

WALBERSWICK PARISH COUNCIL

The Minute of the meeting of Walberswick Parish Council held in the annex of the village hall on Monday 9th July 2018 at 7.15pm.

Present: *Councillors Bassinette (in the chair), Lewis, Mackay, Richardson, Sutherland-Rogers, Sutton and Winyard. Additionally, members of the public and the Clerk, Mary Miltson-Woods.*

209/18 Chairman Councillor Josie Bassinette welcomed Councillors and members of the public to the meeting.

210/18 There were no apologies for absence.

211/18 Declarations of Interest – Councillors Sutton and Richardson declared an interest in Agenda item 11.2. It was agreed that they would not take part in the agenda item but would not need to leave the room.

212/18 Public Forum – Several members of the public brought to the attention of the Council deep concerns about the planning application DC/18/244/VOC. Two members of the public raised matters including suggested corrections to the Minute of 11th June 2018 and opinions on items related to the 2017/18 AGAR and the financial matters tabled at past meetings and on the current agenda. Questions were also raised about the meeting of the Safety Committee.

213/18 It was resolved that the Chairman should sign the Minute of the Meeting of 11th June 2018 after two amendments were made to the heading (to delete the typographical error that referred to “Annual” before “Meeting”) and to the Public Forum item to replace the word “Electors” with “Public”).

214/18 Finance matters

1. Bank reconciliation Lloyds Account – It was resolved that the Bank Reconciliation be approved.

2. Bank reconciliation HSBC – It was agreed to withdraw this item from the agenda because there was no copy of the HSBC statement that the Council could check against the bank reconciliation report. The Clerk will ensure that a hard copy of the bank statements are brought to all meetings in future.

3. The Council reviewed and noted the **Performance Against Budget report**. A question was asked about what appeared to be an increase in expenditure category “Administration including salary/expenses/HRMC. It was explained that the item was higher than other months because it included 13 weeks of HMRC payment.

4. It was resolved that the items on the **Authorisation to Pay sheet be paid** including the long-standing NWG invoice for £129.65. It was noted that the June payment for the financial assistant would be the last as the new formats and processes associated with the financial reports made such assistance unnecessary. **It was further resolved that an additional invoice for £39.50 + £7.90 VAT, received from the Fire Extinguisher Man on the day of the meeting, for servicing the fire extinguisher in the Heritage Hut be paid.** All amendments would be reflected in the updated Authorisation to Pay report that would be published on the website with the draft minutes. Councillor Richardson asked that the Minute reflect her abstention from the Authorisation to Pay agenda item.

5. It was resolved to authorise an application to the Suffolk Community Foundation for a grant of £1000.00 for the Heritage Hut Project.

6. It was resolved to authorise an application to the Coastal Revival Fund for £14000.00 for the Heritage Hut Project.

215/18 Action Plan for Issues Arising Report for the year 2016/17. The Council reviewed each of the Action points associated with the Issues Arising Report Action Plan as was agreed at the February 2017 Council meeting. **It was resolved that the Minute of meeting should capture the status of**

each. All were completed except for one further action on the budget and the asset register as below :

- i. **Budget: Nearly Completed.** A budget for 2018/19 had been properly prepared and approved and a precept, aligned with the projected expenditures and reserves, had been approved and submitted to SCDC in a timely manner. A similar process would be followed for 2019/20 starting in November 2018. The Council was now reviewing the budget situation monthly. It was agreed that the Council would review the amounts budgeted per expenditure category at the September meeting and make any necessary adjustments in light of performance against budget.
- ii. **Electors Rights: Completed.** The accounts were approved prior to the inspection period and the inspection period was properly set and notified.
- iii. **Electors Rights and posting of the Annual Return: Completed.** The Return was properly posted and timing properly aligned with the public inspection period.
- iv. **Schedule 7 Report: Completed.** The Council followed all the proper steps in considering the 2016/17 Schedule 7 Report including sending decisions taken to BDO and proper display on the website.
- v. **Summons for meetings: Completed.** The Council is well aware of the proper timing for summons and references to associated reports. An improved system has been put in place for producing agenda and accompanying papers. Councillors Lewis and Winyard were thanked for their special efforts in this regard.
- vi. **Fixed assets: Nearly Completed.** The asset register was confirmed at the Annual PC Meeting and Councillors Bassinette and Sutherland-Rogers were tasked with updating the Asset Register for submission to the Council at the September meeting. The Asset Register contains no leased assets.
- vii. **Grant monies: Completed.** All applications for grant funding are approved by resolution of the Council and recorded in the Minute. At the July meeting, two such grants had been approved.
- viii. **Display of Accounts: N/A.** The 2016/17 annual return opinion was not received by the Council by 30 September because BDO had not finished. The 2018/19 accounts were promptly submitted to the external auditor, but the timing of the return was not in the control of the Council.
- ix. **Payments Made: Completed.** A license for the playing fields is in place and, as required, a £1 Peppercorn rent has been approved and paid for 2018/19. It was reiterated that the Council and WCLC should conclude a new license during 2018/19.

216/18 The Council considered a new set of Standing Orders based on the **NALC Model Standing Orders**. The draft had been reviewed in detail by a working party of the Council and had input from various Councillors. **It was resolved that the draft, as amended and circulated be adopted with an additional amendment to increase the time limit for a Councillor to speak on a single topic from 2 to 5 minutes.** The final document will be published in the policy section of the Walberswick Parish Council website.

