

WALBERSWICK PARISH COUNCIL

Minutes of Parish Council Meeting Monday 3rd February 2014 Village Hall Annex

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

Open Forum: (22 Members of the Public present)

Item 1 - To receive the County Councillor Report

High speed Broadband is coming to Walberswick by June 2014 and those within 2km of the new cabinets will see significant broadband speed increases.

Budget. A cut of £38M to SCC budget has been agreed for 2014-15. The savings are mainly coming from changes to the back office (CSD) and the energy from waste scheme at Great Blakenham.

Item 2 - To receive the District Councillor Report

The locality budget of £4000 is still available, although Wenhaston have a project to create a Community Café / hub. If the money is not spent this financial year half can be moved forward to 2014/15.

Education. Suffolk has moved up 5 places in the local authority league table of educational attainment to 137. This is an improvement but much work is still needs to be done.

A member of the public asked where the new cabinets were to be sited? Cllr Buncombe responded ~~next~~ "near" to the current cabinets near The Green and Stocks Lane.

Item 3 - To receive the Police Report. No report available.

A member of the public pointed out that the Parish Plan showed 84.3% against Jet Skis and 46% for a ban of dogs on the beach. Why is Parish Council looking at banning dogs on the beach and doing nothing about Jet Skis? Cllr Buncombe responded that the Council were responding to a request made to the Parish Council.

A number of the public attending then raised questions regarding banning dogs; where and when, enforcement of the ban, the difficulty of creating a Dog Control Order. Cllr Buncombe responded that this topic would be discussed under the agenda item. He then carried out a straw poll for those in favour of a ban. No member of the public attending the meeting were in favour.

A member of the public pointed out that the diminishing effect of Vehicle Activated Speed sign discussed at last meeting was not in the minutes. This was an important consideration in traffic management in the village and therefore should have been recorded.

A member of the public raised the issue of lack of posts at Stocks Green. Cllr Buncombe responded he was aware of this problem and also in other places in the Village.

A member of the public reported back the status of Affordable Housing at the Hopkins Home development. He confirmed one affordable house was being built on site and that it would be managed by Saffron Housing Association.

The member of the public then asked why the Pine Lodge planning application was not on the agenda. Cllr Buncombe responded that no formal letter had been received.

Cllr Buncombe closed the Open Forum at 7.35pm

Parish Council Meeting

1. Agree the Agenda

Agenda item 9 moved to follow agenda item 4

All agreed

2. To receive Members' declarations of interest on any matters on the agenda

Cllr Webb – Agenda item 8; Payments required of the Parish Council.

3. To note, discuss and agree or otherwise apologies for absence

Cllr P Denny. No apology received.

4. Agree Minutes of Parish Council meeting held on Monday 6th January 2014

Proposal – Accept Minutes of meeting held 6th January 2014 as presented

Amendments required; Lu Sham to Lu Shan; £14200.99 to £14100.99

All agreed

Meeting Suspended

9. Discuss planning applications.

Application No.	Location	Proposal
DC/14/0075/FUL	Mallards and Mirna, Manor Close, Walberswick	Demolition of two detached properties replacing with three individually styled properties

A representative of the applicant gave an overview of this planning application including items that had subsequently been sent to the planning department and therefore not in the information held by the Parish Council. Questions from members of the public were then raised.

Are there any affordable houses in the development? No.

What are the timescales and size of houses? Work would start as soon as possible if planning permission granted. The estimated period of work was 12 months. Each house has 4/5 bedrooms.

Will contractors only park on-site? Yes.

There followed a discussion about the need for more affordable housing in Walberswick.

Meeting Resumed

Cllr Webb raised concern over the need for more 4/5 bed houses in the Village, he felt more affordable houses were required to maintain a sustainable community. This was the general feeling of the Parish Council. Cllr Buncombe pointed to this needing a wider planning discussion and that from a purely planning perspective it was difficult to object to this application.

Proposal – Parish Council would not object to this application but should express concern over lack of affordable housing and to restrict off-site parking for contractors.

