

WALBERSWICK PARISH COUNCIL

The minutes of the Annual Parish Council meeting held on Monday 9th May 2022 at 7pm.

Present (physically): Councillors Lewis (Chair), Bassinette, Richardson, Sutherland-Rogers, Sutton, Tucker and Whiting. One member of the public and County Councillor Richard Smith (from 7.49 to 8.10pm). Only Councillors physically present can speak (except during the public forum or if standing orders are temporarily suspended) and vote.

Also in attendance (via Zoom) were two (2) other members of the public, District Councillor David Beavan, Mark Knight the Parish Clerk and Simon Ashton the Responsible Financial Officer.

001/22-23 To elect the Chair of the Council for the year 2022/3 and for that person to sign the Acceptance of Office for the role of Chair.

The Clerk invited nominations from the floor. Cllr. Bassinette nominated Cllr. Lewis for 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 2022/3 and signed the Declaration of Acceptance of Office in view of those present.

Cllr. Lewis thanked his fellow Councillors for their continued support.

002/22-23 To elect the Vice-Chair of the Council for the year 2022/3.

Cllr. Richardson 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 2022/3.

003/22-23 Welcome by the Chair.

The Chair welcomed those present to the meeting.

004/22-23 To consider and approve any apologies for absence.

None. It was noted that County Councillor Smith would be late arriving due to attendance at other Parish Council meetings and it was **AGREED** to postpone the agenda item for his report until his arrival.

005/22-23 Declaration of Interest and Requests for Dispensation.

Cllr. Tucker announced that she had become the latest Trustee of the Walberswick Common Lands Charity and that this could, in the future, require a declaration of interest in future items. The Council congratulated Cllr Tucker on her appointment and noted that, in the past, there was often a Councillor who also served as a WCLC Trustee.

Signed 

Dated ¹⁴ 13th June 2022

006/22-23 Open Forum

One member of the public reported on problems with rabbits in his garden and the village more widely which was **NOTED**.

One member of the public then left the meeting at 7.11pm.

008/22-23 To receive a report from East Suffolk District Councillor David Beavan

Cllr Beavan reported that the Harbour Management Committee and Advisory Group had been operating in a very positive fashion, but a meeting scheduled for May had been cancelled due to some questions about governance arrangements. This was a disturbing development.

It was also reported that a march to protest against Sizewell C was due to take place on the weekend of the 9th May 2022 which would travel to the site itself. A decision is also due from the Secretary of State the following week.

Cllr Beavan noted his frustration that ESC Cabinet was not supportive of bus services and was not doing what was necessary for our area. He noted that a multimillion pound grant that ESC could have applied for went instead to other areas including Norfolk which was making an effort to support rural bus routes and on demand buses.

009/22-23 Planning**009/22-23.1 To note the decisions made under delegated authority since the last meeting****009/22-23.1.1 Paules Fenn, The Street DC/21/3496/FUL**

The same report from the PAG was resubmitted as there were very little changes in the new submission.

009/22-23.2 Applications for consideration**009/22-23.2.1 Wayland Cottage, The Street DC/22/1189/FUL**

The Council **RESOLVED** to **OBJECT** to the application due to the application leading to over development, not satisfying the relevant policies of the Suffolk Coastal Local Plan, nor did it address the concerns detailed in the pre-application response.

009/22-23.2.2 Cornelian, Leveretts Lane DC/22/1510/TCA

The Council **RESOLVED** to **OBJECT** to the application due to it being proposed ahead of another (future) planning application for a building on the site and not alongside it, where the impact of tree removal would be

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transparent. The council felt that the tree removal application and the upcoming one should be considered as one proposal.

It was also **NOTED** at this point that a candidate for the Tree Warden position had been identified and that training would be available through the Tree Warden Network.

District Councillor Beavan and one member of the public left the meeting at 7.25pm.

010/22-23 To consider the minutes of the meetings of 11th April 2022

The minutes of the 11th April 2022 were **APPROVED** with the Chair to sign the minutes and to retain them until they can be handed to the Clerk in person.

011/22-23 To consider implementation of the 21/22 pay review for Local Government Employees

Cllr. Lewis explained that the pay deal of 1.75% had been agreed at a national level and it had been **AGREED** by the Employment Committee to recommend this increase in the salaries of the Clerk and Responsible Financial Officer, to be backdated to 1st April 2021. **The Council APPROVED the recommendation of the Employment Committee.**

It was also **NOTED** that appraisals for both the Clerk and Responsible Financial Officer would be taking place in the next month.

