

WALBERSWICK PARISH COUNCIL

The minutes of the Annual Parish Council meeting held on Monday 15th May 2023 at 7pm.

Present (physically): Councillors Lewis (Chair), Bassinette, Watson and Whiting. District Councillor David Beavan. 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 Mark Knight the Parish Clerk and Simon Ashton the Responsible Financial Officer.

001/23-24 To elect the Chair of the Council for the year 2023/4 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. Whiting. 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 2023/4 and signed the Declaration of Acceptance of Office in view of those present.

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

002/23-24 To elect the Vice-Chair of the Council for the year 2023/4.

Cllr. Watson nominated Cllr. Whiting, this was seconded by Cllr. Bassinette, there being no other nominations Cllr. Whiting was then elected as Vice-Chair of the Council for the year 2023/4 and signed the Declaration of Acceptance of Office in view of those present.

003/23-24 Welcome by the Chair.

The Chair welcomed those present to the meeting.

004/23-24 To consider and approve any apologies for absence.

Apologies were received and accepted from Cllrs. Richardson and Sutton. It was reported that C Cllr. Smith would also not be in attendance.

005/23-24 Declaration of Interest and Requests for Dispensation.

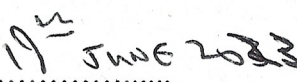
Cllr. Lewis declared an interest in the agenda item regarding continuing membership of SALC (he is Chair of SALC) and it was agreed that he would not participate in the discussion or voting on this item

006/23-24 Open Forum

None

007/23-24 To receive a report from Suffolk Council Councillor Richard Smith

Signed.....

Dated.....

C Cllr. Smith was not in attendance.

008/23-24 To receive a report from East Suffolk District Councillor David Beavan

Cllr Beavan reported that following the District Council elections earlier in the month the Green Party was now the largest party. The Liberal Democrats were now working out a potential partnership with the Greens and independents to form a one seat majority. Cllr. Beavan announced that it was possible that he may now be appointed Deputy Leader and Chair of the Harbour Management Committee. All of the above was still in discussion and would need to be ratified at the Full Council meeting on 24th May 2023 with Cabinet posts announced on the 16th May 2023.

009/23-24 Planning

009/23-24.1 Applications for consideration

009/23-24.1.1 Village Hall Car Park, The Street DC/23/1423/FUL

The Council **RESOLVED** that they had no objection to application but that they would suggest to the Village Hall Committee that they consult with PAG on the potential surface material that would be well suited environmentally and aesthetically.

010/23-24 To consider the minutes of the meetings of 17th April 2023

The minutes of the 17th April 2023 were **APPROVED** with the Chair to sign the minutes and to retain them until they can be handed to the Clerk in person.

D Cllr. Beavan then left the meeting at 7.21pm.

011/23-24 Finance Matters 2021/22

011/23-24.1 Approve items on the Authorisation to Pay Sheet

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

011/23-24.2 Review bank receipts/budget & payments/budget as at (31 March 2023)

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

011/23-24.3 Approve bank reconciliation (to 31 March 2022)

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

011/23-24.4 To approve the Asset Register

Signed.....*Bev*.....

Dated.....*19/6/23*.....

The report already circulated was discussed with the Responsible Financial Officer giving a brief verbal report detailing the increase of £21,000 in the value of assets resulting from the inclusion of the new Pirate Ship recently installed at the playing field along with the replacement of two cradle swing seats. It was noted that the two noticeboards which had been delivered but not yet installed would be included in the next asset register update. The Asset Register was **APPROVED** with all commenting positively on the format and clarity.

011/23-24.5 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 and would be renewed appropriately in September. The additional premium included in this months ATP due to the increase in the value of assets, arising from the replacement Pirate Ship was **NOTED**

011/23-24.6 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.

011/23-23.7 To agree a date to Review Internal Audit Report & Approve Annual Return

It was **AGREED** to change the June Council date to the 19th June (as opposed to the 12th June) in order to review and approve the Annual Governance and Accountability Return. This was due to a later than usual Internal Audit which is an essential part of the process.

012/23-24 Agree the 2023/4 meeting Calendar.

It was **AGREED** to stay with the second Monday of each month (excluding August) for Council meetings, but to move the October 2023 meeting from the 9th to the 16th, and to move the March 2024 meeting from the 11th to the 18th due to the availability of the Clerk.

The Responsible Financial Officer then left the meeting at 7.41pm.

013/23-24 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 whole of this electoral term.

Signed..........

Dated..........

014/23-24 Councillors to be appointed to outside bodies

The Council **AGREED** to appoint Councillors to the following outside bodies for 2023/24:

014/23-24.1 Suffolk Association of Local Councils: Cllr. Lewis

014/23-24.2 Village News Committee: It was agreed to keep this position open to allow the Chair to speak to the Village News editor about the ongoing relationship. This would be appointed at the June Council meeting.

014/23-24.3 Heritage Hut Management Committee: Cllr. Watson.

014/23-24.4 B1125 Working Group (associated with Sizewell C): Cllr. Bassinette

014/23-24.5 Harbour Management Committee Advisory Group: Cllr. Bassinette.

