

## WALBERSWICK PARISH COUNCIL

The minutes of the Full Parish Council meeting held on Tuesday 5<sup>th</sup> May 2021 at 6pm.

Present (remotely via Zoom): Councillors Bassinette (retiring chair), Lewis (new chair), Richardson, Sutherland-Rogers and Winyard.

Also in attendance (remotely via Zoom) were three (3) members of the public, Cllr. David Beavan – District Councillor, Mr. Mark Knight – Parish Clerk, Mr. Simon Ashton – Responsible Financial Officer.

### **001/21-22 To elect the Chair of the Council for the year 2021/2 and for that person to sign the Acceptance of Office for the role of Chair.**

Cllr. Bassinette nominated Cllr. Lewis from the Chair, this was seconded by Cllr. Richardson. There being no other nominations a vote was then taken with all being in favour. Cllr. Lewis was then elected Chair of the Council for the year 2021/2 and signed the Declaration of Acceptance of Office in view of those present.

Cllr. Sutherland-Rogers thanked Cllr. Bassinette for all her hard work and contribution during her term as Chair. This was echoed throughout the Members present.

### **002/21-22 To elect the Vice-Chair of the Council for the year 2021/2.**

Cllr. Lewis nominated Cllr. Bassinette, this was seconded by Cllr. Sutherland-Rogers, there being no other nominations Cllr. Bassinette was then elected as Vice-Chair of the Council for the year 2021/2.

### **003/21-22 Welcome by the Chair.**

The Chair welcomed those present to the meeting. He also gave a brief update on the recent decision from the High Court regarding the legality of virtual meetings. It was noted that all decision making Councillors must be in attendance, with Members of the public and staff having the option to attend virtually if necessary. It was also noted that Councillors could also attend virtually, but apologies would have to be offered and accepted as technically they would not be attending the meeting as a councillor. They would also not be allowed vote on matters discussed. The Chair retained the ability, however, to suspend standing orders, as appropriate, to permit anyone attending virtually to speak.

### **004/21-22 To consider and approve any apologies for absence.**

Apologies were received and accepted from Cllr. Sutton.

### **005/21-22 Declaration of Interest and Requests for Dispensation.**

None.

### **006/21-22 Open Forum**

Signed.....

Dated.....22/6/21

One member of the public spoke on behalf of the Scroll Advisory Group regarding the matter of postcards being licensed to the owner of a local public house for printing and selling. Confirmation from the Council was sought regarding the percentage. It was agreed that this would be covered in a later item at this meeting.

**007/21-22 To receive a report from County Councillor Richard Smith**

Cllr. Smith was not in attendance.

**008/21-22 To receive a report from East Suffolk District Councillor David Beavan**

Cllr Beavan confirmed that the decision of Government to forbid on-line meetings had complicated ESC's ability to do its business during Covid. He reported that the District Council would not be meeting until July as a result.

It was also reported that Reydon had just approved its neighbourhood plan during the recent election. It included a clause that forbids second home owners buying new build houses and suggested that this may be useful for Walberswick to consider in its neighbourhood plan.

No news has been forthcoming regarding the Bailey Bridge from Suffolk County Council but that Cllr Beavan was arranging for an independent engineer to carry out a survey for a second opinion given the likelihood that SCC would recommend bridge closure.

**009/21-22 To consider the minutes of the meetings of 12<sup>th</sup> April 2021**

The minutes of the 12<sup>th</sup> April 2021 were **APPROVED** with the Chair to sign the minutes and to retain them until they can be handed to the Clerk in person.

**010/21-22 Finance Matters 2020/21**

**010/21-22.1 Approve items on the Authorisation to Pay Sheet**

It was **APPROVED** to pay all items in the sheet. Cllrs. Winyard and Bassinette were authorised to carry out the electronic payments.

Payments due to a contractor who had carried out work on the Village Green in March were discussed and it was **AGREED** to authorise the payments upon receipt by the Responsible Financial Officer of an appropriate invoice and for the Clerk and Chair to use delegated power to approve the payment. Cllrs. Bassinette and Winyard were authorised to approve these payments once submitted by the RFO.

**010/21-22.2 Review bank receipts/budget & payments/budget as at (30 April 2021)**

Signed..... *Ael* .....

