

WALBERSWICK PARISH COUNCIL

The Minute of the meeting of Walberswick Parish Council held in the annex of the village hall on Monday 10th September 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 Mltson-Woods.

220/18 Chairman Councillor Bassinette welcomed Councillors and members of the public to the meeting.

221/18 There were no apologies for absence.

222/18 Declarations of interest – Councillor Richardson declared an interest in the Ryefield Planning Application. Councillor Lewis announced he would speak but not vote on this application. The Council approved that the interests declared did not require the Councillors to leave the room during the agenda item.

223/18 Public Forum. A member of the public expressed a view that the Pavilion was not an asset of the WPC, but rather was an asset of the WCLC. On that basis, he said that no expenditure for demolition of the Pavilion should be authorised. The Chairman acknowledged that she was aware that the speaker held this view of the ownership of the Pavilion but reminded the speaker that the status had been resolved by the Council in 2017 and that there was nothing additional to discuss on that matter. Details on the future of the Pavilion were to be taken up under Agenda item 8.

224/18 It was resolved that the Chairman should sign the Minute of the Meeting of 9th July 2018 as a true and accurate record of the meeting.

225/18 Lloyds Bank account **1763 Reconciliation.** The Chairman passed the bank statement to Councillor Sutton who checked it and confirmed that it agreed with the Reconciliation Sheet.

It was resolved that the Reconciliation Sheet accurately reflected the bank statement.

226/18 HSBC Account **1870 Reconciliation.** The Chairman noted that £1000.00 from the Suffolk Foundation had been paid into the account and thanked the Clerk for her efforts in the successful grant application. The Chairman passed the bank statement to Councillor Sutton who checked it and confirmed that it agreed with the Reconciliation Sheet. **It was resolved that the Reconciliation Sheet accurately reflected the bank statement.**

227/18 Performance against budget. The Chairman explained that the purpose of the Agenda item was to complete the six month review of the status of the budget including any proposals to adjust spending categories. The Councillors went through each line item. While it was noted that some items still had relatively large unspent balances, they would not be adjusted at this time as expectations were that the amounts would be spent in the second half of the year. The exception was in the line item for the Finance Assistant. Since the new arrangements and report formats for financial reporting were put in place, the Finance Assistant was no longer being contracted and the £350 remaining balance could be reallocated. It was also noted that, although it did not yet show, it was expected that there would be an overspend in Administrative because of the costs of the new computer and IT systems necessitated by GDPR and the age of the previous equipment. It was noted that the Safety Committee, and its various responsibilities, had been put in place after the budget had been formulated and therefore needed to be recognised as an expenditure category. It was noted that the Village Maintenance budget line was over budget but a VAT reclaim of £260.00 was

expected to be made on this item. The Clerk reported that a VAT reclaim totalling £1509.28 had been made. **It was resolved that the £350 from the Finance Administration line be reallocated to the Administration line and that a budget line for the Safety Committee be created for £200. It was further resolved that this amended budget allocation would be published on the website and would be used to guide expenditure decisions for 2018/19.**

228/18 Authorisation to Pay. It was noted that payment for the insurance had been authorised by resolution in September 2017 to take on a policy for a 5 year fixed price. The further insurance invoice for £33.60 was the cost for insuring the use of the marquee at the summer events. **It was resolved that cheques should be issued for the items on the Authorisation to Pay Sheet.**

229/18 Safety Committee Report

Chairman of the Safety Committee, Councillor Lewis, went through a number of items associated with the Committee reports that required action by the Council.

(i) Committee minutes: The Council agreed to accept the Committee's minutes of the meetings of 4 July and 29 August 2018 and that these should be published on the website.

(ii) Playground Safety Report: The Committee had noted the David Bracey Safety Report with proposed actions and time tables to address the range of recommendations. **The Council agreed with the suggestions put forth by the Committee as set out in the notated Report.**

(iii) Items for Purchase: On the basis of recommendations from the Council meeting of July 2018, the Committee drew up a list of necessary materials to be purchased to use in emergencies including hazard tape, 'out of order' signs, plastic fencing for roping off limited areas and fencing stakes. **The Council agreed with the Committee's proposal and resolved to allocate up to £200 for use by the Committee to purchase such supplies. (see also Agenda Item 227/18).**

(iv) Approved Contractors Register: The Council approved the suggestion of the Committee to create a register of approved contractors that could be contacted, as necessary, to undertake a variety of works. **It was resolved to advertise locally, including through the Village News, and reach out to existing contacts and others, to build the register.**

(v) Potential removal of the Pavilion: The Committee reported that everything that had been stored by various groups had been removed from the pavilion and that anything remaining would be brought to Bonfire Night or eventually skipped. It was noted that the removal of the pavilion was potentially quite expensive particularly because of the existence of asbestos. One quote suggested costs of approximately £9000. The Council agreed that while it had no financing at present for removal of the Pavilion, additional quotes should be sought to support future planning. For now, Councillor Sutton confirmed that the Pavilion was locked and secured and would remain permanently out of use.

