

WALBERSWICK PARISH COUNCIL

Webpage: <http://walberswick.onesuffolk.net/parish-council/>

CLERK: Jeremy Solnick

e-mail: pc@walberswick.suffolk.gov.uk

Post: Heritage Hut, The Green, Walberswick Suffolk IP18 6TT

Minutes of the meeting of Walberswick Parish Council on the 6th October 2014

Present: Councillors Esme Richardson (chair), Michael Gower, Lorraine Haslegrave, Lee Sutton, Ray Goodman, the Parish Clerk Jeremy Solnick and about 10 members of the public. Apologies received from Councillor Chris Hosea.

Open Forum:

Item 1 - To receive the District Councillor Report

Cllr Gower emphasised the importance on getting a well-considered proposal/response to the recent consultation on strategic site allocations for new housing. Sizewell was lumbering forward. Clearance from Brussels on the state aid issue was expected soon and people will have their own views on the price that HMG has agreed to pay EDF (significantly above current wholesale prices). Detailed work on the local impacts will start in earnest very early in the new year with the stage 2 consultation.

Item 2 - To receive the County Councillor Report

There was at last some positive news on improved performance in our Primary schools.

Item 3 – Police Report

Two reports had been received from Jamie Newson: There had been an undetected theft in July, in August an arson in which a caravan was set alight and in October the theft of a boat, also as yet undetected. The next SNT meeting is on the 8th October from 2pm.

Meeting

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

Councillor Goodman declared an interest in the planning application for the Old School.

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

Councillor Hosea wrote to advise the Council that he was unavailable because of work commitments. This apology was accepted

3. Declaration of Interests/Dispensation Applications Received

No declarations of interest or Dispensation Applications were received

4. Agree Minutes of Parish Council meeting held on Wednesday 3rd September 2014

The Parish Clerk tabled the following amendments to the draft minutes:

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On pg 3 paragraph 6.f.i. on the fourth line; 'months' to replace 'moths'

On page 5, paragraph 7 the last line should be amended to read 'A copy of the PAG observations are appended as Appendix 1'

On Page 5 paragraph 8. a.: should be amended to read:

'Bob Clench from SCC (a copy is annexed as Appendix II).'

On page 5 paragraph 8.d. insert '6th September'

Appendix II (Councillor Goodman's report) be appended to the minutes.

Mr John MacCarthy tabled the following amendment:

In paragraph 11. c. on page 6

The words: 'allegations against the way WPC as a body corporate had acted in the past and continues to act and the way past councillors acted and present councillors continue to act.'

Replace the words: 'allegations against past councillors and the way WPC had acted in the past.'

Councillor Richardson proposed that the minutes of the meeting on the 3rd September should be accepted subject to these amendments. Councillor Goodman seconded. The resolution was passed unanimously.

5. Declarations of Acceptance of Office

The Clerk reported that Councillor Hosea had signed a new Declaration of Acceptance of Office witnessed by Councillor Richardson. This was to replace the one which had been misplaced.

6. To receive the Clerk's Report

- a. Re-Tabling of the accounts and annual return for the financial year ended 31st March 2014

The Clerk reported that the external auditors had written to the Clerk and had said they were unable to complete their report for the following reasons:

- i. The annual return was not approved by the council meeting as a whole
- ii. Amendments were made after approval that were not approved by the Council.

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In relation to point (i) :- the Clerk explained that because of other pressures only three of the Councillors were able to meet informally to go through the figures for the annual return prior to the Parish Council meeting. As a result, at the Parish Council meeting two Councillors felt unable to approve the figures. Although the Parish Council meeting was quorate, the minutes did not show that the accounts and the annual return had been considered and approved by the Council as a whole.

In relation to point (ii): - The Clerk had discovered an error of £104 in the figures when he prepared a bank reconciliation and statement of payments and receipts prior to submitting the annual return and accounts to the internal auditor. This meant that all the figures in the annual return were wrong. Because of time pressure the Clerk decided it would be better to correct the figures and initial them rather than submit the annual return with the wrong figures. With hindsight this was wrong. An explanatory letter should have been sent and the auditor's permission sought to amend the Annual Return. The Clerk apologised for this error

The auditors required the Annual Return to be re-presented to the next meeting for approval of the figures and the amendments by the Council as a whole.

The Council observed that the external auditor's report on the accounts for the year ended 31st March 2013 had not yet been received. The Chair Councillor Richardson felt that it would be better to deal with the audit reports for both years as a whole. It was therefore not appropriate to approve the amendments to the Annual return at this meeting. The other Councillors and the Clerk also agreed with this.

- b. External Auditors reports for the years ended 31st March 2013 and 31st March 2014.

The Clerk reported that although this was expected it had not been received. He had telephoned BDO to ask for an explanation and had written saying that it was long overdue and urgently required.

- c. Finance report for period to 6th October 2014.