Agreed (Cllrs Haslegrave, Gower and Webb abstained)

Temporary Clerk to report to SCDC

Application No.	Location	Proposal
DC/14/0135/TCA	Todds Cottage, Ferry Road, Walberswick	To fell one silver birch causing damage to wall and building

The Councillors discussed this application and no objections were raised.

Proposal – Temporary Clerk to report to SCDC; No Objection to this application

Agreed (Cllr Gower abstained)

Application No.	Location	Proposal
DC/14/0109/FUL	Dunwich View, The Green, Walberswick	Erection of single storey wooden outhouse with pan tile roof as reading room / study.

The Councillors discussed this application and no objections were raised.
 Proposal – Temporary Clerk to report to SCDC; No Objection to this application
Agreed (Cllr Gower abstained)

5. To receive the Temporary Clerk’s Report

The Temporary Clerk gave a report of activities carried out since the last meeting. No questions raised to the Temporary Clerk. The report is appended at the end of these minutes.

6. Standing Orders

6.1 Approve changes to all sections

The Councillors discussed updated standing orders. No changes were requested.
 Proposal – Approve proposed changes to Standing Orders.

All agreed

6.2 Adopt updated Standing Orders

Proposal – Adopt updated Standing Orders.

All agreed

7. Appointment of Parish Clerk

Cllr Buncombe reported that those Cllrs chosen to interview prospective Parish Clerks had completed the process. The need for a hand over period was agreed with the Temporary Clerk (up to 15hours a month for two months). Mr J Lavery’s contract would be for 25 hours per month, further hours agreed in advance.

Proposal – Appoint Mr J Lavery to position of Parish Clerk

All agreed

Proposal – Agree as early a start date as possible with Mr J Lavery

All agreed

8. To receive the Finance report

The Temporary Clerk reported; The Audit of the 2012-13 Annual Return was not complete; on 27th January 2014 the Bus Instant Access Account xx38 & xx59 were closed; Interest received in January 2014, 58p.

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 3rd February 2014	5,239.64	283.01	0.00	0.00	885.88	154.00	0.00	864.37	0.00	0.00	187.80	0.00

Total Spend to 3rd February 2014 = £7614.70

Total Receipts to 3rd February 2014 = £16732.89

Bank Statement Balances at 15th January 2014 (Latest available)

Treasurers Account = £1737.82
 Bus Instant Access Account xx51 = £11839.60
 Bus Instant Access Account xx38 = £1.23 (Closed 27th January 2014)
 Bus Instant Access Account xx59 = £10.02 (Closed 27th January 2014)
 Total = £13588.67

Outstanding Cheques - None

Available finance at 3rd February 2014 = **£13588.67**

Discuss and agree any payments required of the Council

Cllr Buncombe asked about the water usage. Cllr Webb reported that he monitored the meter and there currently appeared to be no leakage issues.

Heelis & Lodge – Internal Audit for March 2013 - £90

Essex & Suffolk Water – Sports ground 1/10/13 to 31/3/14 - £38.06

ICO – Data protection registration renewal 25/1/14 - £35

Proposal – Approve payments required of the Council as presented

All Agreed

Cllr Webb – Play equipment parts - £306.85

Proposal – Approve payments required of the Council as presented

Agreed (Cllr Webb declared an interest in this item)

10. To receive an update on the Playsite;

10.1 Repairs to existing equipment.

Cllr Webb reported the repairs to the swings on The Green are complete.

10.2 Goal Posts.

The Temporary Clerk reported he had contacted Premier Sports, involved with sports club run in Walberswick, about the size of Goal Posts and they recommended 7-a-side posts.

Proposal – Temporary Clerk to obtain costs for supply and install

All Agreed

10.3 RoSPA inspection for 2014.

The Temporary Clerk reported Waveney Norse were offering the Parish Council a chance to join in with their RoSPA inspection but that there did not appear to be a cost saving.

Proposal – Temporary Clerk to book RoSPA inspection direct with company.

All Agreed

Cllr Buncombe raised an issue with a standalone swing near Church Lane. It was generally agreed this needed to be removed.

