

WALBERSWICK PARISH COUNCIL

The minutes of the Annual Parish Council meeting held on Monday 11th May 2026 at 7pm.

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

001/26-27 To elect the Chair of the Council for the year 2026/7 and for that person to sign the Acceptance of Office for the role of Chair.

The outgoing Chair Cllr. Lewis invited nominations from the floor. Cllr. Richardson nominated Cllr. Whiting for the Chair, this was seconded by Cllr. Bassinette. There being no other nominations a vote was then taken with all being in favour. Cllr. Whiting was then elected Chair of the Council for the year 2026/7 and signed the Declaration of Acceptance of Office in view of those present.

002/26-27 To elect the Vice-Chair of the Council for the year 2026/7.

Cllr. Bassinette nominated Cllr. Lewis, this was seconded by Cllr. Sutton, there being no other nominations Cllr. Lewis was then elected as Vice-Chair of the Council for the year 2026/7 and signed the Declaration of Acceptance of Office in view of those present.

003/26-27 Welcome by the Chair.

The Chair welcomed those present to the meeting. The Councillors welcomed Cllr Whiting as the new Chair and thanked her for her willingness to take on the added responsibilities. The Council also thanked Cllr Lewis for his excellent job as Chair for the past 5 years.

004/26-27 To consider and approve any apologies for absence.

All were in attendance.

005/26-27 Declaration of Interest and Requests for Dispensation.

Cllr. Lewis declared an interest in the agenda item regarding continuing membership of SALC 020/26-27.1 and it was agreed that he would not participate in the discussion or voting on this item.

Cllr. Richardson declared an interest in this agenda item regarding the Campsite planning application due to ownership of a caravan on the neighbouring caravan site and it was agreed that she would not participate in the discussion or voting on this item.

006/26-27 Open Forum

Signed.....

Dated.....

No members of the public were in attendance.

007/26-27 To receive a report from Suffolk Council Councillor

Due to the timing of the meeting with the Suffolk County Council elections taking place on the same day, no County Councillor was present.

008/26-27 To receive a report from East Suffolk District Councillor David Beavan

D Cllr Beavan reported that the Unitary Council elections would be held in May 2027 with more information being available on the 15th May 2026, the boundary for the Walberswick authority would stretch from Lowestoft to Stowmarket.

It was also reported that new rubbish collection bins would be coming soon which would be uniformly in step with the rest of the country.

Finally, it was reported that a local resident was in the process of being evicted by a private landlord but that housing had been found in Southwold.

009/26-27 Planning

009/26-27.1 Applications for consideration

009/26-27.1.1 2 Church Lane, Walberswick DC/26/0599/FUL

The Council **RESOLVED** to **SUPPORT** the application. Councillors expressed appreciation that the applicant had revised their application in line with the suggestions made by the Council's previous response and that this had resolved the issue in a helpful, cooperative fashion.

009/26-27.1.2 Hunters Moon, Church Field DC/26/1378/FUL

The Council **RESOLVED** to **SUPPORT** the application subject to the comments regarding rooflights being addressed.

009/26-27.1.3 Herons, Church Field DC/26/0025/REFUSE

It was **RESOLVED** to **OBJECT** to the application for reasons concerning mischaracterisation of the site and its sensitivity, scale, massing and intensification of built form, residential amenity and overlooking, light pollution and the applicant's mitigation strategy to the light pollution and dark skies impact, ecological impacts and Local Plan policy conflicts.

Cllr. Lewis was delegated authority to submit the application in a timely manner.

009/26-27.2 To consider a response to the Camp Site application

Signed.....

Dated.....

Applications DC/26/0780/P4BC and DC/26/1320/R77 were discussed.

Regarding DC/26/0780/P4BC it was **RESOLVED** to **OBJECT** to the application for reasons concerning lack of essential information from which to make a decision, access and public rights of way, failure to provide sanitary facilities, inadequate refuse disposal, noise and light spill and residential amenity and due to the ecological sensitivity of the location.

