

## WALBERSWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council meeting held on Monday 10<sup>th</sup> June 2024 at 7pm.

Present (physically): Councillors Lewis (Chair), Whiting (Vice-Chair), Bassinette, Dadswell, Sutton and Watson. Also in attendance was D Cllr. Beavan. 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.

### **025/24-25 Chair's welcome.**

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

### **026/24-25 To consider and approve any apologies for absence.**

Apologies were received and accepted from C Cllr. Smith and Cllr. Richardson.

### **027/24-25 Declaration of Interest and Requests for Dispensation.**

Cllr. Whiting declared a non-pecuniary interest in item 031/24-5 pertaining to planning.

Cllr. Lewis declared a non-pecuniary interest in item 032/24-5.4 pertaining to the Suffolk Association of Local Councils and did not take part in the discussion or vote.

### **028/24-25 Open Forum**

None.

### **029/24-25 To receive a report from County Councillor Richard Smith**

C Cllr. Smith was not in attendance.

### **030/24-25 To receive a report from East Suffolk District Councillor David Beavan**

D Cllr Beavan reported that efforts had been made with East Suffolk Council Planning Officers to form closer and more positive relationships with Parish Councils and that this would be supported with the appointment of a new head of planning. Councillors raised with Cllr Beavan that Walberswick Parish Council had been trying to push this relationship forward for some months with no success. D Cllr. Beavan requested that a new request to planning for the long delayed meeting be sent to himself and the Head of Planning and Portfolio Holder for Planning at East Suffolk Council and that he would chase this.

D Cllr. Beavan also reported that £600,000 had been set aside for affordable housing

8<sup>th</sup> JULY 2024  
A.G.

in the area and £1,000,000 found to address social issues with housing need working closely with Suffolk County Council Adult and Children Services.

**030/24-25 To consider the minutes of the meetings of 13<sup>th</sup> May 2024**

The minutes of the 13<sup>th</sup> May 2024 meeting were **APPROVED** (one typo amended) with the Chair to sign and to retain them until they can be handed to the Clerk in person.

**031/24-25 Planning**

**031/24-25.1 Applications to Consider**

**031/24-25.1.1 Cornelian, Leveretts Lane DC/24/1612/FUL**

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

**031/24-25.1.2 Saltlick, Leveretts Lane DC/24/1658/FUL**

It was **RESOLVED** to **OBJECT** to the application due to the lack of information necessary to assess the impact of the scheme on Residential Amenity.

**031/24-25.1.3 Ferry Hut, Southwold Harbour DC/24/1113/FUL**

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

**031/24-25.2 To note responses made under delegated authority**

**031/24-25.2.1 Nightingales, Church Field DC/24/1585/FUL**

It was **NOTED** that the delegated authority was to **SUPPORT** this application.

D Cllr. Beavan left the meeting at 7.23pm.

**032/24-25 Finance Matters**

**032/24-25.1 Review & Approval of Internal Audit Report (2023/4)**

It was **AGREED** to **APPROVE** the Internal Audit Report and thanks were given to the Responsible Financial Officer for all his hard work in obtaining yet another excellent report.

**032/24-25.2 Review & Approval of Internal Audit Report Response Action Plan (2023/4)**

It was **AGREED** to **ACCEPT** the action plan put forth by the RFO to address the items concerning a negative payment of £782.35 for the Neighbourhood Plan, updating the Financial Regulations and Standing Orders regarding tender limits and ensuring that the Financial Risk Assessments are reviewed at least once in the financial year.

Ael  
8/7/24



### **032/24-25.3 Review of Effectiveness of Internal Audit (2023/4)**

It was **AGREED** that the scope, quality, access to documents and staff and independence of the auditor was adequate.

### **032/24-25.4 Appointment of Internal Auditor (2024/5)**

It was **AGREED** to appoint the Suffolk Association of Local Councils as the Internal Auditor for the 2024/5 financial year.

### **032/24-25.5 Review of Receipts/Budget & Payments/Budget Reports (2023/4)**

It was **AGREED** to accept the restated figures as presented.