The Clerk reported that he had not received the bank statement this month. He had therefore had slight difficulty producing an accurate reconciliation. The second instalment of the precept had been received and funds available to WPC were £19,782.97. A copy of the Clerks workings is annexed as Appendix I

- d. Review of Budget and Anticipated Expenditure

The clerk had not prepared a budget but would do so for the next meeting. However he had prepared a Receipts and payments schedule showing funds received and spent to date. A copy is annexed as Appendix II. The only major

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item of expenditure of which he was aware was the auditor's invoice for the year ended 31st march 2013. This seemed likely to be in the region of £2,000.

e. Discuss and agree and make any payments required of the Council

i. Materials for repairs and decorations to Heritage Hut (if any)

There were none

ii. Reimbursement of Clerks expenditure on stationery and lock for Pavilion - £62.76.

Councillor Gower proposed that this should be paid and the Chair, Councillor Richardson seconded.

iii. SALC invoice for payroll service for period 1st April 2014 – 15th July 2014 - £33.60

Councillor Gower proposed that these should be paid and the Chair, Councillor Richardson seconded. The resolution was passed unanimously

7. Delegations to the Clerk

The issue of Delegations to the clerk had been raised by Councillor Gower after the previous wide delegations were withdrawn. He pointed out that it was difficult for the clerk to operate effectively without some delegation of authority from the Council as a whole and made some suggestions. The Clerk responded that he was aware of this and was preparing a suitable scheme of delegation which he would put to the Council for the next meeting

8. Recording and Photographing Meetings – Amendment to WPC Standing Orders

NALC had issued a briefing note about the requirements of the Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations"). These allow members of the public to film and record proceedings at any parish council meeting without the need for any consent. This issue had also been raised by Mr Gilby in correspondence. In accordance with NALC's advice, WPC needed to suspend the application of Standing Order M of the Walberswick Parish Council Standing Orders as this was now in conflict with the legislation. NALC would issue new provisions in due course.

Councillor Gower proposed that the application of Standing Order M be suspended. This was seconded by Councillor Goodman

9. Planning applications.

a. Receive Planning decisions.

Application No.	Location (within Walberswick)	Decision	Consultation Period
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			Expires or decision
APP/J3530/D/14/222221	Spindrift, Lodge Road Walberswick	Allowance of Planning appeal	2nd September 2014 (received 9-9-2014)

- b. Planning applications and notices of appeal received at time of publishing the agenda

Application No.	Location (within Walberswick)	Proposal	Decision of WPC
DC/14/2704/FUL	The Old School Leveretts lane Walberswick	Revised details for rear extension	Councillor Goodman declared an interest in this and left the room. Councillors considered the application and concluded that as it did not differ greatly from the previous application which they had not objected to, they should not make further objections.
DC/14/2785/TCA	Coopers Thatch Leveretts Lane	Reduce and reshape Cherry Tree	No Objections
DC/14/3041/TPO	The Gables, Millfield Road Walberswick	Reduce height of lime tree by 50%	No objections

10. Action Items Reports

- a. Traffic Calming Measures

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Councillor Goodman reported that he had arranged for Bob Clench to attend the next meeting of the Parish Council to talk to make a presentation to Councillors and the public about traffic and speed control. Traffic management was a difficult problem and needed to be considered as a whole. He was looking at long term solutions which might take time to implement.

b. Parish Plan Steering Group (PPSG)

The Clerk reported that he had received a letter from SCDC planning department about proposals for the development plan. He had sent a copy of this to Councillors and also to PPSG. Mr Ungless was able to arrange a briefing session on the proposals with SCDC Planning and Policy Team. Mr Hunt, Mr Ungless and Mr Nichols attended with the clerk. A report of the meeting is attached as Appendix III. SCDC needed a response and PPSG had offered to assist by preparing observations which could be incorporated into a letter from WPC. Councillor Gower proposed that the PPSG be asked to do this and thanked Mr Hunt, Mr Ungless and Mr Nichols for their efforts on an issue which could be of major importance to the village. This was seconded by Councillor Goodman. The resolution was passed unanimously.

c. Planning Advisory Group

No report for this meeting

d. Heritage Hut

Councillors Richardson and Goodman reported that Councillor Hosea had organised a working party which had carried out more work to the fabric of the building. However, there was still a good deal to do. Another working party was planned for the 1st November. There was a suggestion that a call for volunteers should be put into the Village News. The Clerk was asked to contact with Mr Morton for a report on the two Leylandi trees at the front. The WPC were still considering proposals for the long term use of the Hut. Mr MacCarthy had written a letter with a number of interesting proposals as had Mr Alan Walpole. Ms Chrissy Reeves said that her proposals in her letter of 1st August to the WPC were still on the table. There is a pressing need for someone to bring all the options together and develop a business case or proposal for the future use of the hut. The WPC could ask for volunteers in the village news.

e. Goalposts and Football Field

Councillor Sutton said these needed to be erected and a pitch marked out. He and Councillor Hosea did not have the time to do it at the moment. Councillor Gower said that contractors could be found to do the work if they knew what needed to be done. Councillor Richardson said that if WPC were going to engage contractors they also needed to re-site some of the equipment for the assault course. Councillor Sutton said he and Councillor Hosea would visit the playing fields and prepare a suitable brief which would enable the clerk to obtain quotes.

