

WALBERSWICK PARISH COUNCIL

The minutes of the Parish Council meeting held on Monday 14th September 2026 at 7pm.

Present (physically): Councillors Whiting (Chair), Bassinette, Dadswell, Richardson and Sutton. 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, D Cllr. Beavan and Cllr. Lewis.

069/26-27 Welcome by the Chair.

The Chair welcomed those present to the meeting.

070/26-27 To consider and approve any apologies for absence.

Apologies were received from Cllr. Watson.

071/25-27 Declaration of Interest and Requests for Dispensation.

None.

072/26-27 Open Forum

None.

073/26-27 Minutes

073/26-27.1 To consider the minutes of the meeting of 13th July 2026

The minutes of 13th July 2026 were **APPROVED** with the Chair to sign the minutes and to retain them until they can be handed to the Clerk in person.

073/26-27.2 To consider the minutes of the extraordinary meeting of 15th July 2026

The minutes of 15th July 2026 were **APPROVED** with the Chair to sign the minutes and to retain them until they can be handed to the Clerk in person.

074/26-27 To receive a report from Suffolk County Councillor John Matthews

C Cllr. Matthews was not in attendance.

075/26-27 To receive a report from East Suffolk District Councillor David Beavan

D Cllr Beavan reported that Local Government Reorganisation had been paused in Suffolk with a review due to take place. It was also reported that he had read the draft Walberswick Neighbourhood Plan which was very encouraging and of good quality.

Signed.....

Dated.....

It was also reported that north and south Suffolk planning departments were being merged with more decisions being officer led. Finally, an apology was offered for the poor delivery roll out of the new waste bin collection service. Lessons had been learnt and improvements were being made to the system.

076/26-27 To assess Walberswick's preparedness for emergency events – response to Dunwich Heath wildfire.

Cllr. Whiting referred to the recent emergency incident on Dunwich Heath. Westleton village's Emergency Response had been highlighted as being hugely valued and well executed. It was proposed that our village and the wider area should reflect and learn from the event and the response. It was **NOTED** that Walberswick had been invited to be part of the Reydon and Southwold Emergency Plan but this had been thought unsuitable for Walberswick due to the threats and contingency plan being too dissimilar. It was **AGREED** to now draw up an emergency plan for Walberswick and Cllrs. Lewis and Richardson would lead on this. D Cllr. Beavan also offered assistance from East Suffolk Council, and a webinar would be taking place on the 1st October at 5pm. It was also agreed to contact the Walberswick Common Lands Charity, as major landowners and custodians of our own heathland for their input and expertise.

077/26-27 Planning

077/26-27.1 To note planning application responses made under delegated authority

077/26-27.1.1 Harbour House, Manor Close DC/26/2875/FUL

It was **RESOLVED** to **SUPPORT** this application.

077/26-27.1.2 Greyroof, Millfield Road DC/26/2873/FUL

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

077/26-27.1.3 Orchard Piece, Lodge Road DC/26/2527/FUL

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

077/26-27.1.4 House on the Green, Leveretts Lane DC/26/2542/FUL

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

077/26-27.1.5 Greenways, The Green DC/26/2348/FUL

The Council **RESOLVED** to **SUPPORT** the application, subject to attending being paid to the read of the property in respect of the conservation area and the Article 4 direction, all in favour.

077/26-27.1.6 Co-Op Food Store, The Street DC/26/1830/FUL

The Council **RESOLVED** to **SUPPORT** the application, subject to a suitable construction management plan being received from Suffolk Highways

Signed.....

Dated.....

077/26-27.1.7 The Stables, The Street DC/26/1577/FUL

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

077/26-27.2 To consider proposal to write to local planning authority to request removal permitted development rights on the land behind allotments (Temporary Campsite)

It was **RESOLVED** to that Cllr Whiting would put together the required evidence and draft the request of the Local Planning Authority to pursue an Article 4 direction which would remove permitted development rights for this area of the village

D Cllr. Beavan left the meeting at 7.17pm.

078/26-27 Finance Matters

078/26-27.1 Review & Approval of External Audit Report & Certificate (2025/6)

The Council **APPROVED** the document with a brief explanation from the Responsible Financial Officer. The Council expressed its thanks and appreciation to the Responsible Financial Officer for all his work.

078/26-27.2 Review & Approval of External Audit Report Response & Action Plan (2025/26)

The Council **APPROVED** the report and action plan, but noted that the recommendation to annually review the Data Protection Policy which pertains to Assertion 10 had a response. This will be added to the action plan and confirmed at the October meeting.