11. Update on Heritage Hut

The Temporary Clerk reported on his contact with NPLaw. The outstanding issue was the registration of the land the Heritage Hut stands upon. This is related to an unregistered strip of land between ‘Tinkers’ and the Heritage Hut and it has been suggested this be registered by ‘Tinkers’ and the Parish Council be granted rights over it.

Proposal – Temporary Clerk to get an update from ‘Tinkers’ and the owners of Poplars Cottage

All Agreed

There was concern raised over physical condition of the Heritage Hut.

Proposal – Cllr Webb to specify work required and report to Council

All Agreed

12. Community Emergency Planning Update – Cllr D Webb

Nothing to report

13. Allotments – Weaners

The Temporary Clerk reported that approval had been given for a six month trial but the time period had expired. The applicant had asked for the trial from Oct 2014 to April 2015.

Proposal – Temporary Clerk to send approval letter to applicant

All Agreed

14. Registration of Parish Council land / buildings.

Cllr Webb asked if the land owned by the Parish Council was registered?

Proposal – Temporary Clerk to check if the Village Green, Bell Green (x2) and Green with millennium seat are registered

All Agreed

15. Parish Plan - Update

Parish Councillors met with the Parish Plan Steering Group for a general update on the work of the Parish Plan Steering Group. The conclusion of the meeting was that there should be collaboration between the Parish Council, Parish Plan Steering Group and WCLC. The Parish Council will look to take on some of the relevant issues.

Further discussions are required.

16. Visitor Management – Including 20mph limit.

Cllr Buncombe raised the topics the Parish Plan Steering Group had highlighted in this area (section 4.3 of stage 2 report and action plan). He reported that SCC had directed him to their Guidelines for Speed Management document.

Proposal – Temporary Clerk to ask for Walberswick to be considered for Temporary Vehicle Activated Speed Signs scheme

All Agreed

There was then a discussion about a 20mph limit but it was not clear what the implications were or if there are requirements that needed to be met first.

Proposal – Temporary Clerk to ask about rules for creating a 20mph zone

All Agreed

Proposal – Temporary Clerk to put link to Guidelines for Speed Management on website.

All Agreed

17. Trial ban of dogs on beach.

The Cllrs agreed this would be difficult to implement and enforce.

Proposal – Put further investigations on hold until future date

All Agreed

18. Condition of Roads in Walberswick

Two problems were discussed; the mud caused by the sugar beet loading; the general deterioration of the road edges. Cllr Webb contacted SCC Highways about the mud on the road and warning boards were installed. The general deterioration was thought to be caused by wide vehicles.

Proposal – Temporary Clerk to contact SCC Highways to review road condition.

All Agreed

19. Correspondence

19.1 - Beach activities Licence. Request from Surfworld

Cllrs met with Surfworld to discuss their proposal. A range of views were expressed at the meeting with some Cllr supportive and others against this request.

Proposal – Temporary Clerk to contact Surfworld stating no for 2014 but the Parish Council would review Surfworld activities in Southwold during 2014 and consider the results if Surfworld applied in Walberswick for 2015.

All Agreed

19.2 - Proposed use of ‘Track and/or Manor Field’ for pigs.

The Council were concerned with the approach taken in this matter. Residents have met to discuss this and it has been agreed that it would be best to put forward a single response. It was agreed that WCLC would be the group to respond to Blois Estates on this matter. The Parish Council agreed to wait to see what the outcome of the negotiations were.

Proposal – Add proposed use of ‘Track Field’ for pigs to next meeting agenda.

All Agreed

19.3 - Memorial Seat – The late Sir C Freud.

The request to install a seat was agreed in 2009 but the location was not recorded.

Proposal – Temporary Clerk to offer Cllrs 3 dates to meet to choose a location and consider if the seat design will be appropriate.

All Agreed

Proposal – Temporary Clerk to respond to E Freud stating in principle the seat was approved but the Council would like to check the seat will fit the location.

All Agreed

20. To discuss any other matter the Chair will allow
Nothing discussed

Date of next meeting; Monday 3rd March 2014,
 Open Forum - 7.15pm,
 Village Hall Annex.

