

WALBERSWICK PARISH COUNCIL

Minute of the meeting of Walberswick Parish Council held on Monday 8th January 2018 at 7.15 in the annex of the Village Hall.

139/18 The Chairman welcomed Councillors and villagers and announced the following at the start of the meeting: *Please note that the item to consider the Issues Arising Report from BDO is withdrawn from the Agenda. BDO has informed the Clerk that the electronic copy which was sent still has errors. The Council has not yet received a corrected electronic or hard copy. Additionally, there was insufficient statutory notice to enable the item.*

Therefore the Clerk has asked BDO to send the final, amended copy in time to be posted on or before the 30th January to allow statutory notice to be given to discuss the report at the meeting of 12th February. There will, therefore, be no questions taken on this agenda item during the public forum.

140/18 Councillors considered, approved and accepted apologies for absence from Councillor Lewis.

141/18 Declaration of Interest and Requests for Dispensation: There were none.

142/18 Open Forum: The Chairman opened the Meeting for 15 minutes for members of the public to be invited to give their views on issues on this agenda or raise issues for future consideration in accordance with S.O. 3f— 3k. Members of the public may not take part in the Parish Council meeting itself.

143/18 Report from County Councillor Richard Smith

Councillor Smith provided a report on key issues facing the County Council including the need to increase the SCC Council tax in the coming year primarily as a result of increased demands for and costs of social care including for the elderly and for vulnerable children and young people. He also provided an update on the status of Sizewell C consultations and the likelihood of delays prior to the start of third round consultations. He said that he would visit all of his parish councils as often as possible, but if there was something that required his presence, the Clerk should inform him and he would prioritise attendance. A number of questions were posed to Councillor Smith with regard to the condition of the roads. He asked that these concerns be shared directly with the Highway Authority and with the Police, as relevant, but that if Parishioners were still unsatisfied that they should contact him so that he could follow up.

144/18 The Minute of the Meeting of 11th December 2017 was considered for accuracy and resolved that the Chairman should sign them as a true and accurate record.

145/18 Finance Matters

- a) Councillors considered payments on the Authorisation to Pay Sheet. The Clerk highlighted each item. The Clerk clarified that the software had made a typo showing the invoice number of the BDO audit with a £ sign. **It was resolved that the items on the Authorisation to Pay sheet should be paid.**

- b) The Clerk reported the unreconciled bank balance and explained that it was unreconciled because Lloyds bank had barred access as it still hadn't made the necessary changes in the mandate pending from 2017. Another mandate change proforma has been sent to the bank to correct this situation.
- c) **Draft budget for 2018/19.** The discussion continued from the 11th December meeting with suggestions made by Councillors integrated and a new draft produced. Decisions were taken on the following line items:
1. Administration including the Clerk's hours: Following on the discussion in December, the cost of the Clerk's salary under different scenarios of weekly hours was presented. Currently, the Clerk's contract consists of 5 hours weekly with extra hours approved by the Chairman as overtime. The Clerk confirmed that she currently required at least 5 hours of overtime each week. It was also pointed out that in 2006, the former Clerk had 10 hours per week under a less onerous regulatory regime. It was **resolved to increase the budget to include 10 hours per week for the Clerk. This change would subsequently be reflected in an amendment to the Clerk's contract, substituting 10 hours weekly for 5 hours plus overtime. The Clerk was requested to keep a record of hours worked so that if there was a reduction in the amount of work, fewer hours could be claimed. This would also help in future budget planning.** The Chairman asked that her objection to the increase in the Clerk's hours be recorded.
 2. Village Maintenance: It was noted that this was an estimate based on current rates and was retained for next year.
 3. External Audit: It was noted that the base cost of the External Audit was £100 and that the extra costs were all incurred because the Auditor had to deal with questions raised by electors. This year, the Council had been successful in working closely with BDO throughout the process in order to keep the cost to £822, down from £1500 in the previous year, despite the large volume of questions from some electors. It was therefore agreed to reduce the budgeted amount to £800 for 2018/19 with a goal for the Council to eventually reduce the amount to the base rate.
 4. Payroll Admin: Should be increased to £54 from £40 in line with actual costs in 2016/17.
 5. Legal Fees: Further investigation of costs was carried out. Costs would be incurred for a new license for the playing fields and for the Heritage Hut. Additional legal advice would be sought for a number of other issues including managing FOI requests and hostile correspondence. If the Council managed these costs carefully, including having a councillor writing up legal advice sought, the initial indication of £5000 could be reduced to £2500. This lower amount was reflected in the draft budget.
 6. The items related to Finance admin, Stationery and Postage, Hiring of Hall, Training, Insurance, Heritage hut rates, Playground, Playing fields, Allotments, Subscriptions, Internal Audit, Website, and Rent to WCLC were all agreed as shown in the draft budget.