Regarding DC/26/1320/R77 it was **RESOLVED** to **OBJECT** to the application for reasons concerning failure to provide sanitary facilities, inadequate refuse disposal, noise and light spill, residential amenity, the ecological sensitivity of the location and contravention of Section 77 of the Conservation of Habitats and Species Regulations 2017.

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

010/26-27 To consider the minutes of the meetings of 13th April 2026

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.

011/26-27 Sizewell C Transport Issues, including B1387 closure

Cllr. Bassinette briefed the Council on the plans by SZC and Suffolk Highways to repair the B1387 between the Water Tower and the A12 as part of the SZC traffic mitigation. A better turning on to the A12 will also be constructed. Once this work is done, the B1125 going north into Blythburgh will be closed for the remainder of the SZC construction (current estimate is 2040). This is needed to stop SZC workers, contractors and non-SZC rat-running on the B1125. From 15 June-27 July, the B1387 will be closed between the water tower and A12. Diversions will be north through Blythburgh or south to Darsham/Westleton/Yoxford. The closure will be weekdays from 7am to 5.30pm. Night-time and weekends should be open, or occasionally traffic light controlled. Cllr Bassinette would continue working closely with SZC/Suffolk Highways on safety and serious congestion issues that may arise especially as we get into the height of the summer season. She reported that she was also working through the B1125 working group to encourage SZC and SCC contractors to work together so that the improvements on the A12 at the B1387 could be done simultaneously rather than consecutively as that would prolong the disruption.

Cllr Bassinette also said that she was working through the SZC managers at the Northern Transport Forum to fight for a cycle path that would connect Lodge Road to the Dunwich Road (passable for bicycles only, not vehicles). She was also working through the Forum to ensure parking for Darsham Station was made available at the southern end of the new Darsham Park and Ride.

Regarding Lion Link, it was Cllr Bassinette's understanding that a Developmental Consent

Signed.....

Dated.....

Order could be forthcoming in the late autumn/early winter once a decision on Sealink was known. She also announced that she was having a meeting with a representative from NGV later than month to agree a date and format for LL to speak to the Council on latest plans.

012/26-27 Finance Matters 2026/27

012/26-27.1 Review bank receipts/budget & payments/budget as at (31 March 2026)

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

012/26-27.2 Approve bank reconciliation (to 31 March 2026)

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

012/26-27.3 To approve the Asset Register

The report already circulated was discussed with the Responsible Financial Officer giving a brief verbal report. The Councillors approved the Asset Register and thanked the CFO for his excellent work. Councillors suggested that the format of the Asset Register be refined next year to remove items that were no longer held by the Council. The CFO agreed that this could be done and he would look to reformat for the next year's report.

012/26-27.4 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. As for new items, it was noted that the telephone kiosk was already covered and it was agreed that the six new ground anchors were not of significant enough cost to add to insurance at this stage.

012/26-27.5 Approval of Use of Direct Debit Payments (2026/7)

It was **AGREED** to authorise the following direct debits for the financial year:

Adobe Software: £10.95 per month.

Microsoft 365: £104.99 per year.

Zoom Video: £155.88 per year.

012/26-27.6 Approve items on the Authorisation to Pay Sheet

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

013/26-27 To approve the Financial Risk Assessment to 31st March 2027

Signed.....

Dated.....

Following its discussion, the Council **APPROVED** the Financial Risk Assessment as presented.

014/26-27 Agree the 2026/7 meeting Calendar.

It was **AGREED** to stay with the second Monday of each month (excluding August) for Council meetings. The dates being: 8th June, 13th July, 12th October, 9th November, 14th December 2026 and 11th January, 8th February, 8th March, 12th April and 10th May 2027.

015/26-27 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.

016/26-27 Councillors to be appointed to outside bodies

The Council **AGREED** to appoint Councillors to the following outside bodies for 2026/27:

016/26-27.1 Suffolk Association of Local Councils: Cllr. Lewis

016/26-27.2 Village News Committee: Cllr. Whiting.

016/26-27.3 Heritage Hut Management Committee: Cllr. Watson.

016/26-27.4 B1125 Working Group, Northern Transport Forum, ESCEP and any other outside bodies associated with Sizewell C or other energy infrastructure: Cllr. Bassinette

016/26-27.5 Harbour Management Committee Advisory Group: Cllr. Whiting.