(vi) It was noted that the replacement of the safety material for the playground on the green that had been agreed earlier in the year needed to be addressed urgently in order to take advantage of the autumn grass growing. **It was resolved that the Clerk would work with Councillors Sutton and Winyard to go back to the suppliers who quoted earlier in the year and organise new quotes so that a definitive decision to go forward with the work could be undertaken at the Council's October meeting.**

(vii) Councillor Sutherland-Rogers raised the issue of posts on the Green and particularly a tripping accident that had occurred during the Fete. She proposed that at least those posts that had

degenerated be removed immediately. **It was resolved that these posts would be removed as a matter of urgency and the holes filled in to make the area safe.** It was agreed that there were different opinions about the necessity of having these posts on the Green as a means of stopping unauthorised parking and that the Council would take up this subject at a later meeting following consultations.

230/18 Updated Asset Register. The Chairman pointed out that, as requested by the Council, Councillors Sutherland-Rogers and Bassinette had made best efforts to update the Register. The Councillors were thanked for their efforts. It was proposed to split the Register into 2 sections – one with historic items and one representing any assets added as of 2018/19. It was acknowledged that, for existing items and particularly those assets held for a number of years, it was difficult to address any remaining uncertainties about value for purposes of insurance or acquisition costs and that they had done the best they could with available information. Going forward, assets would be carefully recorded using the new format. It was also noted that all the playground equipment had been updated to list items in line with the Safety Report to make it consistent. In reviewing the register, Councillors Richardson and Sutton pointed out that the purchase price of the boats was £8000 and the Register should reflect the value of the big boat as £6000 and the small boat as £2000. For the goals and nets, the small should be registered at a nominal £1 pound and the full size at £616. It was noted that the benches item represented best estimate, but that this would be discussed further under Agenda 232/18. **It was resolved to approve the new Asset Register with the revisions discussed above and that the new Register would be published on the website.**

231/18 Grievance Policy and Correspondence Policies. It was resolved to adopt the Grievance Policy and Procedure as presented and publish it on the website. It was resolved to adopt the new Correspondence Policy Statement and publish it on the website after amending paragraph (2) to include that Press Releases would be shared with all Councillors before issuance.

232/18 Request to Place a Donated Bench on the Green. The Council discussed the need to develop a policy to: (i) deal with existing benches including the many that were badly deteriorated and were no longer fit for purpose; (ii) to deal transparently with new proposals so as to ensure that new benches, if any, were in appropriate locations, that the Council did not end up with deteriorated assets and maintenance costs and (iii) to provide the possibility of alternatives to benches for memorial purposes. In light of the discussion, **it was resolved that: (i) the current request associated with the Agenda Item be refused until such time as a policy for the village was adopted and (ii) that a working party, to include interested councillors and villagers be formed to generate a proposed policy which could be moved forward with the aim to have it completed by the time of the 2019 APM.** Councillor Sutherland-Rogers kindly agreed to lead the Working Party. It was agreed that an announcement would be included in the Village News. The Clerk was asked to inform the current requester of the Council's decision.

233/18 Sizewell C Community Forum. Councillor Lewis reported on the forum including that Walberswick had been left out of direct consultations in recent times because records had not been updated that the Walberswick PC had become quorate and active. **It was resolved, without taking any view on the Sizewell C project itself, that EDF should be invited to attend a meeting in Walberswick in 2019 to speak to residents about their proposals for Sizewell C, related developments and impact on the Community.**

234/18 Oral Reports from Councillors.

(i) Councillor Winyard reported that the Speed Indicator Display is now up and running. Appreciation was expressed to Councillor Winyard and to the WCLC for all their efforts.

(ii) On **GDPR**, Councillor Lewis reported that the Council had committed a minor data breach related to an email that was sent to 3 people that revealed the name and email addresses of each of the 3 people to the others. Advice was sought from the ICO and on the basis of that advice it was concluded that there was no need for a formal report to be made to the ICO, but it had been recorded in the Council's data breach log and steps had been taken to ensure that the Council remained mindful of GDPR requirements.

235/18 Planning Application DC/18/3388/FUL Ryefield, The Street. Following discussion, and the PAG report, it was resolved that the Council recommend that planning be refused using the content of the PAG report as the Council's recommendation to SCDC planning office.

The Clerk provided an oral update on the Council's recommendation to refuse permission for the latest Salix proposal. This included that an inspector was required to inspect the property to assess whether the previous proposal's conditions had been violated.

236/18 Exempt Business. On the basis of the following proposal by Councillor Sutherland-Rogers that "In Accordance with the Public Bodies (Admission to Meetings) Act 1960 the public should be excluded from the next item because publicity might be prejudicial to the special nature of the business - namely personnel matters" it was resolved that the public be asked to leave the meeting at this point. The Clerk also left the meeting. A full discussion was held amongst the Councillors. No resolutions were taken.

The meeting adjourned at 9:45 pm.

237/18 Date of next meeting: 8th October 2018

Councillors to forward any matters for the Agenda to the Clerk by 5pm on Wednesday 26th September 2018.

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