f. Reviving the Crabbing Competition

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Councillor Sutton had spoken to a former Clerk who had arranged this, however he would not have any time to progress it until the new year.

g. ROSPA Report

The ROSPA report on the play equipment on the village green and playing fields had arrived. The Clerk would circulate this.

h. A new home for Billy Buncombe's Boats

These had been moved from their former location to a temporary position in the Heritage Hut. This was really no better than storage. They were items of considerable craftsmanship and part of the rich heritage of the village. They did have some small monetary value. The clerk would check on the insurance position. No decision was reached on what to do with them in the long term.

11. Correspondence Received and Sent

During the past month the Clerk had received letters from Mr Alan Walpole, Mr John MacCarthy, Ms Stephanie Harvey and four letters from Mr Henry Gilby. He had not yet responded to these.

12. To discuss any other matter the Chair will allow.

There were none

13. Date of next meeting –

3rd November 2014

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Appendix II – Receipts and Payments Schedule

WALBERSWICK PARISH COUNCIL - RECEIPTS AND PAYMENTS For Half year ending 30th September 2014

31st March 2014	<u>RECEIPTS</u>	30th Sept 2014
£ 4,796.29	Opening balance	£ 13,015.73
£ 16,000.00	Precept	£ 12,183.52
£ 4.66	Bank interest	£ 2.49
£ -	Recycling credits	£ -
£ 229.00	Allotments	£ -
£ -	Grass cut recharges	£ -
£ 24.39	Rents/wayleaves	£ 73.80
£ -	Grants	£ -
£ 150.00	Donations	£ 142.00
£ -	Other Income (misc)	£ 91.72
£ -	VAT refund	£ -
£ 16,408.05	-	£ 12,493.53
	<u>PAYMENTS</u>	
£ 5,239.64	Salaries	£ 2,812.19
£ 373.01	Administration	£ 104.87
£ -	Elections	£ -
£ -	Training	£ 900.35
£ 885.88	Insurance	£ 885.88
£ 189.00	Subscriptions	£ 158.00
£ -	Allotments	£ -
£ 1,262.14	Village facilities	£ 737.85
£ -	Grants/donations/gifts	£ -
£ -	Section 137	£ -
£ 238.94	VAT paid	£ 144.04
£ 8,188.61		£ 5,743.18
	<u>RECEIPTS AND PAYMENTS SUMMARY</u>	
£ 4,796.29	Balance b/fwd at 1st April 2014	£ 13,015.73
£ 16,408.05	Add total receipts	£ 12,493.53
-£ 8,188.61	(Less total payments)	-£ 5,743.18
£ 13,015.73	Funds available to WPC	£ 19,766.08

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Appendix III – Report of Meeting with SCDC Planning Department on the Development plan

SCDC Local Plan Update: Report of Meeting with SCDC on 25th September 2014

3.10.2014

1 SCDC has written to the Parish Council announcing its intention to update the Local Plan. The aim is to review the still current 'saved' policies of the 2001 Plan and to identify additional, site specific, policies which may be required to implement the recently adopted Core Strategy, in particular in relation to the provision of new housing in the District.

Before embarking on the public consultation which this will entail, SCDC has invited informal comment from each parish about how it sees itself evolving over the next 15 years. The Parish Clerk and representatives of the Parish Plan Steering Group met with members of SCDC's Planning and Policy Team on 25 September to learn more about the process.

2 SCDC explained the objectives of the review in more detail. These include:

i) Updating the record of development approved and implemented in each Parish Council for the period 2010-2014.

ii) Identifying by means of Strategic Housing Land Availability Appraisals (SHLAA), potential sites for the allocation of new housing required in the period 2014-2027, which have been submitted for consideration by landowners and developers.

iii) Reviewing the boundaries of the built up area (the village envelope) and other boundaries

3 SCDC confirmed that no SHLAA sites have been submitted for Walberswick and that the minimum number of dwellings (10) allocated to the village for the period had already been built or approved. In consequence, the planning officers considered it most unlikely that the Council would seek to extend the village envelope to accommodate more housing, particularly in view of the high value attached to the setting of the village. The draft map submitted by SCDC showed no significant change in the extent of the envelope.

SCDC was reminded that in the Parish Plan Survey of 2010, 75% of residents voted against enlargement of the village envelope.

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SCDC was also reminded that, in the same survey, 64% of residents were in favour of extending the boundary of the Walberswick Conservation Area. A formal request for a boundary review was included in the Planning Working Party's response to the SCDC's Conservation Area Appraisal, submitted in September 2013.

4 SCDC needs to receive responses to the informal consultation by the 17 October. The first draft of the plan will be issued for formal consultation later in the year. The process will continue next year as further comments arise and are incorporated into the Plan.

John Nichols

Chairman Parish Plan Steering Group