

WALBERSWICK PARISH COUNCIL

MINUTES of the Meeting of the Parish Council held in the Village Hall annex at 7.30pm on 09 July 2012.

PRESENT: Councillors Mr B Morton, Mr A Pearson, Mr B Tibbles, Mr D Webb, Mrs R Woodcraft, District Councillor M Gower, County Councillor R Leighton and Mrs J Gomm (Clerk).

1. APOLOGIES FOR ABSENCE

Cllr K Webb and PCSO Newson (Suffolk Police).

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 11 June 2012 were **approved** and signed by the Chairman as a true record. Proposed by Cllr Tibbles and seconded by Cllr Woodcraft.

3. DECLARATION OF INTERESTS

Pecuniary interests: Cllr D Webb, item 5d on the agenda (planning application for 1 Alexandra Place) and 6b on the agenda (Chairman's allowance) and Cllr B Tibbles, item 5b on the agenda (planning application for Northdale, The Street).

Local non pecuniary interests: none.

4. REPORTS FROM THE COUNTY AND DISTRICT COUNCILLORS AND THE POLICE

Cllr Leighton reported that the schools reorganisation, in this area due to take place in September with the closure of the middle schools, was going well. The only problem as he saw it was the creation of a Free School in Saxmundham in an area which already had a surplus of secondary school places. He also commended the Suffolk model Code of Conduct for Councillors. He reported that the Suffolk Police Authority would be abolished in November with the election of a Police and Crime Commissioner for the County.

Cllr Gower reported that an application by Tesco for a store in Aldeburgh and planning issues at Bentwaters were due to be discussed by Suffolk Coastal District Council (SCDC) the following day. PCSO Newsom had sent a report which said that there had been no reported crimes in Walberswick in June.

5. PLANNING

Planning applications:

Cloudcroft, Stocks Lane, C12/1155: alterations to include cladding of property with timber boarding (removal of conservatory and block up door). **Agreed** to make no objections.

Cllr Tibbles left the room before discussion of this item.

Northdale, The Street, C12/1165: loft conversion and single storey rear extension. Replacement of timber windows and doors in colours to match existing in timber or aluminium. **Agreed** to make no objections.

Cllr Tibbles returned to the room.

Part side garden, Primrose Cottage, Lodge Road, C12/1173: variation of condition 2 of planning permission C11/0240 – revisions to approved scheme. **Agreed** to make no objections.

Cllr D Webb left the room before discussion of this item and Cllr Tibbles took the chair.

1 Alexandra Place, The Street, C12/1215: proposed oil tank and shed to plot 1 at Alexandra Cottage. **Agreed** to make no objections.

Cllr D Webb returned to the room and resumed the chair.

Notice of intention to carry out tree works:

White Barn, Leveretts Lane, C12/00072: proposal to fell 1 eucalyptus, reduce 4 pines, 1 oak and 1 silver birch. **Agreed** to take the same view as SCDC's tree officer.

6. ACCOUNTS

a) Receipts:

- J M MacCarthy, for the supply of financial records – 50p
- A Walpole, subject access request pursuant to the Data Protection Act 1998 - £10.00

b) Payments:

Cllr D Webb left the room before discussion of this item and Cllr Tibbles took the chair.

- Chairman's allowance - £100
It was proposed by Cllr Woodcraft and seconded by Cllr Morton that £100 be paid for the current financial year and it was **agreed**.

Cllr D Webb returned to the room and resumed the chair.

- Essex and Suffolk Water, half year invoice for water for the sports field - £19.05 (no vat)
- All Risks and Public Liability Insurance for the newly donated play equipment in the play area in the sports field for the period 16.06.12 - 30.09.12 - £14.97 (incl of Insurance Premium Tax)
- J K Gomm, Clerk's expenses, postage for 08.06.12 - 28.06.12 - £5.70 (no vat)
- J K Linley (also known as J K Gomm), Clerk's net salary for June 2012 - £1,102.38
- HMRC, tax and employee's NI for June 2012 and employer's NI for April, May and June 2012 - £673.82.

It was proposed by Cllr Woodcraft and seconded by Cllr Tibbles that the above payments be made and it was **agreed**.

Error in minutes for the meeting held on 14.05.12 relating to payments

According to the Clerk's notes the meeting of 14.05.12 authorised the payment to Suffolk Association of Local Councils (SALC) the payment of £259.20 (incl vat) for two "New Councillor's Courses" for Cllrs Morton and Pearson. The voucher and cheque stub had been initialled and cheque paid, but the Clerk had made an error in transcribing her notes into the minutes and failed to record the payment. It was proposed by Cllr Tibbles and seconded by Cllr Woodcraft that the payment had been authorised at the meeting held on 14.05.12 and that the matter be recorded in the minutes of this meeting and it was so **agreed**.

c) Review of receipts and payments for the quarter ending 30.06.12 and management of financial risk posed by dealing with statutory requests for information, compared with budgetary provision:

The Clerk explained that it was a requirement of the Financial Regulations that receipts and payments be reviewed and compared with the budgetary provision at least quarterly. The Council had, when last considering its management of financial risks, decided to review the costs of dealing with the unprecedented number of statutory requests for information at the same time as receipts and payments were reviewed. The Clerk had already circulated to Councillors spreadsheets showing the financial position and she had available at the meeting the receipts and payments summaries together with their vouchers and a bank reconciliation carried out on 28.06.12. The spreadsheets had been created to make completion of next year's Annual Return easier, but would mean that the financial information produced at the Annual Parish Meeting would be in a slightly different form in the future.