014/23-24.6 Southwold to Walberswick Flood and Coastal Board: Cllr. Bassinette.

014/23-24.7 Village Hall Committee: Cllr. Watson.

015/23-24 Councillors to be appointed for areas:

The Council **AGREED** to appoint Councillors to take the lead on the following areas for 2023/24:

015/23-24.1 Footpaths and Highways: This to be split between Cllr. Whiting for Footpaths and Cllr. Bassinette for Highways.

015/23-24.2 Playing Fields and Greens: Cllrs. Richardson and Sutton

015/23-24.3 GDPR, Website and SALC: Cllr. Lewis

015/23-24.4 Sizewell C and other energy projects: Cllr. Bassinette.

015/23-24.5 Village News: Held open as per item 14.2.

016/23-24 To review delegation arrangements and Terms of Reference for Working Groups and Committees:**016/23-24.1 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.

016/23-24.2 Walberswick Scroll Advisory Group

It was **AGREED** to **RE-ADOPT** the delegation arrangements and Terms of

Signed.....

Dated.....

19/6/23 Ael.

19/6/23

Reference with no changes or changes to membership. These arrangements, and the membership will continue to be posted on the Parish Council Website.

016/23-24.3 Employment Committee

It was **AGREED** to **RE-ADOPT** the delegation arrangements and Terms of Reference with no changes or changes to membership. This to be the Chair (Cllr. Lewis), the Vice-Chair (Cllr. Whiting) and one other Councillor which was confirmed and agreed as Cllr. Bassinette. These arrangements, and the membership will continue to be posted on the Parish Council Website.

016/23-24.4 Safety Committee

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

016/23-24.6 Neighbourhood Plan Steering Group

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

017/23-24 Policy Review

The following policies were reviewed and approved:

017/23-24.1 Standing Orders

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

017/23-24.2 Financial Regulations

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

017/23-24.3 Complaints Procedure

It was **RESOLVED** to **RE-ADOPT** the document with a change of details related to the address used for contacting the Parish Clerk.

017/23-24.4 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..... *Aed*

Dated..... *19/6/23*

017/23-24.5 To consider and approve the policy for dealing with press and media

It was **RESOLVED** to **RE-ADOPT** the document with no changes other than making the policy wording gender neutral.

017/23-24.6 To consider and approve employment policies and procedures

It was **RESOLVED** to **RE-ADOPT** the documents with no changes, other than making the policy wording gender neutral.

017/23-24.7 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 are appropriate.

017/23-24.8 To consider and approve the Code of Conduct

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

018/23-24 Confirm Memberships of:

018/23-24.1 Suffolk Association of Local Councils

Continued membership was **APPROVED**.

018/23-24.2 Staff Subscriptions

It was **AGREED** to continue part-funding of the SLCC Membership of the Responsible Financial Officer, noting that the cost was shared by the RFO with other Councils with whom he worked. No other subscriptions being necessary at this stage.

018/23-24.3 Information Commissioner's Office

Continued membership was **APPROVED**.

019/23-24 Oral updates from Councillors on areas of responsibility if relevant:

019/23-24.1 Footpath and Highways

No report was given.

019/23-24.2 GDPR, SALC and Website

No report was given.

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

Dated.....*19/6/23*.....

019/23-24.3 Playing Fields and the Green play area

No report was given.

019/23-24.4 Harbour and Car Parks

Cllr. Bassinette reported that there had been a change of leadership for the harbour Management Committee as a result of the East Suffolk Council elections. She also reported that the Walberswick Car Park track to Cliff Field and the surfaces of both car parks were being scraped and potholes filled in preparation for the start of the busy season.

019/23-24.5 Sizewell and other power related developments

Cllr Bassinette reported that unfortunately the new Minister for Energy had followed the process set by their predecessors and was engaging with EDF Energy and not with the local community which was incredibly disappointing and set a worrying precedent for how the project would continue.

019/23-24.6 Neighbourhood Plan

It was reported that a meeting would be held in the next few weeks in order to begin the drafting process and to decide how the final £800 of eligible grant should be used once applied for and received.

019/23-24.7 Village News

The items to include in the Village News were discussed and agreed.

020/23-24 To consider permission for use of a Walberswick Scroll image by the Fete Committee

It was **AGREED** to grant permission for use of the image of the old railway station in response to a request by the Fete Committee. Cllr. Lewis will communicate this to the Fete Committee.

021/23-24 Oral Committee Reports if relevant

No reports were given.

022/23-24 Co-option of Councillors

The Parish Clerk gave a brief report on the process and need to have this item as a standing item on all agendas until the remaining seat on the Council is filled. It was also **AGREED** this would be advertised in the Village News.

023/23-24 Clerk's Report

Signed.....*Ad*.....

Dated.....*19/6/23*.....

The report already circulated was discussed and there were no questions.

024/23-24 Matters Arising

It was **AGREED** to add the matter concerning a permanent Christmas Tree on the Village Green to the June agenda as well as matters concerning the Annual Governance and Accountability Return.

025/23-24 Date and Time of next meeting was confirmed as Monday 19th June 2022 at 7pm.

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

The meeting closed at 8.27pm.

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

Dated.....*19/6/23*.....