### **032/24-25.6 Review & Approval of Bank Reconciliation (2023/4)**

It was **AGREED** to accept the restated figures as presented. Cllr. Whiting was authorised to sign the appropriate documents.

### **032/24-25.7 Review & Approval of Statement of Accounts (2023/4)**

It was noted that this document had inadvertently not been published publicly on the Council website along with the other meeting documents, so a paper copy was issued to all present and the meeting paper would be published along with the approved minutes. The Council expressed appreciation for the high quality of the accounts and the Statement of Accounts were **APPROVED** as presented.

### **032/24-25.8 Review & Approval of Annual Governance Statements (2023/4)**

It was **AGREED** to **APPROVE** the Annual Governance Statements and for the Clerk and Chair to sign. The Council expressed their appreciation to the Clerk and RFO for their excellent work throughout the year.

### **032/24-25.9 Review & Approval of Accounting Statement (2023/4)**

It was **AGREED** to **APPROVE** the Annual Accounting Statements and for the Responsible Financial Officer and Chair to sign.

### **032/24-25.10 Review & Approval of Explanation of Variances (2023/4)**

It was **AGREED** to **APPROVE** the explanations that were provided in the form by the Responsible Financial Officer.

### **032/24-25.11 Review & Approval of Notice of Public Rights (2023/4)**

The dates for the Exercise of Electors' Rights were **APPROVED** as being between Monday 17<sup>th</sup> June and Friday 26<sup>th</sup> July 2024 with all relevant papers

*Ad.*  
8/7/24

being published on Friday 14<sup>th</sup> June 2024 both on the website and on the noticeboard.

### **032/24-25.12 Review & Approval of Payments**

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

### **033/24-25 To consider a response to the Harbour Consultation Order**

Cllr. Bassinette presented the report concerning the consultation and this was **APPROVED**. The Parish Clerk was authorised to send the response on behalf of the Council in good time to meet the closing date of 15 June 2024.

### **034/24-25 Signage Proposal**

Following up on the proposals from the last meeting to sign post the Green for no parking and the River walk for no cycles, Cllr. Lewis proposed the following for approval and purchase:

#### **1) River foot path:**

- a. Number: 1 x A4 sized on wooden post at each end (2 signs)
- b. Budget: approximately £200
- c. Proposed wording: "Footpath only. No cycling" with no cycling logo

#### **2) Village Greens:**

- a. Number: 1 x A4 on wooden post on corner of Green nearest Leveretts Lane and 1 x A4 on Jubilee Green
- b. Budget: £200
- c. Proposed wording: "No parking allowed on the Green at any time by order of Walberswick Parish Council"

#### **3) Toddler Play area**

- a. Number: 2 x A4 (one affixed on each gate)
- b. Budget: £100
- c. Wording: "No dogs in the Toddler Play Area at any time by order of Walberswick Parish Council"

The above, representing a total budget of approximately £500 was **APPROVED**.

### **035/24-25 To discuss membership of the Suffolk Preservation Society**

Membership at £30 per annum was **APPROVED**. It was also **AGREED** to add this membership to the relevant section of the Annual Parish Council Meeting as with other subscriptions and memberships.

8/7/24  
Ad.

**036/24-25 Oral Updates from Councillors on areas of responsibility if relevant.**

**036/24-25.1 Playing Fields and Green (use of Playing Field by PCC)**

It was **AGREED** to grant use of the Playing Field for an outdoor service, although it was noted that this is a public space and exclusive use could not logically be granted.

**036/24-25.2 Portaloo for Cricket Match**

It was also **AGREED** to authorise expenditure for the portaloo for the Cricket Match and to use an alternate vendor this year. The Parish Clerk was asked to source a provider and book with a guide price of £100.

**037/24-25 Oral Committee reports if relevant.**

None.

**038/24-25 Clerk's report**

The Clerk presented the report. Questions were asked on some of the items with further explanation given by the Clerk.

**039/24-25 Matters arising**

None.

**040/24-25 Date of next meeting was confirmed as being Monday, 8<sup>th</sup> July 2024 at 7pm.**

**The meeting closed at 8.12pm.**

8/7/24  
Acl.