolved that the Council would adjust allotment fees so that all costs — including rental of the land and the cost of water — would be fully recovered through the Annual Fee charged to the allotment users. Therefore, for the December meeting, the RFO would provide the relevant costs and a charging proposal for the Council's consideration. Once a decision on fees were made, the projected budget line related to allotments would be updated.

Under payments, the following adjustments should be made in the budget proposal presented in December:

Ael
13/12/21

- £1000 for the Jubilee Notice Board from WPC funds to be used alongside the locality budget contributions. Depending on overall cost, additional donations would be solicited.
- It was noted that the playground/green amount would need to be substantively more to cover the cost of replacing the pirate ship/boat. This could be a multiple year process depending on cost. It was agreed that reserves would need to be ringfenced for this purpose following a discussion of the playground under a later agenda item
- There was some uncertainty on the categorisation of playing field maintenance and village maintenance. It was thought that the Village Maintenance line may need to be increased but no specific amount was set and would be further considered at the December meeting of the Council.

131/21-22.6 To consider the Earmarked Reserves

It was **AGREED** to continue to hold ringfenced reserves pertaining to Elections, IT and the removal of The Pavilion. It was **AGREED** that a new ringfenced reserve would be established for funds necessary to replace the pirate ship/boat at the playing field; this would include any funds remaining from the demolition of the Pavilion, once that work was completed, which would then be transferred. It was noted that the Community Infrastructure Levy monies which had just been received would have to be ringfenced for approved purposes.

132/21-22 To consider the quotes pertaining to the demolition of The Pavilion

The quotes received were discussed and it was **RESOLVED** to appoint contractor 4 at a cost of £8,367 for the project. Cllr. Lewis was given delegated authority to progress this and report back to the Council.

It was also **AGREED** that Cllr Lewis would speak to the contractor about the possibility of removing the Pirate Ship and Boat at the same time that the Pavilion was removed.

133/21-22 To receive a response from the Walberswick Common Lands Charity regarding Trustee Consultation

The Chair introduced the item and the response from the charity regarding the appointment of nominative trustees was discussed. The Council expressed appreciation that the Charity had taken into account the Council's view and **AGREED** with their latest proposal with no further amendments requested. It was **AGREED** that Cllr. Lewis and the Parish Clerk would inform the WCLC in writing after the meeting.

134/21-22 To adopt the Co-option of Councillors policy

The policy was discussed and **APPROVED** as presented.

Ael
13/12/21

It was also **AGREED** to add this policy to the rolling three yearly review schedule.

135/21-22 To adopt the appointment of Nominative Trustees to the WCLC Policy

The policy was discussed and **APPROVED** as presented. It was noted that the policy aligned well with the proposals by WCLC for its new scheme as discussed in a previous agenda item.

136/21-22 To appoint a Trustee to the Walberswick Common Lands Charity

It was **AGREED** to appoint Mr. Richard Leiper as the WPC's nominative trustee to the WCLC. The Parish Clerk was asked to communicate this to the Clerk of the WCLC.

137-21.22 To consider supporting the Southwold, Reydon & Walberswick Emergency Plan

The Chair introduced the item and reported on a recent stakeholder meeting where the plans were discussed. It was thought that the core ideas behind the document were sound, but that a clear distinction needed to be made between actions to be taken ahead of any emergency and those to be executed during an emergency. While the Council were fully supportive of Southwold and Reydon having such a plan, it was felt that a more succinct and Walberswick-specific document and plan could be produced in association with local groups and organisations and which could then work in Co-operation with the Southwold/Reydon plan. There was also concern about the degree of "overhead" involved in orchestrating the Southwold/Reydon plan, which could be greatly reduced with a Walberswick-specific plan. Cllrs. Lewis and Sutherland-Rogers agreed to draft such a plan and bring it back for the Council's consideration

138/21-22 To consider recommendations from the Safety Committee

The inspection reports from ROSPA and were discussed. The following points were **AGREED**:

- that the contractor appointed by the Parish Council should be approached to deal with the worn surfaces and holes on the Village Green and the missing slats and finger traps at the Playing Field.
- The Parish Clerk was asked to obtain prices for the cradle seats for the Playing Field.
- To replace the swing set on the Playing Field in the new year, possibly using CIL money - Parish Clerk to investigate.
- "Springy Racer" and other equipment repairs should be

Ael
13/12/21

undertaken as recommended by the ROSPA report as endorsed by the Safety Committee in their consideration of the report

- The Pirate Ship and the small boat would both have to be put out of use and removed for safety reasons.

It was **AGREED** that the pirate ship/boat should be replaced with something that was safe and provided a similar type of play experience. Some samples of modern playground boats were considered. Prices and quotes should be obtained for a replacement, but initial research indicated that the cost could be as much as £20,000. In reference to the 2022/23 budget, it was agreed that reserves should be ringfenced to contribute to the cost of the replacement, providing the amount did not take non-ring fenced Général reserves below six months of expenditure.

139/21-22 Oral Updates from Councillors on areas of responsibility if relevant.

139/21-22.1 Footpath and Highways

Cllr Sutherland-Rogers reported that she had been in touch with Suffolk Highways (SH) to ascertain what equipment their contractor uses for their two annual cuts of the reeds along our footpaths and boardwalks in our Marshes area and how they dispose of those reeds afterwards. This is with a view to looking into setting up a group of volunteers to be trained by SH (as they have done for other Parishes), for a much-needed third cut in the summer. Still awaiting their response as the Officer she spoke to did not have that information.

The SH online Reporting Tool for villagers to quickly report damage on our Rights of Way or Highways was now being used much more frequently which was good to see.

139/21-22.2 GDPR, SALC and Website

Nothing for this meeting.

139/21-22.3 Playing Fields and the Green play area

Nothing further for the meeting.

139/21-22.4 Safe Spaces and Car Parks

Nothing for this meeting.

139/21-22.5 Heritage Hut

It was noted that the heating bill would be due soon and it was expected that the cost would be less than projected.

Ael
13/12/21

139/21-22.6 Sizewell and other power related developments

Cllr. Bassinette said that there was a lot happening but that it would be better to have a separate agenda item on this for the December meeting.

139/21-22.7 Neighbourhood Plan

Cllr. Whiting gave a brief verbal update on the parcels of work identified by the steering group.

139/21-22.8 Village News

It was agreed that items on the Neighbourhood Plan, the demolition of both the Pavilion and the pirate ship on the Playing Field should go into the next edition.

140/21-22 Oral Committee reports if relevant.

There were none. The minutes of the last Safety Committee meeting would be published for formal approval at the December meeting.

It was **AGREED** to suspend standing orders at 8.58pm to allow the meeting to run past 9pm so that all items could be discussed adequately.

141/21-22 Clerk's report

The Clerk reported that he had been speaking with a member of the public regarding a commemorative bench, two new consultations regarding cycle rights of way and planning and asked a question regarding Platinum Jubilee plaques.

142/21-22 Matters arising

No matters were identified at this point.

143/21-22 To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration for 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 members of the public left the meeting at 9.06 pm.

145/21-22 Date of next meeting was confirmed as being Monday, 13 December 2021 at 7pm.

144/21-22 To consider candidates for a co-opted Councillor

Ael
13/12/21

In line with the Policy on Co-option of Councillors, the Councillors discussed the applications that had been received to fill the vacancy created when Cllr Winyard had resigned. The Council was appreciative that several people had expressed interest in the vacancy. A formal resolution on the selection would take place at the December Council meeting.

The meeting closed at 9.35pm.

Ael
13/12/21