

## WALBERSWICK PARISH COUNCIL

Clerk: Mary Mitson-Woods [walberswickclerk@gmail.com](mailto:walberswickclerk@gmail.com)

### NOTICE OF ANNUAL MEETING

Dear Councillors

You are summoned to the Annual Meeting of Walberswick Parish Council on 13<sup>th</sup> May 2019 at 7.15pm in the Annex of the Village Hall. Plans to accompany Applications for planning Consent will be available to view from 7pm.

Before the meeting Councillors will sign their Acceptance of Offices proformas which the Clerk will countersign and file.

Yours faithfully



Clerk to Walberswick Parish Council  
6<sup>th</sup> May 2019

1. **Chairman's welcome**
2. **To elect the Chairman of the Council for the year 2019/20 and for that person to sign his/her acceptance of Office for the role of Chairman**
3. **To elect the Vice-Chairman/men of the Council for the year 2019/20**
4. **To consider and approve any apologies for absence**
5. **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
6. **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
7. **To consider for accuracy the Minute of the Meeting held on Monday 8th April 2019**
8. **To receive a report from County Councillor Richard Smith if present (10 mins maximum)**
9. **To receive a report from East Suffolk District Councillor David Beavan, if present (10 mins maximum)**
10. **Councillors to be appointed to work with external bodies** including SALC, Village News, Heritage Hut Management Committee & Safe Spaces

---

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/>

## WALBERSWICK PARISH COUNCIL

Clerk: Mary Mitson-Woods [walberswickclerk@gmail.com](mailto:walberswickclerk@gmail.com)

11. **Councillors to be appointed for areas** including Footpaths and Highways, Litter, Playing Fields and Greens, GDPR and Website
12. **Finance Matters**
  - 12.1 To approve items on the Authorisation to Pay Sheet (*report attached*)
  - 12.2 To confirm Council subscriptions to outside bodies including Information Commissioners Office (ICO), Suffolk Association of Local Councils (SALC) & Sizewell Parishes Liaison Group (SPLG) for 2019/20
13. **To review delegation arrangements and Terms of Reference** (*from website*) of the Safety Committee and confirm its membership.
14. **To appoint any new committees in accordance with standing order 4** including Employment Committee to replace Employment Working Party and authorise terms of reference to be prepared and proposed to the Council by any new committees.
15. **To review and adopt Procedural Standing Orders and Financial Regulations** (*from website*)
16. **Policy review:**
  - 16.1 **Review of arrangements with advisory groups** including Planning Advisory Group & Scroll Custodians
  - 16.2 **Review and confirm the Asset Register** accurately reflects the property and assets that the Council holds for the year 2019/20 (*Report attached*)
  - 16.3 **To confirm that the Council's arrangements for insurance cover** in respect of all insurable risks is adequate.
  - 16.4 **Review the Complaints Procedure**
  - 16.5 **Review and confirm the Council's obligations under Freedom of Information and Data Protection legislation** are being met
  - 16.6 **Review of policy for dealing with the press/media**
  - 16.7 **Review of Employment policies and procedures**
  - 16.8 **Confirm that Expenditure incurred under s.137 of the Local Government Act 1972 is separately recorded in the accounts.** (*none in 2018/19*)
  - 16.9 **Review of arrangements including legal agreements (on website) with other local authorities, not-for-profit bodies and businesses** including WCLC
  - 16.10 **Make arrangements with a view to the council becoming eligible in the future to exercise the general power of competence** (*Councillor Lewis*)
  - 16.11 **Determine meeting schedule for 2019/20** including the next Annual Meeting of the Council (*report attached*)
17. **Oral updates from Councillors on areas of responsibility if relevant**
  - 17.1 Footpaths and Highways
  - 17.2 GDPR, SALC & Website
  - 17.3 Litter
  - 17.4 Playing Fields and the Green play area
  - 17.5 Safe Spaces and Car Parks

## WALBERSWICK PARISH COUNCIL

Clerk: Mary Mitson-Woods [walberswickclerk@gmail.com](mailto:walberswickclerk@gmail.com)

### 18. Oral Committee reports if relevant

### 19. Planning.

19.1 **To consider application DC/19/1680/FUL.** Construction of ground and first floor extensions to existing dwelling at Elfinston, Stocks Lane IP18 6UJ. *(PAG report attached)*

19.2 **To consider application DC/19/1295/PIP.** Extension to existing walkway on Landing Stage W07 and erection of small storage shed, Southwold Harbour Walberswick Side, Ferry Road *(PAG report attached)*

### 20. Date of Next Meeting: 10<sup>th</sup> June 2019.

Councillors to forward any matters for the next Agenda to the Clerk by end of day Wednesday 29<sup>th</sup> May 2019