

## WALBERSWICK PARISH COUNCIL

The minutes of the Parish Council meeting held on Monday 8<sup>th</sup> September 2025 at 7pm.

Present (physically): Councillors Lewis (Chair), Richardson, Sutton, Watson and Whiting. 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) was Mark Knight the Parish Clerk Simon Ashton the Responsible Financial Officer and Cllr. Dadswell.

### **062/25-26 Welcome by the Chair.**

The Chair welcomed those present to the meeting.

### **063/25-26 To consider and approve any apologies for absence.**

Apologies were received from Cllr. Bassinette.

### **064/25-26 Declaration of Interest and Requests for Dispensation.**

Cllr. Richardson declared a non-pecuniary interest in item **071/25-26** regarding allotments, so took no part in the discussion.

### **065/25-26 Open Forum**

None.

### **066/25-26 To consider the minutes of the meetings of 14<sup>th</sup> July 2025**

The minutes of 14<sup>th</sup> July 2025 were **APPROVED** with the Chair to sign the minutes and to retain them until they can be handed to the Clerk in person. It was **AGREED** to place the item confirming the minutes immediately after the Open Forum item for future meetings

### **067/25-26 To receive a report from Suffolk County Councillor Richard Smith**

C Cllr. Smith was not in attendance.

### **068/25-26 To receive a report from East Suffolk District Councillor David Beavan**

D Cllr Beavan was not in attendance.

### **069/25-26 Planning**

#### **069/25-26.1 Applications for consideration**

##### **069/25-26.1.1 Toby Cottage, Leveretts Lane DC/25/3084/FUL**

Signed.....

Dated.....

It was **RESOLVED** to **OBJECT** to this application due to it failing to meet ECS validation requirements, therefore the application is incomplete and lacks sufficient information to determine.

**069/25-26.1.2 Dutch House, The Street DC/25/3148/FUL**

The Council **RESOLVED** to **SUPPORT** the application.

**069/25-26.1.3 8 Manor Close, Walberswick DC/25/3135/FUL**

The Council **RESOLVED** to **SUPPORT** the application, subject to clarifications regarding the flat roof, materials and colour being met.

An update was then given on two determinations regarding Herons by Cllr. Whiting. The East Suffolk Council Planning Committee met on the 12<sup>th</sup> August 2025 and after extensive discussions in committee and a site visit both applications were declined

## **070/25-26 Finance Matters 2025/26**

### **070/25-26.1 Review & Approval of External Audit Report & Certificate (2024/5)**

The Council **NOTED** the document with a brief explanation from the Responsible Financial Officer. The Council expressed its thanks and appreciation to the Responsible Financial Officer for obtaining another completely clean external audit.

### **070/25-26.2 Review & Approval of Notice of Conclusion of External Audit (2024/5)**

The Council **NOTED** the document with a brief explanation from the Responsible Financial Officer.

### **070/25-26.3 Review of Receipts & Payments Budget Reports (31 August 2025)**

It was **AGREED** to **ACCEPT** the figures in the Reports.

### **070/25-26.4 Review & Approval of Bank Reconciliation (31 August 2025)**

It was **AGREED** to **APPROVE** the report as presented. Cllr. Watson was authorised to sign the document.

### **070/25-26.5 Review & Approval of Annual Insurance Cover (1 October 2025)**

The quote of £2,206.63 was discussed. The increase year-on-year was considered acceptable and the Responsible Financial Officer was authorised to accept the quote.

Signed.....

Dated.....

## **070/25-26.6 Approval & Implementation of Local Government Pay Awards (2025/6)**

It was reported that the new pay scales had been received on the 24<sup>th</sup> July 2025. It was then **RESOLVED** to apply the new rates of pay to both the Clerk and Responsible Financial Officer, backdated to 1<sup>st</sup> April 2025. This to be reflected in the October payroll.

## **070/25-26.7 Approve items on the Authority to Pay Sheet**

It was **AGREED** to pay all items on the sheet. Cllrs. Lewis and Sutton were authorised to make the electronic payments.

## **071/25-26 To agree the allotment renewal process**

It was **AGREED** for the Chair and Clerk to meet and clarify the current occupancy of the plots, and then to request the Responsible Financial Officer to invoice the appropriate residents immediately afterwards.

## **072/25-26 To discuss refurbishment of the Village Green**

The options to either reseed or returf the area was discussed, but it was thought that the time of year was not suitable to progress at this stage. It was then **AGREED** to place the item on the agenda in January 2026 and place on the Clerk's Report.

## **073/25-26 Oral updates from Councillors on areas of responsibility if relevant:**

### **073/25-26.1 Village News**

It was **AGREED** to submit articles concerning the refurbishment of the Village Green and the Conclusion of External Audit to the next edition.

## **074/25-26 Oral Committee Reports if relevant**

No reports were given.

## **075/25-26 Clerk's Report**

The Clerk gave an update on recent emails. It was clarified that the Parsh Council maintained no grit bins.

## **076/25-26 Matters Arising**

There were no matters to address at this stage.

## **077/25-26 Date and Time of next meeting was confirmed as Monday 13<sup>th</sup> October 2025 at 7pm.**

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

**The meeting closed at 7.51pm.**

Signed.....

Dated.....