

WALBERSWICK PARISH COUNCIL

Clerk: Mary Mitson-Woods walberswickclerk@gmail.com

NOTICE OF MEETING

Dear Councillors

You are summoned to a meeting of Walberswick Parish Council on 8th October 2018 at 7.15pm in the Annex of the Village Hall. If there are any planning applications, plans to accompany them will be available to view from 7pm.

Yours faithfully



Clerk/RFO to Walberswick Parish Council
1st October 2018

1. **Chairman's welcome**
2. **To consider and approve any apologies for absence.**
3. **Declaration of Interest and Requests for Dispensation:** Councillors to declare any interests. Notwithstanding this item Members may declare an interest at any point in the Meeting
4. **Open Forum:** The Chairman will open the Meeting for no longer than 15 minutes for members of the public to be invited to give their views on issues on this agenda or raise issues for future consideration in accordance with S.O. 3f— 3k. Members of the public may not take part in the Parish Council meeting itself
5. **To receive a report from County Councillor Richard Smith if present (10 mins maximum)**
6. **To receive a report from newly elected District Councillor Michael Gower (10 mins maximum)**
7. **To consider the Minute of the Meeting of 10th September 2018** for accuracy and for the Chairman to sign as a true record.
8. **Finance Matters (four reports attached)**
 - 8.1. Bank Reconciliation Lloyds Account xxxx1763 to 21st September 2018
 - 8.2. Bank Reconciliation HSBC Account xxxx1870 to 14th September 2018
 - 8.3. Performance Against Budget Report
 - 8.4. To approve items on the Authorisation to Pay Sheet

Note: This meeting is subject to the WPC Protocol for Reporting of meetings and therefore may be recorded. The full protocol and all the meeting associated papers can be viewed at <http://walberswick.onesuffolk.net/walberswick-parish-council/>

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9. **To approve adoption of new policies and revisions to existing policies and to publish on website in accordance with the publication scheme** – Councillor Lewis (*4 papers attached*)
 - 9.1. Updated Policy on Document Retention (plus associated Legal Note from NALC)
 - 9.2. New policy on Equal Opportunity and Diversity
 - 9.3. Revocation of “Delegation of powers to clerk” policy
10. **To decide on what materials are most appropriate for the Playground area on the Green and agree on start of work** – Councillors Sutton and Richardson. The Council previously resolved to improve the safety matting on the Green. Based on updated quotations and other factors, a decision will be taken on the materials and contractors and an application authorised to Sarah Shinnie at SCDC for play space funding for this work. (*2 papers attached*)
11. **Stocks Lane Notice Board** – Councillor Winyard to introduce discussion on the state of repair and action needed.
12. **Updates from Councillors** (*Oral reports as necessary*)
 - 12.1 Footpaths and Highways – Councillor Sutherland-Rogers
 - 12.2 Litter – Councillor Mackay
 - 12.3 Property – Councillor Richardson
 - 12.4 Traffic Management and Car Parks – Councillor Bassinette
 - 12.5 Speed Indicator Display – Councillors Sutton and Winyard
 - 12.6 Playing Fields and the Green play area – Councillors Sutton
 - 12.7 GDPR, SALC & Website– Councillor Lewis
13. **Planning Matters for recommendation to SCDC** (1 x PAG report attached)
DC/18/3669/FUL – Rear ground and first floor extension. Cladding existing building at first floor level.
Applicants: Mr and Mrs M Vaughan, Holly House, Stocks Lane, Walberswick, IP18 6UJ
14. **Date of Next Meeting:** 12th November 2018

Councillors to forward any matters for the next Agenda to the Clerk by end of day **Wednesday 31st October 2018**