

WALBERSWICK PARISH COUNCIL

Minutes of Parish Council Meeting Monday 4th November 2013 Village Hall Annex

Present; Cllr R Buncombe, Cllr P Denny, Cllr S Eves, Cllr M Gower, Cllr D Webb, J Boggis (Temporary Clerk)

Open Forum: (7 Members of the Public present)

A member of the public stated, in reference to the Pine Lodge Planning application, that this was to be discussed at the District Council meeting on 6th November and was likely to be one of the first items discussed so those interested need to arrive on time.

A member of the public asked about the Audit process and why the expected notices for the 2012-13 audit had not been displayed by 30th September. The Temporary Clerk reported that the 2012-13 Annual Return Audit was not complete and therefore the notices could not be displayed. The Temporary Clerk then ran through the process Clerks are directed to follow by the Government appointed auditors. There was some confusion in how these related to the financial legislation.

A member of the public asked if the tribunal reports should be added to the Parish Council website. After some discussion the Councillors agreed to put links to the reports.

Proposal – Temporary Clerk to place links to the tribunal reports on the website.

All Agreed

A member of the public asked for clarification about point 8 on the agenda relating to Pine Lodge, Thorington. Cllr Buncombe stated this was not about the planning application but made reference to a letter sent from a number of Parish Council Chairs' to Ray Herring, Chair of SCDC, expressing concerns over the planning system and the detail would be explained under the agenda item.

Item 1 – To receive the District Councillor Report. No report given.

Item 2 - To receive the County Councillor Report. Cllr Gower reported he had just attended the opening of the Free School in Saxmundham where he had met people from the Seckford Foundation, key funders for the school, and enthusiastic parents and pupils.

The A-C grade results announced had shown a movement of 28 places up the league table for Suffolk but the results are still 5% below the national average. Good news but work still to be done.

The Council budget shows a gap of £156M over the next 4 years. The savings required for 2014-15 have mostly been identified. The Council now plans to contact a sample of electors to get their views on the proposed cuts in services and to solicit their ideas in ways to save money. This is going to be a difficult situation.

Cllr Gower then discussed rural broadband. Walberswick are still in the plan and therefore will be completed by 2015.

Proposal – Temporary Clerk to contact project manager for update on plan for Walberswick.

All Agreed

Item 3 - To receive the Police Report. PCSO Jamie Newson sent the following report; Recorded crime for the parish of Walberswick for the month of October 2013, there are two crimes which were thefts of statues from residential gardens.

Please remain vigilant and report anything you believe is out of the ordinary, perhaps vehicles and people taking interest in properties in the villages with reference to Octobers recorded crimes.

Police direct is a great service enabling the user to get information on local crime and information regarding policing in Suffolk. It is free to join: to receive this free service, please visit the Suffolk constabulary website for further details. Cllr Buncombe reiterated this statement.

Cllr Buncombe closed the Open Forum

Parish Council Meeting

1. Agree the Agenda
All agreed
2. To receive Members' declarations of interest on any matters on the agenda
Cllr Webb – Pecuniary Interest in Allotments rents.
3. To note, discuss and agree or otherwise apologies for absence
Cllr L Haslegrave - Sick. Absence agreed
4. Election of Vice Chair
As Cllr Haslegrave not present it was agreed to postpone this item until next meeting
5. Minutes of Parish Council meeting held on Monday 30th September 2013
Proposal – Accept Minutes of meeting held 30th September 2013 as presented
All agreed
Cllr Buncombe then signed the minutes
6. To receive the Temporary Clerk's Report
The Temporary Clerk gave a report of activities carried out since the last meeting.
The report is appended at the end of these minutes.
No questions raised by Councillors
7. To receive the Finance report.
The Temporary Clerk reported; The Audit of the 2012-13 Annual Return was not complete; The 2nd instalment of the precept, £8000, was received on 30th September; Interest on all banks accounts to 9th October was £1.95.

Current financial position.

	SALARIES	ADMIN	ELECTIONS	TRAINING	INS	SUBS	ALLOT- MENTS	VILLAGE FACIL- ITIES	GRANTS, DONATIONS, GIFTS	S 137	VAT	Contin- gencies
Budget	9100	2305	800	1865	1250	190	150	1381	0	0	0	2000
Spend to 4th Nov 2013	4,497.74	159.70	0.00	0.00	885.88	154.00	0.00	141.48	0.00	0.00	32.57	0.00

Total Spend to 4th November 2013 = £5871.37

Total Receipts to 4th November 2013 = £16477.76

Bank Balances at 15th October (Latest available)

Treasurers Account = £1395.76
 Bus Instant Access Account xx51 = £13837.86
 Bus Instant Access Account xx38 = £1.23
 Bus Instant Access Account xx59 = £10.02

Total = £15244.87

Outstanding Cheques
HMRC = £168.00

Available finance at 4th November 2013 = £15076.87

Discuss Draft Budget for 2014-15

The temporary Clerk stated that the draft proposal was a starting point for discussion by the Councillors in setting their budget for 2014-15. He explained the assumptions made in producing the draft budget.

