

WALBERSWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council meeting held on Monday 13th November 2023 at 7pm.

Present (physically): Councillors Lewis (Chair), Whiting (Vice Chair), Bassinette and Watson. No members of the public attended in person. Only Councillors physically present can speak (except during the public forum or if standing orders are temporarily suspended) and vote.

Also in attendance (remotely via Zoom) were Mark Knight, Parish Clerk and Simon Ashton (Responsible Financial Officer). Also in attendance (remotely) was District Councillor David Beavan.

096/23-24 Chair's welcome.

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

097/23-24 To consider and approve any apologies for absence.

Apologies were received and accepted from Cllrs. Richardson and Sutton.

098/23-24 Declaration of Interest and Requests for Dispensation.

None.

099/23-24 Open Forum

None.

100/23-24 To receive a report from County Councillor Richard Smith

Cllr. Smith was not in attendance.

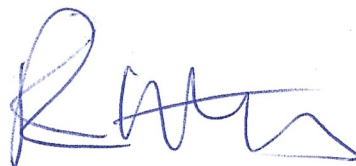
101/23-24 To receive a report from East Suffolk District Councillor David Beavan

Cllr Beavan reported that many objections and responses had been received regarding the Lion Link proposals which was encouraging.

Cllr. Beavan also reported on his concerns around the level and nature of social housing in the area with few existing locally.

Cllr. Lewis asked about the availability of a Locality Grant to assist with play area improvements. Cllr. Beavan committed to a £1,000 contribution upon a satisfactory application.

Cllr. Beavan then left the meeting at 7.08pm.



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102/23-24 To consider the minutes of the meetings of 16th October 2023

The minutes of the 16th October 2023 meeting were **APPROVED** with the Chair to sign and to retain them until they can be handed to the Clerk in person.

103/23-24 Planning

103/23-24.1 The Council noted the decisions on planning applications that had been taken previously under delegated authority:

103/23-24.1.1 Longwood, Church Field DC/23/3765/FUL

It was **RESOLVED** to **SUPPORT** the application subject to items regarding the impact on neighbouring properties, the screen wall and the repositioning of the drive entrance and loss of the orchard along with clarification to the suitability of materials used being addressed. If this is not addressed then the application should be withdrawn.

103/23-24.1.2 14 Manor Close, Walberswick DC/23/3804/FUL

It was **RESOLVED** to **SUPPORT** the application subject to re-working to reduce the number of rooflights on the east elevation to reduced the cluttered appearance.

104/23-24 Finance Matters

104/23-24.1 Review of Receipts & Payments Budget Report (31 October 2023)

It was **AGREED** to **ACCEPT** the figures as presented.

104/23-24.2 Approval of Bank Reconciliation (31 October 2023)

It was **AGREED** to **APPROVE** the reports as published. Cllr. Watson signed the appropriate documents.

104/23-24.3 Approve items on the Authorisation to Pay Sheet

It was **AGREED** to pay all items on the sheet with the item regarding a play area payment being retrospective. Cllrs. Bassinette and Lewis were authorised to carry out the electronic payments.

104/23-24.4 Review & Approval of Budget, Precept and Reserves (2024/5)

The document was discussed and it was explained that consideration of the proposed expenditures making up the 2023/24 budget was the


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first step in the Council's agreed budget making process. The starting point for the draft budget was that the precept would remain unchanged and that the Council would continue to ensure that it held the best-practice 6 months of contingency reserves.

The status of the CIL monies was noted included amounts that should be spent in each of the coming three years for approved purposes.

In terms of the precept, although it was noted that the Council was not proposing to increase the precept from £20,000, the exact impact on individual tax bills was not yet known as it was based on the number of Council tax payers in the village.

After discussion, the Council **AGREED** to **APPROVE** the individual items in draft budget as presented and to support, in principle, the £20,000 precept. It was further **AGREED** that the Council would take the step of formally approving the finalised budget at the December Council meeting based on clarification expected by the RFO in November about the village tax base.

The Responsible Financial Officer then left the meeting at 7.28pm.

105/23-24 To approve a response on the Consultation on the Extension of the Walberswick Conservation Area

Cllr. Bassinette explained the process that had been followed and recommended that the Council support ESC's proposal to include the Walberswick Quay into the larger Walberswick Conservation Area. The Council **AGREED** that the proposal should be supported and also **AGREED** that the Parish Council should seek with ESC to have the Article 4 Direction that is currently covering the Walberswick Quay to be extended to cover the entire Walberswick Conservation area. The Clerk was instructed to send the Council's response to ESC.

106/23-24 To resolve future use of '.GOV' email addresses

Cllr. Lewis explained the process and requirement laid out in the external auditor's recommendations. It was then **AGREED** to purchase a .GOV web domain and email addresses for all Councillors, the Clerk and Responsible Financial Officer as soon as possible.