Dated..... *22/6/21* .....



The report was presented and it was **RESOLVED** to accept the figures as presented.

### **010/21-22.3 Approve bank reconciliation (to 30 April 2021)**

The paper was presented and it was **RESOLVED** to accept the figures with Cllr. Winyard being authorised to review and sign as appropriate.

### **010/21-22.4 To approve the Asset Register**

The report already circulated was discussed with the Responsible Financial Officer giving a brief verbal report commenting that the asset register reflected the increase of insurance for the Heritage Hut as already approved and several items of play equipment being added and disposed. The new report was **APPROVED** with all commenting positively on the format and clarity of the content.

### **011/21-22 Agree the 2021/2 meeting Calendar**

The legality of virtual or hybrid meetings was discussed in relation to this item and specifically the date of the June meeting, originally scheduled for 14<sup>th</sup> June 2021. It was **AGREED** to stay with the second Monday of each month (excluding August) – but to move the June meeting to Tuesday 22<sup>nd</sup> June 2021 in the expectation that all social distancing legislation would be rescinded by then so that the in person meeting could be held safely in the Heritage Hut. It was also **AGREED** to move the start time for meetings to 7pm.

The Responsible Financial Officer gave assurances that the logistics for the signing of the Annual Governance and Accountability Return would not be affected.

The Responsible Financial Officer then left the meeting at 6.36pm.

### **012/21-22 To consider the use of the General Power of Competence**

The Parish Clerk gave a brief verbal report on the matter and explained how this would benefit the Council when considering expenditure and resolutions in relation to powers and duties. They also confirmed that the Council is eligible considering it was more than two thirds elected and had a Clerk with the Certificate in Local Government Administration. It was **RESOLVED** to adopt the General Power of Competence.

### **013/21-22 Councillors to be appointed to outside bodies**

The Council **AGREED** to appoint Councillors to the following outside bodies for 2021/22:

**013/21-22.1** Suffolk Association of Local Councils: Cllr. Lewis

**013/21-22.2** Village News Board: Cllr. Sutherland-Rogers

**013/21-22.3** Heritage Hut Management Committee: Cllr. Winyard

Signed.....*Ael*.....

Dated.....*22/6/21*.....

**013/21-22.4** Bailey Bridge Working Group: Cllr. Bassinette

**013/21-22.5** Cliff Field Sluice Bridge Working Group: Cllr. Bassinette, with Cllr. Lewis as back-up.

**014/21-22 Councillors to be appointed for areas:**

The Council **AGREED** to appoint Councillors to the following outside areas for 2021/22:

**014/21-22.1** Footpaths and Highways: Cllr. Sutherland-Rogers

**014/21-22.2** Litter: This will be kept vacant until another Councillor is co-opted.

**014/21-22.3** Playing Fields and Greens: Cllrs. Richardson and Sutton

**014/21-22.4** GDPR: Cllr. Lewis

**014/21-22.5** Website: Cllr. Lewis with the Parish Clerk.

**014/21-22.6** Sizewell C and other local power developments: Cllr. Bassinette. It was also **RESOLVED** to delegate power to Cllr. Bassinette to speak and write the relevant representations on behalf of the Council for the Planning Inspectorate due to the fast developing nature of the hearings. It was agreed that Cllr Bassinette would keep the Council and the public informed with regular updates on the Parish Council and Village websites.

**015/21-22 To review delegation arrangements and Terms of Reference for Working Groups and Committees:**

**015/21-22.1 Planning Advisory Group**

It was **AGREED** to **RE-ADOPT** the delegation arrangements and Terms of Reference with no changes. These arrangements, and the membership would be posted on the Parish Council Website.

**015/21-22.2 Walberswick Scroll Advisory Group**

It was **AGREED** to **RE-ADOPT** the delegation arrangements and Terms of Reference with no changes. These arrangements, and the membership would be posted on the Parish Council Website.

**015/21-22.3 Safe Spaces Advisory Group**

It was **AGREED** to **RE-ADOPT** the delegation arrangements and Terms of Reference with no changes. These arrangements, and the membership would be posted on the Parish Council Website.

Signed.....*Ael*.....

Dated.....*22/6/21*.....