Cllr Webb highlighted that maintenance of the Heritage Hut was not included and after some discussion the Councillors agreed an addition of £1500 to the proposed budget.

The precept was discussed taking into account the size of reserves, that there are proposals to make raising the level of precept more difficult, that the Parish Council was financially now more stable and that there was a desire not to over-reduce the precept for 2014-15.

Proposal – Set precept for 2014-15 to £12000.00, a £4000.00 (25%) reduction.

All Agreed

Proposal – Temporary Clerk to find out the cost of an election and add to proposed budget.

All Agreed

Proposal – Temporary Clerk to make changes to proposed budget for agreement at next meeting

All Agreed

Discuss and agree payments required of the Council

- Use of Village Hall Annex 27 Aug to 4th Nov - £39.00
- RoSPA annual inspection - £166.80 (inc vat 27.80)
- SALC – Payroll service – 6 months - £42.00 (inc vat £7.00)
- Temporary Clerk Expenses – Post, stationary & Cartridge - £23.97

Proposal – Approve payments required of the Council as presented

All Agreed

8. Discuss planning applications.

- SCDC Planning Policy Decisions – objections by Parish Councils. Pine Lodge, Thorington.

Cllr Buncombe explained that Walberswick Parish Council has joined forces with Blythburgh, Wenhaston, Bramfield & Thorington Parish Councils in sending a letter to Ray Herring, Leader of SCDC, expressing their concerns over the application of the Local Plan and National Planning Policy Framework in these planning applications.

Proposal – Temporary Clerk to post letter on website

All Agreed

- Receive Planning decisions

Application No.	Location	Proposal	SCDC Decision
DC/13/2364/FUL	Heath Cottage, Palmers Lane, Walberswick	Replacement garage	GRANTED
DC/13/2362/FUL	Short Lane House, Short Lane, Walberswick	Single storey extension to front; 1 st Floor extension over existing wing	GRANTED

- **Planning applications**

Application No.	Date Appl. Rec'd	Location	Proposal
DC/13/2740/FUL	06/10/2013	Pembroke Cottage, The Street, Walberswick	Demolition of existing rear extensions and erection of new extensions to the rear and new porch to the front elevation.

The Parish Council discussed this application and no objections were raised.
 Proposal – Temporary Clerk to report to SCDC; No Objection to this application
All Agreed

Application No.	Date Appl. Rec'd	Location	Proposal
DC/13/3018/FUL	18/10/2013	St Francis, Seven Acres Lane, Walberswick	Extension to existing dining room

The Parish Council discussed this application and no objections were raised.
 Proposal – Temporary Clerk to report to SCDC; No Objection to this application
All Agreed

9. To receive an update on the Playsite

RoSPA report. Cllr Webb explained the outcome of the reports; The Green – issues with the clips connected to swing seat but did not record other issues; Playing Field – Again raised issue with only one pedestrian gate although there are now two.

Cllr Denny raised issues with bolt heads not being covered.

Proposal – Cllr Webb to spend up to £300 (excluding VAT) on replacement parts
All Agreed

10. Allotments; Discuss and agree rent for 2014

Cllr Webb Left the room

The Temporary Clerk pointed out that the income in 2012-13 exceeded the expenditure and following the work done last year comparing rent levels he proposed no change.

Proposal – No change to allotments rents for 2014

All Agreed

Cllr Webb returned to the meeting

11. Parish Councillor Vacancies; One place unfilled

The Temporary Clerk stated he did not believe this was a Casual Vacancy and therefore the Parish Council were free to co-opt. He also stated that when/if Cllr Gower resigns then the vacancy generated will be covered by the Casual Vacancy process.

Proposal – Advertise, within Walberswick, for the one Parish Councillor vacancy

All Agreed

12. Councillor Training

Cllr Buncombe explained the importance of training for the new councillors. The new councillors agreed and expressed a wish to attend.

Proposal – Temporary Clerk to ask SALC for cost to run course in Walberswick and enquire if adjacent councils had similar needs.

All Agreed

13. Parish Council Clerk; Appointment of permanent Clerk

The Temporary Clerk explained how SALC could be used to advertise the post, the recommendations they made and the template they provided.

Proposal – Temporary Clerk to generate an Clerk Vacancy Advert and pass to Councillors for comment and agreement

All Agreed

14. Charity/Community Support – Council Policy

Cllr Buncombe asked the Council who they thought should receive donations from the Parish Council? Cllr Webb suggested that those who support the Parish. Cllr Gower suggested that National Charities were likely to be supported by individuals and that the Council should support local charities.

Meeting suspended

A previous Clerk explained that the policy in the past was to make donations to people who cut the Church Grass, Cleaned the Bus Shelter or who had done good work within the Parish.

Meeting Resumed

The conclusion of the discussion was for the Parish Council to review each request on its merits and limit the budget to £150.00 for the year 2014-15.

15. 2014 Walberswick Village Fete Saturday 23rd August 2014

Proposal – Agree the request to hold the Village Fete on 23rd August 2014

All Agreed

16. Correspondence;

- Invitation to Official opening of Reydon & Southwold Fire Station.

