

**WALBERSWICK PARISH COUNCIL
MINUTES OF A MEETING OF THE PARISH COUNCIL
HELD 7 MARCH 2016 AT THE VILLAGE HALL ANNEXE**

Present: Cllrs Esme Richardson, Lee Sutton, Paul Widdowson, Phillip Dunnett, Raymond Catchpole and about 25 members of the public and press.

Also in attendance: County Cllr Michael Gower.

In the absence of a clerk, minutes were taken by Cllrs Catchpole & Richardson.

070316/1. Welcome Statement by Chairman: Cllr Richardson welcomed all to the meeting and Cllrs introduced themselves. She declared intent to look after the community and the needs of its residents. It is also the intention to draw a line under past criticisms and complaints and deal only with the present and future. If there are a few who wish still to correspond on alleged errors of the past they should continue to take up those matters direct with the District Council.

Cllr Richardson said Walberswick Parish Council is in good hands and will apply itself solely to the present and future. No correspondence relating to the past will be entered into; neither will any questions relating to the past be answered. We are only concerned with the future of Walberswick and those residents who wish to go forward with us.

The statement was well received by the public present.

070316/2. Apologies for Absence: None

070316/3. Declarations of Interest: None

070316/4. Open Forum: public participation with regard to items on the agenda. Questions were raised by the public relating to accounts for the year 2014/15 subject to a Notice of Public Interest by BDO LLP as External Auditors. The Notice was discussed and accepted as notification of failings due mainly to the absence of the relevant officers. Cllr Catchpole pointed out that as far as finances were concerned the Notice closed the accounts for 2014/15 and they were irrelevant to the preparation of accounts for the year 2015/16 which will be prepared as soon as a Responsible Financial Officer is in place. In the meantime Cllr Catchpole will keep the council abreast of its financial position having regard to the recommendations made by BDO LLP. Concern was expressed at the setting of a precept in the sum of £8,000 for 2016/17, but there was general support given the inability of the council to attend to matters needing attention during its period of iniquitousness. A precept of this scale was the lowest as set in previous years. Congratulations were offered by members of the public present to Cllrs Richardson and Sutton for staying on the council

and a reminder was given that the council should act on behalf of the community.

070316/5. Report from District Councillor: Cllr Catchpole said he would be circulating a monthly briefing on the activities of SCDC which could be available on the website. He referred to his Locality Budget from which groups in Walberswick had benefitted and which would be refreshed as from April 2106.

070316/6. Report from County Councillor: Cllr Michael Gower gave an overview of the difficulties facing Sizewell C in the light of financial and technical difficulties.

070316/7. Reports from any other external authorities: none.

From this point the Chairman took the meeting into council mode.

070316/8. Highways: (a) Cllr Gower updated the council on the scheme to introduce a blanket 20mph speed limit on the village, commencing from just west of Adams Lane. This scheme had been promoted in the Village Plan from 2009 and work on it had continued throughout the parish council's iniquorateness. Costs including design were estimated at £14,000. Parish council agreement was needed to pay a fair proportion of cost. **(b)** Scheme was discussed by the council and letter from Walberswick Common Lands Charity was read in which support for the scheme was given and an undertaking to commit to no more than £7,000 of costs if matched by the council. It was proposed by Cllr Richardson, seconded by Cllr Sutton, carried unanimously, to bear one-third of the costs. **(c)** Cllr Gower will report back on consultation processes. He made the point that ownership of the scheme rest with the parish council.

070316/9. Planning: Planning applications had been received and reported on by the Planning Advisory Group (PAG) in the usual way:

DC/16/0602/FUL: Construction of a replacement garage for four cars at White Barn, Leveretts Lane. PAG felt proposal would not be detrimental and Cllrs concurred. Approval proposed by Cllr Richardson, seconded by Cllr Sutton and carried unanimously.

DC/16/0601/FUL: Construction of a two storey extension to the west of White Barn, Leveretts Lane. PAG consider this development to be of negative impact, citing DM21 and DM23. Cllrs concurred and objection proposed by Cllr Richardson, seconded by Cllr Sutton, carried unanimously.

Various Tree Orders: Recommendations of PAG accepted, proposed by Cllr Richardson, seconded by Cllr Sutton, carried unanimously.

Proposed by Cllr Richardson, seconded by Cllr Sutton and unanimously approved that the decisions relating to the above planning matters will be communicated to the Planning Department by the Chairman.