#### 015/21-22.4 Neighbourhood Plan Steering Group

It was **AGREED** to re-launch this group and to initially include Cllrs. Bassinette, Lewis and Winyard with the Parish Clerk. A meeting with East Suffolk Council would be set up which would inform the direction and involvement of more residents of the village.

#### 015/21-22.5 Safety Committee

It was **AGREED** to **RE-ADOPT** the delegation arrangements and Terms of Reference with no changes. Cllrs. Lewis, Sutton and Richardson were re-confirmed as members with Cllr. Winyard as a back-up. These arrangements, and the membership would be posted on the Parish Council Website.

#### 015/21-22.6 Employment Committee

It was **AGREED** to **RE-ADOPT** the delegation arrangements and Terms of Reference with no changes. The membership would comprise of Cllr. Lewis (as chair) and Cllrs. Sutherland-Rogers and Bassinette as members. These arrangements, and the membership would be posted on the Parish Council Website.

### 016/21-22 Policy Review

The following policies were reviewed and approved:

#### 016/21-22.1 Standing Orders

It was **NOTED** that the document had been updated to make it gender neutral, and for a minor change confirming that the Employment Committee is no longer a working party, but a standing committee. It was then **RESOLVED** to **ADOPT** the document with no further changes. All in favour.

#### 016/21-22.2 Financial Regulations

It was **NOTED** that the document had been updated to make it gender neutral with no other changes. It was **RESOLVED** to **RE-ADOPT** the document with no further changes.

#### 016/21-22.3 Complaints Procedure

It was **RESOLVED** to **RE-ADOPT** the document with no changes.

#### 016/21-22.4 To review and confirm the Council's obligations under the Freedom of Information and Data Protection Acts are being met

It was **CONFIRMED** that the Parish Council was compliant in all aspects.

Signed.....*Ael*.....

Dated.....*22/6/21*.....

**016/21-22.5 To consider and approve the policy for dealing with press and media**

It was **RESOLVED** to **RE-ADOPT** the document with no changes.

**016/21-22.6 To consider and approve all employment policies and procedures**

It was **RESOLVED** to **RE-ADOPT** the documents with no changes. All in favour.

**016/21-22.7 Review of arrangements including legal arrangements with other local authorities and not for profit bodies**

It was **AGREED** to **RECONFIRM** the arrangements with the Walberswick Common Lands Charity.

**017/21-22 Confirm Memberships of:**

**017/21-22.1 Suffolk Association of Local Councils**

Continued membership was **APPROVED**.

**017/21-22.2 Staff Subscriptions**

It was **AGREED** to continue part-funding of the SLCC Membership of the Responsible Financial Officer. No other subscriptions being necessary at this stage.

**018/21-22 Consideration of purchase of speed gun for Community Speed Watch**

Cllr. Bassinette gave a brief report on the paper already circulated. It was also confirmed that there were now six members in the Group who had all passed the necessary checks and would begin training. It was then **RESOLVED** to purchase the speed gun at a cost of no more than £250. It was agreed to inform the Group and to ask the Coordinator of the Group, Tina Gaudoin, to submit a short piece on the Community Speed Watch to include in the next Village News.

**019/21-22 Bailey Bridge Renovation: Approval of new road lining to be undertaken by Suffolk Highways on an emergency basis to deal with expected increase in vehicular traffic.**

Cllr. Basinette reported that another engineer hired by Suffolk Highways had done an inspection of the bridge and that the result of that survey would be shared later in the week. It was then understood that Suffolk Highways would make a determination whether to do the work over the summer or in the autumn. In parallel to the ongoing discussions to put in place mitigation measures for crossing the river in the face of the expected closure, Suffolk Highways had agreed to put in emergency yellow lines in Walberswick to deal the expected heavy additional traffic caused by the closure of the bridge. Cllr

Signed..... *Ael* .....

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Bassinette reported that she had met on site with the engineer and that parking restrictions were expected to be put in place at the two worst traffic 'hot spots' – in front of the Church and around the Village Hall. The area of restriction was to be based on the professional design work undertaken by Urban Movement who were the consultants to the Safe Space Working Group. As this work was being done on an emergency basis, it was expected that Suffolk Highways would absorb all the cost and that the normal consultation would not take place. However, if after the traffic emergency caused by the Bailey Bridge closure passed, if it was found that the restrictions were not necessary or didn't have community support, they could be removed.