Cllr Buncombe then signed the minutes for 6th January 2014.

Meeting closed by Cllr Buncombe;

Time meeting closed 9:21pm.

Signed Date

Clerks Report - Parish Council Meeting 3rd February 2014

Parish Council Meeting 6th January 2014

- Councillor Vacancy. Declaration of Acceptance of Office was completed for the co-opted Councillor Esme Richardson.
- Community First Responders. Forwarded Contact information for Village News and Mr Jones sent a paragraph for inclusion.
- Letter from Mr Mac Carthy. Acknowledged receipt of letter and stated Parish Councils position.
- Traffic Management. Added 20mph speed limit to agenda and contacted Parish Plan Steering Group for information on the work they are doing in this area. This will be covered under a later agenda item.
- Trial Ban of Dogs on Beach. Forwarded the preliminary questions that are recommended be given consideration before making a Dog Control Order. This will be covered under a later agenda item.
- Standing Orders. An update to Walberswick Parish Council Standing Orders has been completed and distributed to the Councillors, without change bars. This will be covered under a later agenda item
- Bank Mandate. The change of mandate form is now complete and has been submitted. I am awaiting confirmation of the changes being activated.
- Bank Account Rationalisation. Two of the three Bus Instant Access accounts held by the Parish Council have now been closed and the balance transferred to the Treasurer Account.
- Parish Council Payments. Made payments agreed at last meeting – PAYE, HMRC - £296.80 & Temporary Clerk - £445.10
- Planning Applications. Forwarded to SCDC planning department the Parish Council views of no objection to Applications DC/13/3668/TCA & DC/13/3736/FUL.
- Playing Field Goal posts. Contacted Premier Sports who have responded with the suggestion of 7-a-side goals. This will be covered under a later agenda item.

- Heritage Hut. Progress has been made but not finalised on producing a document detailing the Parish Council objectives for the future of the Heritage Hut. Contact has been made with NPLaw regarding legal issues associated with the Heritage Hut. This will be covered under a later agenda item.
- Training. First of four evening sessions completed on Tuesday 28th January. Three sessions remain.
- WCLC Nominative Trustees. Conveyed Parish Council support for the proposed candidate to WCLC and received acknowledgement of receipt and confirmation that they would contact the candidate.
- Vehicle Activate Sign. Contacted SCC regarding the purchase and installation of a VAS in Walberswick that the previous Clerk was working on. This will be covered under a later agenda item.
- Affordable / social housing. Contacted SCDC planning department asking about current position in relation to planning application C/12/2346, an update to C/11/0375. No section 106 document on website so suggested I contact the planning officer, which I have done, asking for a copy of the document. No response to date.
- Lockable Filing Cabinet. I have looked at a range of sites on the internet and prices vary but are around £150 delivered for a metal four drawer lockable filing cabinet. Example- a Bisley cabinet for £136.80
- Damaged 30mph sign. The faded 30mph sign at entrance to village was reported to SCC Ref No. 3234023

General

- Broadband. E-mail sent to project manager, using correct e-mail address. Response was “It is likely that improvements in the copper network may be a “happy by-product” of our fibre investment, as the copper network needs to be reliable enough to sell the fibre services over. We are seeing this happening in other areas. Note that we cannot (EU rules) spend the public subsidy on this, but more generally BT would upgrade the network where needed.
In short, there is no point investing in high speed broadband if we can’t sell the services; we are aware of these issues and they are not unique to the Walberswick area. “
- Heelis and Lodge. Contacted Heelis and Lodge regarding late payment of invoice and to update contact details
- Essex & Suffolk water. Contacted Essex & Suffolk water regarding late payment of invoice and to update contact details.
- Information Commissioners Office. Contacted ICO regarding late payment of invoice and to update contact details.
- Training. Attended the first session of the training course organised for the Councillors.
- Parish Clerk. Continued involvement in the process for the appointment of a Parish Clerk.
- Time Booked; January 2014, 31hrs 15mins
General Clerk Duties – 29hours 15mins; Training – 2hours