

WALBERSWICK PARISH COUNCIL

MINUTES of the meeting of the Parish Council held in the Village Hall annexe at 7.30pm on Monday 16 January 2012.

PRESENT: Councillors Mr D C B Webb (Chairman), Mr A Hunt, (Vice-Chairman), Mr B Tibbles, Mrs R Woodcraft, Mr K Webb, County Councillor R Leighton, District Councillor M Gower and Mrs J Gomm (Clerk).

1. APOLOGIES FOR ABSENCE

PC Newson.

2. MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 5 December 2011 were **approved** and signed by the Chairman as a true record. Proposed by Cllr Woodcraft and seconded by Cllr Tibbles.

3. DECLARATION OF INTERESTS

None.

4. PLANNING

a) Planning Notifications:

Rosemary Cottage, The Street, C11/1787: planning permission had been granted for the demolition of a single storey side and rear extension, the removal of a front dormer window, the erection of two side extensions, the erection of two front dormer windows and the insertion of two rear roof lights.

Holly Cottage, The Street, C11/2486: planning permission had been granted for the erection of a two storey extension.

3 Millstones, Millfield Road, C11/2506: planning permission had been granted for the erection of a ground floor rear extension and ground floor rear side extension.

South Close, Leveretts Lane, C11/2518: planning permission had been granted for the erection of two storey, single storey and first floor extensions to the front and side including balcony area and single storey extension to rear of property, extension to garage.

b) Planning Applications:

Redmay, Lodge Road, C/11/2771, Erection of a single storey side extension and minor alterations. **Agreed** to raise no objections to the application.

5. ACCOUNTS

a) Receipts:

b) Payments:

Essex and Suffolk Water, bill for water at sports ground, 14.06.11 to 14.12.11 - £17.85

J K Gomm, stationary, postage and printer toners - £127.60 (vat to reclaim £20.99)

Information Commissioner, annual notification of Council as data handler - £35.00

Cllr Woodcraft proposed and Cllr Tibbles seconded that the payments be made and this was **agreed**.

6. COMPLAINTS PROCEDURE

The Clerk explained that a complaints procedure was required under the Environmental Information Regulations 2004. Otherwise it was not necessary to have such a procedure, but it was regarded as best practice. The procedure she had drafted gave complainants the opportunity of an oral hearing before three Councillors. She was concerned that there might be complaints which would be time consuming and costly for the Council. It was proposed by Cllr Tibbles and seconded by Cllr K Webb and **agreed** to adopt the procedure, but accept that if it became too expensive to

manage then the procedure would need to be rescinded and a more limited procedure adopted providing the minimum legal requirement for a complaints procedure.

7. APPOINTMENT OF A TRUSTEE TO THE WALBERSWICK COMMON LANDS CHARITY

Cllr D Webb's term of office had expired on 31.12.11. Notices asking for applicants for consideration by the Council had been in place since 16.12.11, but no-one had applied by the deadline. The Clerk would place more notices on boards and the website.

8. VEHICLE ACTIVATED SIGN

The Council had £1,000 in its budget and County Cllr Leighton had set aside £1,000 in his locality budget, both for the next financial year, as contributions to a solar powered vehicle activated sign at the entrance to the village. A fully costed proposal needed to be made to the Walberswick Common Lands Charity (the Charity) in the hope that the Charity would contribute the remainder of the cost. The Chairman had met representatives of Suffolk County Council Highways' Department to agree details such as position and type of sign. **Agreed:**

- that a warning triangle (to contain a parent and child image with "slow down" legend underneath) was preferable, but if the Charity was unable to contribute sufficient money for such a sign then to proceed with a 300mm speed roundel (saying "30mph").
- to apply to the Charity for a contribution to meet the cost shortfall.
- to ask Sir Charles Blois for permission to fell a tree immediately adjacent to the proposed site of the sign as it would impede the efficiency of the solar powered unit.
- To request Suffolk County Council to erect the post.

9. UPDATE ON ELECTION FOR TWO COUNCILLORS

The Clerk read a letter received from the Chief Executive of Suffolk Coastal District Council. Although ten electors had requested an election no-one had been nominated as a candidate. It would therefore be necessary to continue to re-advertise the election until at least two candidates had been nominated and an election had taken place. The Parish Council could not co-opt Councillors.

10. NEW WALBERSWICK WEBSITE

The Clerk reported that Mrs K Ungless had worked extremely hard and had produced a very successful new website. The Clerk used it to check agendas, minutes and other documents in preference to using her paper records. It was **agreed** to record in the minutes the Council's thanks to Mrs Ungless.

11. EMAIL FROM MR A WALPOLE CONCERNING VILLAGE PLAY EQUIPMENT

This item had been deferred from the December meeting as Mr Walpole had not been present. He had asked detailed questions in an email which were responded to at the meeting. The Suffolk Coastal District Council s106 money allocated to play equipment in Walberswick did not provide money for equipment repair. The fitting of new swings by the contractor or on a self help basis would depend on the contract, the contractor and swing type. The Council had never considered, as a matter of policy whether the Charity should pay for or subsidise the maintenance of the play equipment because there had always been sufficient money in the community benefit fund to pay for such work.

12. REQUESTS FOR INFORMATION

The Clerk reported she had worked for approximately 54 hours in the six weeks since the last meeting on freedom of information (foi) requests and related matters. She

explained that some complainants were of the opinion that the Council now accepted that it had no reason not to reply to foi requests made from about Oct 2010 to July 2011. She said that was wrong, that is not accepted. She believed the Council had good grounds not to reply to most of those foi requests. Unfortunately the outside advice it was given meant it didn't follow the procedures in the relevant legislation. Those procedures were now being followed.

13.. DATE OF NEXT MEETING

The date of the next routine meeting was agreed as Monday 2 April 2012 at 7.30 pm and the meeting closed at 8.18 pm.

Signed.....

Date.....