016/26-27.6 Southwold to Walberswick Flood and Coastal Board: It was thought this group no longer existed, so would be removed from future agendas and no representative was appointed.

016/26-27.7 Village Hall Committee: Cllr. Watson.

017/26-27 Councillors to be appointed for areas:

The Council **AGREED** to appoint Councillors to take the lead on the following areas for 2026/27:

017/26-27.1 Footpaths: Cllrs. Dadswell and Richardson

Signed.....

Dated.....

017/26-27.2 Highways: Cllr. Bassinette.

017/26-27.3 Playing Fields and Greens: Cllrs. Richardson, Sutton and Dadswell

017/26-27.4 GDPR, Website and SALC: Cllr. Lewis

017/26-27.5 Sizewell C and other energy projects: Cllr. Bassinette.

017/26-27.6 Village News: Cllr. Whiting, but it was thought that the representative appointment detailed in item 016/26-27.2 would be sufficient and so this would be removed from any future agenda.

017/26-27.7 Village Hall: Cllr. Watson, but it was thought that the representative appointment detailed in item 016/26-27.7 would be sufficient and so this would be removed from any future agenda.

018/26-27 To review delegation arrangements and Terms of Reference for Working Groups and Committees:

018/26-27.1 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.

018/26-27.2 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.

018/26-27.3 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. Whiting), the Vice-Chair (Cllr. Lewis) and one other Councillor which was confirmed and agreed as Cllr. Dadswell. These arrangements, and the membership will continue to be posted on the Parish Council Website.

018/26-27.4 Safety Committee

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

Signed.....

Dated.....

018/26-27.6 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 plus outside members Dr Paul Bradley and Mr Alan Gomm). These arrangements, and the membership will continue to be posted on the Parish Council Website.

019/26-27 Policy Review

The following policies were reviewed and approved:

019/26-27.1 Standing Orders

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

019/26-27.2 Financial Regulations

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

019/26-27.3 Complaints Procedure

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

019/26-27.4 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.

019/26-27.5 To consider and approve the policy for dealing with press and media

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

019/26-27.6 To consider and approve employment policies and procedures

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

019/26-27.7 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.

019/26-27.8 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.

Signed.....

Dated.....

019/26-27.9 To consider and approve the Publication Scheme

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

019/26-27.10 To consider the Policy Review Schedule

It was **AGREED** to **ADOPT** the schedule with the following changes:

- To make the allotment fees and rent an annual consideration.
- To make the Walberswick Common Lands Charity Trustee Nomination Policy a four-yearly consideration.

020/26-27 Confirm Memberships of:**020/26-27.1 Suffolk Association of Local Councils**

Continued membership was **APPROVED**.

020/26-27.2 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.

020/26-27.3 Information Commissioner's Office

Continued membership was **APPROVED**.

021/26-27 Battery for Speed Cameras

It was **AGREED** that the Parish Council will fund the purchase of two replacement batteries at a total cost of £74.95 each (£149.60). The Responsible Financial Officer was given delegated authority to make the purchase.

The Responsible Financial Officer then left the meeting at 8.19pm.

022/26-27 Oral updates from Councillors on areas of responsibility if relevant:**021/26-27.1 Village News**

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

023/26-27 Oral Committee Reports if relevant

No reports were given.

Signed.....

Dated.....

024/26-27 Clerk’s Report

The report already circulated was discussed and there were no questions. Councillors discussed the pamphlet done by Southwold Town Council that includes Walberswicik. Councillors noted that it was unfortunate that Southwold Town Council had not sought input from Walberswick and that this was a missed opportunity to make the pamphlet more useful and to correct errors that have been noted. Cllr. Lewis agreed to pick up handbooks from Southwold Town Council offices and leave them in areas where interested members of the public could collect one.

025/26-27 Matters Arising

It was **AGREED** to add the matter concerning signs to indicate rabbit holes to a future agenda.

026/26-27 Date and Time of next meeting was confirmed as Monday 8th June 2026 at 7pm.

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

The meeting closed at 8.31pm.

Signed.....

Dated.....