107/23-24 Consideration of polling district review

It was **AGREED** to make no comment on the proposed review with the Clerk to forward this information to East Suffolk Council.

108/23-24 Safety inspection reports and proposed remedial works

Cllr. Lewis explained that the Safety Committee had met to discuss the

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recommendations in the ROSPA reports which included some remedial works and recommendations for replacement/removal of some equipment.

The following work was proposed for the Playing fields:

- Fencing: Clean up and replace missing parts.
- Gates: Rebuild gate +adjust, add new rubber buffer, replace rotten slats and parts.
- Springy horse: Replace with new
- "Elevate" Climbing Frame: Replace missing parts and Tighten/adjust as required
- Fit post protectors
- Goal posts 5-A-side: Descale and paint white, lead free quality paint.
- Goal posts Football full size: Descale to good base and paint with lead free quality paint.

It was also noted that the flat seat swing was now at the end of its useful life and would need to be removed – it was proposed to get a quote for its removal and disposal

The Safety Committee also recommended that the "shelter" in the Toddlers Play area (which belongs to WCLC) be removed as it has now become a safety hazard. This was **AGREED** and Cllr Lewis will pick this up with the Chair of WCLC.

The following work was proposed for the Village Green:

- Replacement of one of the seats on the flat seat swing
- Replacement of shackles and chains on the toddler swing
- Zip-tying ground mats as required

It was also clarified that the Walberswick Common Lands Charity would be clearing the gorse that was damaging the fencing around the Playing Field in January 2024 and that the Parish Council would then move forward with the required quote for fence repairs.


The Council **APPROVED** the works above and the quote for undertaking the work.

The Council also **APPROVED** the quote for installation of the new Notice Board at the cost of £410.

Cllr Lewis presented verbally the idea that the Council may wish to consider installing a see-saw at the playground, potentially using CIL financing, along with replacements for both the flat seat swing and the Springy Horse. He asked if the Council would like him to bring forward a proposal to the December meeting. The Council **AGREED** with the proposal.

109/23-24 Re-adoption of Data Breach Policy

It was **AGREED** to **READOPT** the policy with no changes.


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110/23-24 Approval of revised Allotment Tenancy Agreement for 23/24 incorporating GDPR requirements

The document was discussed and **APPROVED** with no changes. It was **AGREED** that the Parish Clerk should now send these out to all allotment holders.

111/23-24 Oral Updates from Councillors on areas of responsibility if relevant.

111/23-24.1 Footpaths

Nothing for this meeting.

111/23-24.2 Highways

Nothing for this meeting.

111/23-24.3 GDPR, SALC and Website

Nothing for this meeting.

111/23-24.4 Playing Fields and the Green play area

Nothing further for this meeting.

111/23-24.5 Harbour Management and Car Park

Cllr. Bassinette reported that the current Business Operations Manager was leaving and that steps were underway to find a new Manager.

111/23-24.6 Sizewell and other power related developments

It was noted that 16 people attended the meeting at the Village Hall with representatives of Sizewell C.

111/23-24.7 Neighbourhood Plan

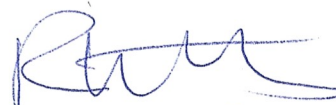
Nothing for this meeting. A meeting is scheduled for the 24th November to discuss specific policies.

111/23-24.8 Village Hall and Heritage Hut

Cllr. Watson gave details on activities taking place and confirmed there is a maintenance schedule for the Heritage Hut.

111/23-24.9 Village News

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


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112/23-24 Oral Committee reports if relevant.

112/23-24.1 Safety Committee

It was reported that a meeting took place on the 30th October where the recent ROSPA reports were discussed as covered in the Agenda item above.

112/23-24.2 Employment Committee

It was reported that a meeting took place on the 30th October where staff appraisals and the recently agreed pay deal were discussed. Implementation in full of the recently agreed National Pay Review for both the Clerk & RFO was **APPROVED**. The Chairman would follow up directly with the Clerk and the CFO.

113/23-24 Clerk's report

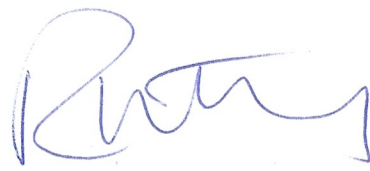
The Clerk presented the report. Questions were asked on some of the items with further explanation given by the Clerk. It was asked that a meeting with planning officers at East Suffolk Council be expedited.

114/23-24 Matters arising

None.

115/23-24 Date of next meeting was confirmed as being Monday, 11 December 2023 at 7pm.

The meeting closed at 8.42pm.


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