

WALBERSWICK PARISH COUNCIL

Clerk: Mark Knight : clerk@walberswick-pc.gov.uk

NOTICE OF MEETING

Dear Councillors:

You are summoned to a meeting of Walberswick Parish Council on Monday 8th September 2025 at 7pm.

To be held at the Heritage Hut, The Green, Walberswick, IP18 6TT

Members of the public who are interested in attending the meeting remotely should email a.lewis@walberswick-pc.gov.uk BEFORE 6pm on the day of the meeting for connection details.

Yours faithfully

A handwritten signature in dark ink, appearing to be 'Mark Knight', with a long horizontal stroke extending to the right.

Clerk to Walberswick Parish Council
Tuesday 2nd September 2025

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 08/09/2025

1. **Welcome from The Chair**
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 Chair 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 consider the Minutes of the Meetings of 14th July 2025 for accuracy** and for the Chair to sign as a true record.
6. **To receive a report from County Councillor Richard Smith** (If present).
7. **To receive a report from East Suffolk District Councillor David Beavan** (if present).
8. **Planning** (*See East Suffolk District Council planning website for details of planning applications for items below <https://publicaccess.eastsuffolk.gov.uk/online-applications/> (3 reports attached).*)

8.1 Planning applications for consideration

8.1.1	Toby Cottage, Leveretts Lane	DC/25/3084/FUL.
8.1.2	Dutch House, The Street	DC/25/3148/FUL.
8.1.3	8 Manor Close, Walberswick	DC/25/3135/FUL.

9. Finance Matters (*7 reports attached*)

- 9.1 Review & Approval of External Audit Report & Certificate (2024/25)
- 9.2 Review & Approval of Notice of Conclusion of External Audit (2024/25)
- 9.3 Review of Receipts & Payments Budget Reports (31 August 2025)
- 9.4 Approval of Bank Reconciliation (31 August 2025)
- 9.5 Review & Approval of Annual Insurance Cover (1 October 2025)
- 9.6 Approval & Implementation of Local Government Pay Awards (2025/26)
- 9.7 Authorisation of Payments

10. To agree the Allotment renewal process.

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11. To discuss refurbishment of the Village Green.

12. Oral updates from Councillors on areas of responsibility if relevant

12.1. Village News.

13. Oral Committee reports if relevant.

14. Clerk's Report. *(1 report attached).*

15. Matters Arising.

16. Date of Next Meeting: Monday 13th October 2025 at 7pm

Councillors to forward any matters for the next Agenda to the Clerk by end of day Friday 3rd October 2025

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