The Council considered a redraft of the **Walberswick PC Financial Regulations**. The draft had been reviewed in detail by a working party of the Council and had input from various Councillors. It was resolved that the draft, as amended and circulated, be adopted as the Walberswick Parish Council Financial Regulations and published in the policy section of the Walberswick Parish Council website

It was noted that there were still a number of policy and procedure documents that required review and action by the Council. This included some that were referenced in the approved policies. It was the intention to bring all of the necessary documents to the Council for approval before the end of fiscal 2018/19.

217/18 Oral Update from the Safety Committee. An oral update of the activities of the Safety Committee was given by Councillor Lewis who had been elected as Chairman at the Committee's first meeting on 4 July 2018. The Committee had three recommendations related to its terms of reference:

- i. The Committee, rather than the Council as a whole, should have the authority to set the Committee meeting dates as this was more efficient.
- ii. The Committee proposed to have a public forum at the start of each meeting during which a member of the public could attend to report a safety concern.
- iii. The Committee would continue to have 3 members, but if needed to have a quorum when one of the 3 members was unavailable, would ask another Councillor to attend. It was suggested that Councillor Winyard be a substitute for a Committee member who is unable to attend.

The Council resolved to approve these proposals. It was noted that The Clerk would produce and sign Notices for publication, meeting the 3 clear day requirement for posting. The Clerk would not be expected to attend the meetings. The Committee would produce a minute of meeting that would be submitted for the Council's approval at the next meeting as long as it could be provided in time for posting 3 clear days in advance of the Council meeting. The minute of the 4th July meeting, and any meeting that the Committee may call in August, would be submitted at the 9th September Council meeting.

The Committee summarised the safety checks that had been done on the Council's two buildings – the Heritage Hut and the Pavilion. In terms of the Heritage Hut, the necessary checks had been completed in terms of legionella, fire and safety, and electrics. To address the identified short-falls in fire safety, the fire extinguishers had been serviced and smoke detectors purchased and installed. These costs would be reflected in the Authorisation to Pay report. To address a short-fall identified by the electrical inspection, the Clerk had contacted Npower to address inadequacies in the earth grounding. As Npower had not yet followed up, the Clerk would chase this up during the August holiday. It was noted that other health and safety requirements would need to be incorporated into the renovation work.

In terms of the Pavilion, the Committee's assessment was that the building could no longer be safely used for any purpose. **The Council resolved that:**

- i. The pavilion be taken out of use, a new lock fitted and a sign posted. In the future, the intention of the Council would be to safely take down and remove the Pavilion when financing and other plans were in place. It was agreed to notify the public by placing an announcement in the August Village News.
- ii. Items stored by the WPC and other organisations would need to be removed as soon as possible and that everything remaining would be disposed of after the August bank holiday.
- iii. The Clerk will inform the insurers and WCLC (as the land owner of the Common) of the changed status of the Pavilion.

iv. To ensure that the two main village events already planned for the summer were not negatively impacted by the Council's decision to take the Pavilion out of use, **it was resolved that the WPC would put up a marquee to offer shelter from sun and/or rain during the Children's Camp event and the Cricket match.** The marquee would be borrowed from the Village Hall at no cost. **In addition, the Council resolved to provide Portaloos at a cost of £168.00 per day per unit on Monday 30th July and Sunday 27th August. Payment for the Portaloos was authorised and the Clerk asked to make the appropriate arrangements.**

218/18 The following Planning Applications were considered: -

DC/18/2083/FUL The Hut, The Lea. **Resolved that there was no objection to the planning request and that the PAG report is accepted and forms the WPC response.**

DC/182351/FUL Church Lane. **Resolved that there was no objection to the planning request and that the PAG report is accepted and forms the WPC response.**

DC/18/2578/TCA, DC/18/2540/TCA and DC/182686/TCA. **Resolved that there was no objection to these applications for tree reduction and removals.** The Clerk noted that the PAG does not comment on applications that involve only trees, but she advised that, to preserve the landscape and environmental benefits of village trees, the PC should consider appointing a Councillor to take responsibility for perusing future tree reduction applications to help the Council in forming its responses. It was agreed to ask a Councillor, at the next meeting, to take on this role.

DC/182472/FUL Rippleway, Millfield Road. **Resolved that there was no objection to the application request and that the PAG report is accepted and forms the WPC response.**

DC/18/2444/VOC. Salix, Lodge Road. The Chairman noted that the Council had received several letters from residents objecting to this application and that the issue had been raised during the public forum at the start of the meeting. It was pointed out that the applicants had seriously breached the terms of earlier planning consents related to the erection of a new dwelling to the rear of Spindrift sharing the existing driveway. In particular, concerns were raised in relation to the retention of boundary planting and other requirements meant to avoid detracting from the amenity of adjoining residents and about misrepresentation of some of the 'non-material' modifications. **It was resolved that the Council object to the application and recommend to SCDC that an investigation of the implementation of earlier consent be investigated and any breaches addressed prior to consideration of future modifications.**

219/18 Oral reports from Councillors

Highways: Councillor Sutherland-Rogers reported that a stretch of yellow line along The Street has now been replaced.

Speed Indicator Display - Councillor Winyard reported that the SID posts have been placed in the wrong locations and that he and James Darkin had followed up to get these posts moved to the proper placement. WCLC, which was paying for the SIDS, were making final arrangements to order the signs.

The Chairman closed the meeting at 8.45pm.