012/22-23 Finance Matters 2021/22

012/22-23.1 Approve items on the Authorisation to Pay Sheet

It was **APPROVED** to pay all items in the sheet. It was noted that the approved pay increase was reflected in the relevant payments. Cllrs. Lewis and Bassinette were authorised to carry out the electronic payments.

012/22-23.2 Review bank receipts/budget & payments/budget as at (31 March 2022)

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

012/22-23.3 Approve bank reconciliation (to 31 March 2022)

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

012/22-23.4 To approve the Asset Register

The report already circulated was discussed with the Responsible Financial Officer giving a brief verbal report. The Asset Register was **APPROVED** with all

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commenting positively on the format and clarity.

012/22-23.5 To confirm the Council's arrangement for insurance

It was **CONFIRMED** that the arrangements for insurance for the Parish Council were up to date and adequate.

012/22-23.6 Confirm that the expenditure incurred under s.137 of the Local Government Act 1972 is shown separately in the accounts

It was also **NOTED** that although there had been no expenditure under this power the relevant procedures and systems were in place to record this accurately.

013/22-23 Agree the 2022/3 meeting Calendar

It was **AGREED** to stay with the second Monday of each month (excluding August), but to move the January 2023 meeting from the 9th to the 16th January to allow for the preparation work for the meeting, and to move the April 2023 meeting to the 17th April to avoid Easter Monday.

The Responsible Financial Officer then left the meeting at 7.38pm.

014/22-23 To consider the use of the General Power of Competence

Cllr. Lewis gave a brief verbal report on the matter and explained how this benefits the Council when considering expenditure and resolutions in relation to powers and duties.

The Clerk confirmed that the Council is eligible as it has more than two-thirds of the Councillors elected and had a Clerk with the Certificate in Local Government Administration. It was **RESOLVED** to continue with the adoption of the General Power of Competence for the remainder of this electoral term.

015/22-23 Councillors to be appointed to outside bodies

The Council **AGREED** to appoint Councillors to the following outside bodies for 2022/23:

015/22-23.1 Suffolk Association of Local Councils: Cllr. Lewis

015/22-23.2 Village News Committee: Cllr. Sutherland-Rogers

015/22-23.3 Heritage Hut Management Committee: Jon Winyard (not an elected Member).

015/22-23.4 B1125 Working Group (associated with Sizewell C): Cllr. Bassinette

015/22-23.5 Harbour Management Committee Advisory Group: Cllr. Bassinette.

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016/22-23 Councillors to be appointed for areas:

The Council **AGREED** to appoint Councillors to take the lead on the following areas for 2022/23:

016/22-23.1 Footpaths and Highways: Cllr. Sutherland-Rogers

016/22-23.2 Playing Fields and Greens: Cllrs. Richardson and Sutton

016/22-23.3 GDPR, Website and SALC: Cllr. Lewis

016/22-23.4 Neighbourhood Planning: Cllr. Whiting.

016/22-23.5 Sizewell C and other energy projects: Cllr. Bassinette.

017/22-23 To review delegation arrangements and Terms of Reference for Working Groups and Committees:

017/22-23.1 Planning Advisory Group

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

017/22-23.2 Walberswick Scroll Advisory Group

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

017/22-23.3 Employment Committee

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

017/22-23.4 Safety Committee

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

017/22-23.5 Safe Spaces Advisory Group

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It was **AGREED** to **RE-ADOPT** the delegation arrangements and Terms of Reference with the membership changed to reflect the loss of Robin Buncombe who sadly passed away earlier in the year. These arrangements, and the membership will continue to be posted on the Parish Council Website.

017/22-23.6 Neighbourhood Plan Steering Group

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

017/22-23.7 Foreshore Working Group

It was **AGREED** to **ADOPT** the delegation arrangements and Terms of Reference with Cllr. Tucker leading on this group. It was hoped that more people would come forward to join the Group. These arrangements, and the membership will continue to be posted on the Parish Council Website.

C Cllr. Smith entered the meeting at 7.49pm.