The RFO proposed that the plan be updated with a further safeguard of an additional item on the Internal Controls Checklist due for review in January 2027. The item will reflect the Council's opportunity earlier in the year to consider the implications of the findings of the internal audit report and review any amendments to the Annual Governance Statement are appropriate prior to its submission by the end of June.

078/26-27.3 Review & Approval of Notice of Conclusion of External Audit (2025/6)

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

078/26-27.4 Review of Receipts & Payments Budget Reports (31 August 2026)

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

078/26-27.5 Review & Approval of Bank Reconciliation (31 August 2026)

It was **AGREED** to **APPROVE** the report as presented. Cllr. Richardson was

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authorised to sign the document.

078/26-27.6 Review & Approval of Annual Insurance Cover (1 October 2026)

The quote of £2,450.79 was discussed. The increase year-on-year was considered acceptable and the Responsible Financial Officer was authorised to accept the quote.

It was proposed and agreed that the 4 x ground anchors did not need to be added to the insurance cover as the cost of replacement could be covered without an insurance claim

078/26-27.7 Approval & Implementation of Local Government Pay Awards (2026/7)

It was reported that the new pay scales had been received. It was then **RESOLVED** to apply the new rates of pay to both the Clerk and Responsible Financial Officer, backdated to 1st April 2026. This to be reflected in the October payroll.

078/26-27.8 Approve items on the Authority to Pay Sheet

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

Standing Orders were suspended at 7.47pm to allow Cllr. Lewis to speak.

079/26-27 To agree the allotment water bill

It was **AGREED** to **ACCEPT** the bill to the amount of £375. It was noted that this bill reflected 16 months and not 12; a normal 12 month invoice would be received next year. It was further **AGREED** that the Responsible Financial Officer, Parish Clerk and Cllr. Lewis would now meet to consider the relevant impact for the 2026/7 allotment charges and submit a proposal to the October meeting.

080/26-27 To consider and approve proposal for Editorship of Walberswick Website

Huge thanks were extended to Kay Ungless who has dedicated years of help and support to the village website. All those present echoed these thanks. However, Kay is now stepping down from her responsibilities, so the following proposal was made and **AGREED**:

Cllr. Lewis to become webmaster and provide training/technical support for all editors and be the key contact for Community Action Suffolk regarding the website.

Claire will oversee all website content and “tone”.

Andrew & Claire together will draft policies for the website and present these for approval to the Parish Council as required.

The Planning Advisory Group will continue to exist as now, but reports will now be directly

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delivered to the Parish Council for publishing and consideration as part of meeting agendas, and not published separately.

Cllr. Lewis will provide ongoing support for the parish council regarding the website, whether a councillor or not, as everything published is by its nature publicly available material.

In May 2027 the Parish Council should appoint a councillor to have accountability for the website & associated issues (e.g. GDPR) so there is a formal point of contact for Cllr. Lewis and the Parish Council internal and external auditors.

Claire & Cllr. Lewis will undertake an annual review of the website in time for reporting to both the village Annual Parish Meeting and the Annual meeting of the Council

081/26-27 To discuss and approve the amended Media Policy

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

082/26-27 To discuss a quote regarding play equipment

Following the report of the toddler seat on the swings on the Village Green, the seat was removed. The quote for £260.00 (exc. VAT) for replacement of the toddler swing seat was considered and **APPROVED**, all in favour. Delegated authority was granted to Cllr. Lewis to incur and be reimbursed for this expenditure.

Standing Orders were reinstated at 8.12pm.

083/26-27 Oral updates from Councillors on areas of responsibility if relevant:

083/26-27.1 Village News

It was **AGREED** to submit an article concerning Kay Ungless and recognising her work with the village website.

Cllr. Bassinette also updated those present on work being done at Suffolk County Council regarding Nationally Significant Infrastructure Projects, specifically Sea Link, Lion Link and Sizewell C. Tours were being organised for all sites for new Councillors and senior planning officers.

084/26-27 Oral Committee Reports if relevant

No reports were given.

085/26-27 Clerk's Report

The Clerk gave an update on recent emails. An item concerning speed management in the village would be added to the October agenda.

086/26-27 Matters Arising

There were no matters to address at this stage.

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087/26-27 To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration for the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms details of the next meeting.

This was so **RESOLVED**. The Responsible Financial Officer and Cllr. Lewis left the meeting at 8.20pm.

088/26-27 Complaint Investigation - update and decision.

It was **AGREED** that no further action was warranted and an appropriate response would be sent to the complainant.

089/26-27 Date and Time of next meeting was confirmed as Monday 12th October 2026 at 7pm.

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

The meeting closed at 8.25pm.

Signed.....

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