

WALBERSWICK PARISH COUNCIL

Clerk: Mark Knight : walberswickclerk@gmail.com

NOTICE OF MEETING

Dear Councillors:

You are summoned to a meeting of Walberswick Parish Council on Monday 9 May 2022 at 7pm.

Members of the public who are interested in attending the meeting remotely should email andrew.wpcouncillor@gmail.com BEFORE 5 pm on the day of the meeting for connection details.

Yours faithfully



Clerk to Walberswick Parish Council
Tuesday 3rd May 2022

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 PC Agenda 09/05/2022

1. **To elect the Chair of the Council for the year 2022/3 and for that person to sign the Acceptance of Office for the role of Chair.**
2. **To elect the Vice-Chair of the Council for the year 2022/3**
3. **Chair's welcome.**
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 receive a report from County Councillor Richard Smith** (If present)
8. **To receive a report from East Suffolk District Councillor David Beavan** (if present).
9. **Planning** (*See East Suffolk District Council planning website for details of planning applications for items below <https://publicaccess.eastsuffolk.gov.uk/online-applications/> (1 report attached).*)
 - 9.1. To note the decisions made under delegated authority
 - 9.1.1. Paules Fenn, The Street (DC/21/3496/FUL)
 - 9.2. Applications for consideration (1 report attached)
 - 9.2.1. Wayland Cottage DC/22/1189/FUL
 - 9.2.2. Cornelian, Leveretts Lane DC/22/1510/TCA
10. **To consider the Minutes of the Meetings of 11th April 2022 for accuracy** and for the Chairman to sign as a true record
11. **To consider implementation of the 21/22 pay review for Local Government Employees**
12. **Finance Matters 2021/2** (*5 reports attached*)
 - 12.1. Approve items on the Authorisation To Pay Sheet
 - 12.2. Review bank receipts/budget & payments/budget as at (31 March 2022)
 - 12.3. Approve bank reconciliation (to 31 March 2022)

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- 12.4. To approve the Asset Register
- 12.5. To confirm the Council's arrangement for insurance
- 12.6. Confirm that expenditure incurred under s.137 of the Local Government Act 1972 is separately recorded in the accounts

13. Agree the 2022/3 meeting calendar (1 report attached)

14. To consider use of the General Power of Competence.

15. Councillors to be appointed to outside bodies:

- 15.1. Suffolk Association of Local Councils
- 15.2. Village News
- 15.3. Heritage Hut
- 15.4. B1125 Working Group (associated with Sizewell C)
- 15.5. Harbour Management Committee Advisory Group
- 15.6. Village Hall

16. Councillors to be appointed for areas:

- 16.1. Footpaths and Highways
- 16.2. Playing Fields and Greens
- 16.3. GDPR, Website & SALC
- 16.4. Neighbourhood Planning
- 16.5. Sizewell C and other Energy Projects

17. To review delegation-arrangements and Terms of Reference for Working Groups and Committees:

- 17.1. Planning Advisory Group
- 17.2. Scroll Advisory Group
- 17.3. Employment Committee
- 17.4. Safety Committee
- 17.5. Safe Space
- 17.6. Neighbourhood Plan Steering Group
- 17.7. Foreshore Working Group

18. Policy Review: (1 reports attached)

- 18.1. To consider and approve the Standing Orders *(Available on website)*
- 18.2. To consider and approve the Financial Regulations *(Available on website)*
- 18.3. To consider and approve the Complaints Procedure *(Available on website)*
- 18.4. To review and confirm the Council's obligations under the Freedom of Information and Data Protection Acts are being met
- 18.5. To consider and approve the policy for dealing with press and media *(Available on website)*

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- 18.6. To consider and approve all employment policies and procedures (*Available on website*)
 - 18.7. Review of arrangements including legal agreements with other local authorities and not for profit bodies
 - 18.8. To consider and approve the Code of Conduct (*1 report attached*)
19. Confirm Membership of:
- 19.1. Suffolk Association of Local Councils
 - 19.2. Staff Subscriptions
20. Oral updates from Councillors on areas of responsibility if relevant
- 20.1. Footpaths and Highways
 - 20.2. GDPR, SALC & Website
 - 20.3. Playing Fields and the Green play area
 - 20.4. Harbour and Car Parks
 - 20.5. Sizewell and other power related development
 - 20.6. Neighbourhood Plan
 - 20.7. Village News
21. Nomination of WCLC trustee
22. Oral Committee reports if relevant
23. Clerk's Report
24. Matters Arising
25. Date of Next Meeting: Monday 13th June 2021 at 7pm

Councillors to forward any matters for the next Agenda to the Clerk by end of day Friday 3rd June 2022

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