070316/10. Finance: (a) Cllr Catchpole presented an interim Financial Report based on information available to him covering the period 1 April 2015 to the date of the meeting, which is reproduced below.

BALANCES AT BANK

Balance at 1 April 2015		£11,030.40
Interest at 9 April 2015	£ 0.47	
Precept Instalment 29 April 2015	£4,000.00	
Interest at 11 May 2015	£ 0.55	
Interest at 9 June 2015	£ 0.60	
Interest at 9 July 2015	£ 0.62	
Interest at 10 August 2015	£ 0.66	
Interest at 9 September 2015	£ 0.62	
Precept Instalment September 2015	£4,000.00	
Interest at 9 October 2015	£ 0.67	
Interest at 9 November 2015	£ 0.81	
Interest at 9 December 2015	£ 0.78	
Interest at 9 January 2016	£ 0.86	
Interest at 9 February 2016	£ 0.76	
Balance at 9 February 2016		£19,037.80

PAYMENTS

There were no payments in the above period.

Payments due at 7 March 2016:

Walberswick Village Hall Invoice 851	£ 55.00
Walberswick Village Hall Invoice 920	£ 13.00
Suffolk Coastal District Council Invoice SI-152168	£ 885.88
Playsafety Limited (RoSPA) Invoice WALBE001	£ 170.40
Essex & Suffolk Water Invoice 501381060019	£ 47.61
Information Commissioners Office Ref Z3025204	£ 35.00
BDO LLP Number 0283863	£ 259.20
The NCS Group (Waveney Norse) Ac 005767	£ 645.51
Suffolk Coastal District Council Invoice SI-151151	£ 100.00

Cllr Catchpole noted that it is necessary to set aside significant allocations for the following:

1. Contribution towards 20mph scheme
2. Refurbishment of play equipment in accordance with RoSPA report.

These balances were noted.

(b) Invoices scheduled in the Financial Report above were approved and cheques drawn, proposed Cllr Richardson, seconded Cllr Sutton.

(c) Processes for drawing up accounts for 2015/16 were considered in the light of BDO LLP recommendations attached to their Notice of Public Interest. Cllr Catchpole was prepared to offer what assistance he could in the short time, but the parish council really does need a Responsible Financial Officer (RFO).

(d) Precept in the sum of £8,000 was anticipated to be set unilaterally by SCDC in default of a formal application having not been possible from the inquorate parish council within SCDC's timetable. Noted.

070316/11. Future Meetings: the earlier decision to move to quarterly parish council meetings was ratified. Proposed Cllr Richardson, seconded Cllr Sutton.

070316/12. Appointments: (a) Clerk to Parish Council. The position is advertised by SALC and throughout the clerks' network. **(b)** Responsible Financial Officer position is similarly advertised.

070316/13. Allotments: noted that all rents have been collected.

070316/14. Playing Field: it was agreed unanimously to return this land to Walberswick Common Lands Charity. Proposed Cllr Richardson, seconded Cllr Sutton.

070316/15. Walberswick Common Lands Charity: Cllr Sutton left the room for this item. It was agreed to nominate Hannah Sutton as the parish council representative for a further four years. Proposed Cllr Richardson, seconded Cllr Dunnett, carried unanimously. Cllr Sutton returned to the room.

070316/16. Play Equipment: now that the parish council was in a position to pay the outstanding invoice from Playsafety Limited, a copy of the RoSPA report from last year would be obtained and actioned upon receipt. Proposed Cllr Richardson, seconded Cllr Sutton and carried unanimously.

070316/17. Correspondence: (a) several items had been received during the inquorate period. These will be eventually be archived by a clerk when in position. **(b)** Cllr Catchpole suggested new correspondence protocols as below:

"Correspondence to be considered at a meeting of the parish council must be received at least three clear working days before the meeting, subject to the Chairman's discretion in the case of correspondence deemed urgent. Correspondence in this instance includes to hard copies, telephone and emails."

The above will be added to the parish council's Standing Orders during review at its next Annual General Meeting. Proposed Cllr Catchpole, seconded Cllr Richardson and carried unanimously.

070316/18. Next Meetings: (a) Future Parish Council Meetings arising from Item 070316/11 above are set as follows:

1 August 2016
21 November 2016
20 February 2017
15 May 2017

(b) Annual Parish Meeting 21 April 2016.

(c) Annual General Meeting of the Parish Council is changed to 16 May 2016.

Cllr Esme Richardson
Chairman
Walberswick Parish Council