She pointed out that the most concerning issues were the over spends in the quarter to 30.06.12 on salaries and elections. She said that these issues should be dealt with now

and suggested that £1,000 could be transferred from the budget head "village facilities" which had been intended to pay for the vehicle activated sign to the budget head "salaries" to cover the additional salary costs incurred and that £400 could also be transferred from the budget head "village facilities" which had been intended to pay for the restoration of the village sign to the budget head "elections" and that £325 could be transferred from the budget head "administration", which so far was under spending, to the budget head "elections" both to cover the election costs of £725. It was proposed by Cllr Tibbles and seconded by Cllr Pearson that the Clerk's suggestions be accepted and this was **agreed**. Cllr Morton asked that it be recorded that he was concerned that if matters carried on as they were, before the end of the financial year the Council would be bankrupt.

7. ADOPTION OF A NEW CODE OF CONDUCT

At the last meeting, in accordance with the Localism Act 2012, the Suffolk model was adopted as a new Code of Conduct for Members as an interim measure to be effective from 01.07.12. It contained some gaps as the regulations which would define pecuniary and local non pecuniary interests were not in place. The Clerk reported that since the last meeting the regulations had been made and the model had been amended. It was proposed by Cllr Tibbles and seconded by Cllr Morton and **agreed** to adopt the revised model Suffolk Code of Conduct for Members from 10.07.12. The Clerk reminded Councillors that she needed their completed Register of Members' Interests forms as soon as possible as they needed to be provided to the Monitoring Officer and available on the Council's website before 28.07.12. She also referred Councillors to the flow chart she had emailed them which gave clear advice on how to act when declaring interests.

8. CONSULTATION ON THE DRAFT ENVIRONMENTAL STATEMENT ON SANDLINGS RESTORATION BY THE LANDSCAPE PARTNERSHIP

It was **agreed** that as there would be a drop in session organized by the Landscape Partnership at Walberswick Village Hall on 16 July which three Councillors would attend, that the Council make no formal comments on the draft environmental statement.

9. SOUTHWOLD LIBRARY – FRIENDS' GROUP

The Clerk reported there would be two meetings, open to all, held at the Southwold Library on 30 July at 2pm and 7pm, with the aim of setting up a Friends' Group.

10. MATTERS RAISED BY MEMBERS

Cllr Tibbles reported that a child had been recently injured on the beach by buried chestnut fencing and that there was also fencing on the beach and dunes in a state of disrepair. The Clerk **agreed** to contact the Environment Agency.

Cllr Morton referred to a document he had produced which he hoped would become the basis for an apology by the Council to individuals who were aggrieved by the Council's actions. The Clerk **agreed** to call a special meeting of the Council to discuss the matter. Cllr D Webb reported that the Tuck Shop had received an offer to purchase from the East of England Co-operative. He also reported that the proposal for a Post Office to be sited part time in the Anchor Hotel had been unsuccessful. He reported from the recent area meeting of SALC he had attended.

11. QUESTIONS FROM THE PUBLIC

Mrs Hunt asked how the sale of the shop would affect its employees and a general discussion ensued. She and Mr Buncombe also commented on the dangerous disrepair of the fencing on the beach. Mr Hunt asked about recent freedom of information requests and the Clerk reported on this and requests under the Data Protection Act.

12. DATE OF THE NEXT MEETINGS

Special meeting – Tuesday 17 July at 7.30pm in the Village Hall annex

Scheduled meeting – Monday 3 September at 7.30pm in the Village Hall annex

13. VISITOR CENTRE

Cllr D Webb proposed and Cllr Tibbles seconded that the public be excluded from the meeting during the discussion of this item pursuant to section 100 Local Government Act 1972 and section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This was **agreed**. The public left the meeting.

The Clerk reported that the grant of £500 towards start up costs for the visitor centre had been suspended until it was clearer who would be running the centre, AONB officers said it could then be re-activated. At a previous meeting it had been reported that AONB officers were investigating alternative forms of grant funding to help the Council with costs of maintaining the building until the Walberswick Common Lands Charity (WCLC) could take over responsibility. The Clerk reported this had been unsuccessful and so costs such as insurance would need to be taken from the £200 placed in the budget for the visitor centre.

The WCLC had counter offered proposals for a tenancy of the building. Cllr Tibbles proposed and Cllr Woodcraft seconded that the Chairman, Vice-Chairman and Clerk seek a meeting with representatives of WCLC to discuss the issue further and report back to a later Council meeting and this was **agreed**.

The meeting closed at 9.25pm.

Signed.....

Date.....