In total, the draft budget as discussed came to a total of £19,672.84. This compares with spending in 2017/18 of approximately £19,274.00. The Council acknowledged that the precept would have to be increased to either £20,000 or £24,000 to cover the budget and to start rebuilding the depleted reserves. **It was resolved that the Clerk would inform Simon Taylor from SCDC, who administers precepts, that the final precept request will be issued to him directly after the meeting of 12th February when the final figure would be agreed.**

146/18 The Clerk reported the findings of the FOI complaint against Walberswick PC as recorded in the Commissioner's Report:

1. *The complainant requested information from Walberswick Parish Council which is associated with its community playing fields.*
2. *The Commissioner has decided that the Council has provided the complainant with all of the recorded information that it holds which is relevant to his request for information. She is satisfied that the Council holds no further recorded information than that which it already provided. The Council's provision of recorded information relevant to the complainant's request has satisfied the duty to do so provided by Section 1 of the FOIA. The Commissioner has also decided that the Council has breached Section 10 of the FOIA by failing to provide the complainant with a response to his request within the twenty working days compliance period.*
3. *The Commissioner requires the public authority to take no further action.*

The Clerk informed Councillors that if villagers wished to read the whole of the decision it could be found through the Information Commissioner's Office at <https://ico.org.uk/>

147/18 Reports from Councillors

a) Footpaths — Councillor Sutherland – Rogers updated the meeting on matters resolved since the last meeting including that SCC had been informed of a faulty gate that was allowing sheep to escape and that the fence at the harbour has blown over again. She will also bring the matters raised in the public forum to SCC's attention for action.

b) Property — Councillor Richardson. Nothing to report.

c) Highway Matters, traffic management and Car Parks. – Councillor Bassinette mentioned that, in follow up to the decision of the WPC in December to join in the Traffic Management Review being organized with the WCLC and the WCPC, a working team was currently being organized with representatives of all three organizations under the leadership of the WCLC.

d) Speed Indicator Display (SID) Update – Councillors Sutton and Winyard

Councillors Sutton and Winyard reported that the appropriate forms had been submitted to the Suffolk County and that the next step would be that the Highway Authority would come out to look at the site and determine where they should be installed taking into account the recommendations of the Village consultation.

e) Playing field/Playground — Councillor Sutton. Nothing to report.

148/18 Heritage Hut & Scroll. To discuss the report of the Heritage Hut and Scroll Committee of 16th October 2017 and Councillors to instruct the Committee on the way forward. **It was resolved that the recommendations in the report with regard to the plan and usage of the hut should now be reflected in drawing up of a new renovation plan and the Committee was requested to go forward with this. The Council acknowledged that there had been some resolution of uses of the Hut in discussions by the working party to include the ability of local artisans to rent the Hut, on a limited basis, to exhibit works. The details of this and the question of the Management of the Hut would need to be further considered by the WPC following additional recommendations by the Committee.**

Councillor Richardson reported that she and Bill Ungless had had discussions with the Freud family in response to their suggestion to pay for an additional way of displaying the Scroll in the village hall. This would involve creating a professional digital copy of the scroll to

potentially fit into frames and be mounted on the walls of the village hall. The VHC would be able to remove these as necessary. Copies of individual houses could also be made and sold from the digital copy as a fund raising tool. The Chairman said that she had contacted the Village Hall to get their agreement with the proposal. The Council felt that this would be a positive way for the history and the content of the Scroll to be exhibited and **resolved that the Clerk should write to the Freud family supporting their generous offer, and to the Village Hall to express the WPC's support for the proposal if the Village Hall agreed. The Chair volunteered to take this work forward. It was agreed that the Scroll experts, including Bill Ungless, the Chair of the Heritage Hut/Scroll Committee, would also be involved.**

149/18 Data Protection Legislation. National Association of Local Councils briefing paper

L10-17 DATA PROTECTION OFFICER

Legal briefings L04-17 and L06-17 confirmed that parish councils and parish meetings in England and community councils in Wales are required, under the General Data Protection Regulation (effective on 25 May 2018) and new UK legislation expected next year, to appoint a Data Protection Officer (DPO). It was noted, with thanks, that Councillor Lewis had kindly volunteered to act in this role if it were appropriate. **The Council resolved that it would wait for additional NALC/SALC advice and guidance before taking further action on the DPO. It was also resolved that the Clerk will seek advice on whether a Councillor is eligible in this role.**

150/18 Date of Next Meeting: Monday 12th February 2018

Notes from Open Forum – not part of the Minute

Villagers raised the following issues:

- (1) The ICO report following investigation of a complaint (Agenda Item 9)*
- (2) A Villager reported that there were two footpaths needing repair with more aggregate. One was the footpath going towards the dunes from the 'kissing bridge' leading from the main car park. The other was the footpath on both sides of the small bridge located just before the caravan site leading to the campsite and beach. Cllr Sutherland-Rogers will report to Suffolk County who are responsible for Public Footpath maintenance. (Agenda Item 10)*
- (3) The Council's responsibility to appoint a DPO. (Agenda Item 12)*