Cllr Buncombe reported that he had received an invitation for him and his colleagues to attend the official opening of the Fire Station on 18th November at 2.00pm

Proposal – Temporary Clerk to book one place for Walberswick Parish Council

All Agreed

- WCLC re; Insurance, Trustees, Heritage Hut & Training

Training – WCLC are offering to support the new Councillor training

Insurance – WCLC asked if there was a way to reduce the cost of third party insurance and they would be prepared to consider shared costs for insurance.

Heritage Hut – Following the closure of the Heritage Hut and the return to WPC the Hut has been standing idle. WCLC believe they are in the best position to provide a long term future for the Hut and offered to take the responsibility. The following discussion centred on the Council needing to get the most out of the asset and that some options for the future of the Hut needed to be generated and then a decision made.

Proposal – Temporary Clerk to contact WCLC, Parish Plan Steering Group and History Group asking for ideas for the future use of the Heritage Hut

All Agreed

Trustees – The Parish Council nominates four Nominative Trustees and one of these is stepping down at the end of their term on 31st December 2013. The Trust made a recommendation for the replacement based on a skills matrix. The Parish Council feel they would like to consider this appointment further prior to advertising this vacancy.

Proposal – Temporary Clerk to contact WCLC asking for skill matrix

All Agreed

17. The Open Forum

Cllr Buncombe asked for the Councillor views. The Councillors discussed various options and finally agreed that the Open Forum take place prior to the commencement of the Parish Council meeting and the members of the public attending the meeting should be able to ask any questions but the main focus should be on agenda items.

Any other issues raised could, if agreed, be noted and added to a future meeting agenda. This would need discipline for all involved to ensure a forward looking but time limited open forum session.

18. To discuss any other matter the Chair will allow

A member of the public raised the Christmas Arrangement. Cllr Buncombe explained he had forgotten this. The event would happen on 23rd December and arrangements would need to be put in place for this

Proposal – Temporary Clerk to look at making arrangements for the event

All Agreed

Proposal – Add the Christmas event to the next meeting agenda

All Agreed

19 – Date of next meeting

Monday 2nd December

Open Forum - 7.15pm

Village Hall Annex.

Meeting closed by Cllr Buncombe

Time meeting closed 9:25pm.

Signed

Dated

Clerks Report - Parish Council Meeting 4th November 2013

Parish Council Meeting 30th September 2013

- Village News Letter. Provided a summary of the Parish Council Meeting for the Parish Newsletter, which was agreed by Cllr Buncombe, before being sent to relevant person.
- Naming of New Access Road. Contacted SCDC with the proposal of St Andrews Close. This SCDC confirmed was forwarded to the developer.
- Parish Council Payments. Made payments agreed at last meeting – PAYE, HMRC £168.00, Temporary Clerk £351.98
- Advertising for Parish Council Clerk. Contacted SALC who supplied the information on the service they offer. Will be covered under the agenda item.
- Walberswick Conservation draft appraisal. Forwarded the Parish Plan Steering group, planning working party report to all councillors.
- Planning Applications. Responded to SCDC planning department the Parish Council views of no objection to Applications DC/13/2709/FUL ; DC/13/2754/FUL & DC/13/2755/LBC; DC/13/2782/TCA.
- Code of Conduct. Forwarded Adopted Suffolk Code of Conduct to all Councillors as requested and additionally the Parish Council Standing Orders.
- Notice Board. Updated the contact information for Walberswick Parish Councillors and the Temporary Clerk in the notice board on the Village Hall as agreed.
- Village Hall Annex booking. Booked Village Hall Annex for this meeting.

General

- Annual Audit. Asked when audit of Annual Return would be complete. Response was that hopefully by the end of October 2013.
- Request for a call back. SCDC received a call from a gentleman requesting information about payment of car parking fees in Walberswick. I duly contact this gentleman to find out the detail of his query, gathered the relevant information from the Councillors and then went back to answer his queries. He thanked me for the response although not necessarily happy over the charges.
- Bonfire night event insurance. Received a request from Parish Councillors regarding insurance for the Bonfire night event. I duly completed the insurance special event form and obtained insurance cover for the event at no additional cost to the Parish Council.
- Register of Interest for Councillors. I updated the SCDC website with the information of the newly elected and co-opted Parish Councillors. Each Parish Councillor will now be contacted by SCDC to complete the register of interest.
- Declaration of Acceptance of Office. The declaration of Acceptance of Office for the co-opted Parish Councillor, Cllr Gower, was made in front of me prior to this meeting, the first meeting following his election.
- Contact Details. I have notified a number of organisations of the change in contact details for Walberswick Parish Council. This is an on going task.
- Time Booked; October 2013, 24hrs 15mins
Information requests - 3hours; General Clerk Duties – 21hours 15mins

Freedom of Information.

- Advance on Precept. I received an indirect request for all the information held by WPC on the advance made by SCDC of £2000. I have made an initial response to this request regarding photocopying and postal charges.