008/22-23 To receive a report from Suffolk County Councillor Richard Smith

C Cllr. Smith reported on recent statistics detailing housing offered to Ukrainian refugees in Suffolk citing progress in finding homes in the County.

He provided some update on the the Deed of Obligation between Sizewell C and the Suffolk County and East Suffolk District Councils. Whilst remaining opposed to the development, Suffolk County would try to get the best deal possible for the people in the surrounding areas should it be approved.

Cllr. Tucker asked about the frequency and type of cutting done on verges around the village and if this addressed biodiversity concerns. Cllr. Tucker also asked about whether the County was investing in more cycle paths particularly along country lanes where it was sometimes very dangerous to cycle alongside motorised vehicles. It was asked how the emphasis on road transport married up with the government's wish to see everyone more active and cycle more. She suggested that more out of the box thinking was required. C Cllr. Smith replied that there was not sufficient funding for cycling initiatives and any funding available usually required finding grants. He said that, unfortunately, it was cost prohibitive to widen country lanes to include safety measures for cyclists.

C Cllr. Smith left the meeting at 8.10pm.

018/21-22 Policy Review

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Dated.....*13/6/22*.....

The following policies were reviewed and approved subject to the addition of a GDPR impact statements:

018/22-23.1 Standing Orders

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

018/22-23.2 Financial Regulations

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

018/22-23.3 Complaints Procedure

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

018/22-23.4 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.

018/22-23.5 To consider and approve the policy for dealing with press and media

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

018/22-23.6 To consider and approve employment policies and procedures

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

018/22-23.7 Review of arrangements including legal arrangements with other local authorities and not for profit bodies

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

018/22-23.8 To consider and approve the Code of Conduct

Cllr. Lewis explained the need for adoption of the LGA Code of Conduct and of the usefulness of some recent training. Some history of past Code of Conducts, including the changes made in the Localism Act in 2011 were also discussed.

It was **AGREED** to **ADOPT** the proposed LGA Code of Conduct and to be immediately bound by the responsibilities and implications of this.

019/22-23 Confirm Memberships of:

019/22-23.1 Suffolk Association of Local Councils

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Continued membership was **APPROVED**.

019/22-23.2 Staff Subscriptions

It was **AGREED** to continue part-funding of the SLCC Membership of the Responsible Financial Officer, nothing that the cost was shared by the RFO with other Councils with whom he worked. No other subscriptions being necessary at this stage.

020/22-23 Oral updates from Councillors on areas of responsibility if relevant:

020/22-23.1 Footpath and Highways

It was **AGREED** that a sign needed to be mocked up for the June meeting of the Parish Council to be put up on the bridleway on Lodge Road relating to the prohibition on cycling. These should be laminated and secured in a manner so as not to flap in the wind which can frighten horses.

020/22-23.2 GDPR, SALC and Website

No report was given.

020/22-23.3 Playing Fields and the Green play area

No report was given.

020/22-23.4 Harbour and Car Parks

No report was given.

020/22-23.5 Sizewell and other power related developments

Cllr Bassinette mentioned the ongoing discussions at the B1125 and the proposals being drawn up to deal with the expected thousands of cars and vans using the B1125 everyday if Sizewell C is approved. Mitigation would be attempted to try to limit the dangerous speed and congestion that was expected to impact the roadway for the duration of the construction.

020/22-23.6 Neighbourhood Plan

It was reported that the Housing Needs Survey would be delivered to every house in the village on the weekend of the 11th/12th June with respondents given two weeks to complete and return. Those not in the village would be encouraged to request an online survey.

020/22-23.7 Village News

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The items to include in the Village News were discussed and agreed with follow up by Cllr Sutherland-Rogers with the Chair and Vice-Chair as usual.

021/22-23 Nomination of WCLC Trustee

It was **AGREED** to appoint Mr. David Pelly as a Trustee of the Charity filling the vacancy previously held by Mrs Kate Goodchild.

022/22-23 Oral Committee Reports if relevant

No reports were given.

023/22-23 Clerk's Report

The Clerk reported on some recent changes to tenancies on some allotment plots, preparation for the Annual Parish Meeting and a larger than normal amount of general correspondence via email.

024/22-23 Matters Arising

There were no matters to address at this stage.

025/22-23 Date and Time of next meeting was confirmed as Monday 13th June 2022 at 7pm.

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

The meeting closed at 8.51pm.

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