The Council **APPROVED** this emergency lining and parking restrictions to go forward. It was further **RESOLVED** to delegate the necessary power to Cllr. Bassinette to continue to work on behalf of the Council with Suffolk Highways in this regard.

**020/21-22 To consider a request for an event to be held on the Playing Fields and to set a price for this service if approved.**

The request was carefully considered and the Council determined that the playing fields should not be used as a venue for events other than sports and outdoor activity. It was felt that there were adequate facilities in the Village where private individuals could arrange parties including the Village Hall and the two pubs. Moreover, it was felt that the playing fields were not appropriate for party activities given that there was no power source, parking nor rubbish disposal and that there was a possibility of anti-social behaviour. The Council therefore **RESOLVED** to refuse the request for an individual to erect a marquee to use the field for a private event. The Clerk was requested to write back to the requester and explain that the playing fields could not be used for that purpose, but to direct the person to the Village Hall as well as to the village pubs as possible venues for holding an event in a marquee.

**021/21-22 Response to government consultation on remote meeting**

The report already circulated was discussed and it was **RESOLVED** that the Council would strongly support the ability of local councils to continue to meet remotely and with hybrid meetings. The Covid crisis had clearly demonstrated how remote meetings could greatly enhance the ability of small local authorities to meet more often and to include access for the public through various platforms. The Council delegated Cllr. Lewis to communicate the view of the Parish Council as appropriate in the formal consultation and other venues as appropriate.

**022/21-22 Oral updates from Councillors on areas of responsibility if relevant:**

**022/21-22.1 Footpath and Highways**

No report was given.

**022/21-22.2 GDPR, SALC and Website**

No report was given.

Signed..... *Ael* .....

Dated..... *22/6/21* .....

### 022/21-22.3 Playing Fields and the Green play area

No report was given, although the Parish Clerk was requested to chase ROSPA for the inspection for this year of the play equipment on the playing fields.

### 022/21-22.4 Safe Spaces and Car Parks

This subject had already been discussed in an earlier agenda item. Some Councillors expressed concerns about recent plantings on the verge near the Church and that homeowners should be encouraged to keep hedges trimmed to improve sight lines.

It was also **NOTED** that a national newspaper had recently run a story which seemed to imply that camping was allowed on Walberswick beach. Cllr. Bassinette was authorised to write to the publication to rectify this.

### 022/21-22.5 Heritage Hut

Cllr. Winyard reported that the financing of the running costs was being discussed with some split between the WCLC and Parish Council being suggested, although the exact nature of the split has not been agreed.

An advert for a Caretaker was also being produced

It was **AGREED** to add this item to the agenda at the June meeting of the Parish Council and for Cllr. Winyard to get a proposal from the Heritage Hut Management Committee.

Concerns from a local business had been communicated to Cllr. Winyard regarding signs on The Green. It was **AGREED** that Cllr. Winyard should invite the business owner to forward any request in writing to the Parish Clerk.

The issue of postcard image licensing was also discussed. It was **AGREED** that the Parish Clerk would forward the exact resolution from the April meeting to the Scroll Advisory Group. Also, any monies generated through this enterprise would be administered by the Parish Council and ring-fenced for the purpose of the upkeep of the Scroll in the Heritage Hut.

### 022/21-22.6 Sizewell and other power related developments

No report was given as this subject was covered earlier in relation to the Councillor areas of responsibility.

### 022/21-22.7 Neighbourhood Plan

No report was given.

### 022/21-22.8 Village News

Signed.....*Ael*.....

Dated.....*22/6/21*.....



It was agreed on items to include in the next monthly report through Cllr Sutherland-Rogers. An item on the appointment of the new Chair was **AGREED**. The deadline for the next edition being the 25<sup>th</sup> May 2021.

**023/21-22 Oral Committee Reports if relevant**

No reports were given.

**024/21-22 Date and Time of next meeting was confirmed as Tuesday 22<sup>nd</sup> June 2021 at 7pm.**

The time and date of the meeting was confirmed as above.

**The meeting closed at 7.53pm.**

Signed..... *Ael* .....

Dated..... *22/6/21* .....