

## WALBERSWICK PARISH COUNCIL

The minutes of the Parish Council meeting held on Monday 9<sup>th</sup> March 2026 at 7pm.

Present (physically): Councillors Lewis (Chair), Dadswell, Richardson, Sutton and Watson. Also in attendance was one (1) member of the public. 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 Cllr. Whiting, Simon Ashton the Responsible Financial Officer and Mark Knight the Parish Clerk.

### **166/25-26 Welcome by the Chair.**

The Chair welcomed those present to the meeting.

### **167/25-26 To consider and approve any apologies for absence.**

Apologies were received and accepted from Cllr. Bassinette.

### **168/25-26 Declaration of Interest and Requests for Dispensation.**

None.

### **169/25-26 Open Forum**

None.

### **170/25-26 To consider the minutes of the meetings of 9<sup>th</sup> February 2026**

The minutes of 9<sup>th</sup> February 2026 were **APPROVED** with the Chair to sign the minutes and to retain them until they can be handed to the Clerk in person.

### **171/25-26 To receive a report from Suffolk County Councillor Richard Smith**

C Cllr. Smith was not in attendance.

### **172/25-26 To receive a report from East Suffolk District Councillor David Beavan**

D Cllr. Beavan was not in attendance.

### **173/25-26 Planning**

#### **173/25-26.1 Applications to consider**

##### **173/25-26.1.1 Wayland Cottage, The Street DC/25/0553/FUL**

It was **RESOLVED** to **SUPPORT** the application, subject to the landscaping and

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boundary treatment queries being satisfied and the rooflights over the kitchen being omitted

**173/25-26.1.2 Benwrights, The Street**

**DC/26/0643/FUL**

It was **AGREED** that the information in the application was insufficient to assess and come to a decision on, and it was requested that this information is given and the Parish Council is re-consulted on the application

**173/25-26.1.3 White Cottage, The Street**

**DC/26/0448/FUL**

It was **RESOLVED** to **SUPPORT** the application

**173/25-26.1.4 Article 4 for Camp Site**

A discussion was held on the pending permitted rights application for the camp site and it was **AGREED** to consider whether the campsite could potentially be brought within the scope of Article 4 for the village and to bring this to a future meeting

**174/25-26 Finance Matters 2025/6**

**174/24-25.1 Review of Receipts & Payments Budget Reports (28 February 2026)**

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

**174/25-26.2 Review & Approval of Bank Reconciliation (28 February 2026)**

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

**174/25-26.3 Approve items on the Authorisation to Pay Sheet**

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

**174/25-26.4 Review & Approval of Year End Virements (31 March 2026)**

The following virements were **AGREED**, all in favour.

£5 to Professional Fees.

£130 to Memorial Benches.

£135 from VAT.

**174/25-26.5 Review & Approval of Implementation of Internal Audit Recommendations**

The Council considered and **APPROVED** the recommendations and was

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confident that the process was robust. It was **NOTED** that all recommendations had been addressed.

#### **174/25-26.6 Review & Approval of Annual CIL Report (2024/5)**

The Council considered and **APPROVED** the report.

It was **NOTED** that the total Community Infrastructure Levy amount carried over from previous years amounted to £8,108.74.

A total of £2,355.50 was received in 2025/6, and none was spent.

Therefore, the total retained at year end is £10,464.24.

This means that an allocation of £1,259.95 is to be used by 21 October 2027, an allocation of £3,552.96 to be used by 18 April 2028, an allocation of £339.02 to be used by 17 April 2029, an allocation of £2,956.81 to be used by 25 October 2029 and finally an allocation of £2,355.50 to be used by 25 April 2030.

#### **174/24-25.7 Review & Approval of Completed Internal Controls Checklist (2025/6)**

The Council considered and **APPROVED** the Review of Internal Control document that has been prepared by the Responsible Financial Officer and Cllrs. Dadswell and Richardson.

The Responsible Financial Officer then left the meeting at 7.37pm.

#### **175/25-26 To nominate a Trustee to the Walberswick Common Lands Charity**

It was **RESOLVED** to nominate Mrs. Stephanie Renouf as a Trustee on behalf of Walberswick Parish Council; all were in favour of this nomination. It was further **NOTED** that changes to the detail of the policy for appointing WCLC nominative trustees would be presented to the April meeting of the Council.

#### **176/25-26 To approve the Grass Cutting Contract and quote**

The Parish Clerk reported that the contractor had not forwarded a contract or exact price at this stage. However, indications had been given that the uplift for the year would be 5%. It was then **AGREED** to **APPROVE** the contract with no changes and a maximum uplift of 5% to the current cost (current cost being £1,280 and a 5% uplift being £1,344)

#### **177/25-26 Policy Review**

##### **177/25-26.1 Correspondence Policy**

It was **AGREED** to **ADOPT** the policy with the amendments proposed in the supporting paper

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**177/25-26.1 Reserves Policy**

It was **AGREED** to **ADOPT** the policy with no changes, all in favour.

**177/25-26.1 Co-Option of Councillors Policy**

It was **AGREED** to **ADOPT** the policy with no changes, all in favour.

**178/25-26 Oral updates from Councillors on areas of responsibility if relevant:**

**178/25-26.1 Village News**

It was **AGREED** to place an item the Grass Cutting contract in the next edition.

**179/25-26 Oral Committee Reports if relevant**

No reports were given.

**180/25-26 Clerk’s Report**

No questions on the monthly report

**181/25-26 Matters Arising.**

It was **AGREED** to add Jubilee Seat Bench repairs to a future meeting agenda.

**182/25-26 Date and Time of next meeting was confirmed as Monday 13<sup>th</sup> April 2026 at 7pm.**

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

**The meeting closed at 7.57pm.**

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