

WALBERSWICK PARISH COUNCIL

The minutes of the Full Parish Council meeting held on Monday 9th December 2019 at 7.15pm in the village hall annex.

Present: Councillors Bassinette (in the chair), Lewis, Sutherland-Rogers, Mackay and Winyard. Also in attendance was Mr. Mark Knight (Clerk), Mr. Simon Ashton (Responsible Financial Officer) and one (1) members of the public.

459/19-20 Chairman's welcome.

The Chair welcomed those present to the meeting. The Chair also informed those members present that item 472/19-20 regarding Planning would be taken immediately after item 461/19-20; all members were in agreement.

460/19-20 To consider and approve any apologies for absence.

Apologies were received from Cllrs. Richardson and Sutton. These were accepted.

461/19-20 Declaration of Interest and Requests for Dispensation.

Cllrs. Winyard and Bassinette declared an interest regarding item 472/19-20.7.

Cllr. Lewis declared an interest regarding item 472/19-20.1.

Cllr. Sutherland-Rogers declared an interest regarding item 472/19-20.5.

These Councillors took no part in the debate surrounding the relevant items.

472/19-20 Planning

472.1/19-20 Admiral House, The Street DC/19/4243/FUL.

In the opinion of the Walberswick Parish Council, the Planning Application which seeks retrospective approval of amendments to the previously granted consent ref DC/19/5270/FUL should be refused. The Council is of the strongest view that the alterations made by the applicant during construction circumvent the planning process and proper scrutiny. These modifications, presented as incremental steps, appear rather to be aimed at creating a separate dwelling. In the applicant's own letter, it states that the applicant never intended to follow the original plans submitted and approved. Removing the opening garage doors, fitting out a full shower room (for which the applicant attempted, during construction to install a septic tank which is not permitted in the Village), changing the configuration of a single room design into 3 rooms, and building a large, strongly constructed 'kayak store' which the applicant herself says will not now be used to store kayaks, indicate a design not ancillary to the main house, but rather to be a self-standing unit. This is further evidenced by the fact that the applicant has installed a

separate, key-pad operated entrance directly from the Street to the structure away from the entrance to Admiral House, a new parking spot in front of the structure and has subdivided the Admiral House garden with a fence and a newly planted hedge that clearly separate this structure from the main house and creates a separate plot.

In summary, there is little in the retroactive plans that indicate that these are amendments to the simple upgrading of an old, disused garage into an ancillary games room. While each application may be viewed separately, this is not the first instance of Admiral House seeking retroactive approval. The Council believes that if this retroactive approval is approved, it will encourage future applicants to simply put in planning for a 'games room' in any manner of existing structure and then take it forward during construction to create something else entirely. It will be extremely difficult to uphold the authority of the Local Plan and the integrity of the planning process if the possibility of establishing a separate plot and dwelling at Admiral House is not resisted.

472.2/19-20 Beta Cottage, The Green DC/19/4203/FUL

It was **RESOLVED** to agree with the report from the Planning Advisory Group and to **SUPPORT** this application.

472.3/19-20 Coopers Thatch, Leveretts Lane DC/19/4447/FUL.

It was **RESOLVED** that the extensions proposed in this application are not appropriate to the existing building and should be rejected. Furthermore, it is likely that this house is a non-designated heritage asset and that the three storied tower is not visually recessive and would dominate the simple and elegant existing building. In accordance with the Planning Advisory Group report.

472.4/19-20 The Parish Lantern, The Green DC/19/4467/LBC and DC/19/4466/FUL

It was **RESOLVED** that the application should be refused until the necessary information concerning consultation with the Georgian Group (London), compliance with National Planning Policy Framework paragraphs 189 and 190 and provision of a detailed Heritage Appraisal as detailed in the attached report has been provided. In accordance with the Planning Advisory Group report.

472.5/19-20 Little Chapter, Churchfield DC/19/4505/FUL

It was **RESOLVED** to **OBJECT** to the application due to non compliance with clauses DM21 and DM23 of the Local Plan. In

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accordance with the Planning Advisory Group report.

472.6/19-20 Windmill Cottage, Millfield DC/19/4265/FUL

It was **RESOLVED** to agree with the report from the Planning Advisory Group and to **SUPPORT** this application.

472.7/19-20 Westons, The Street DC/19/4490/FUL

To **RESOLVE** to **OBJECT** to the application due to the lack of relevant information regarding use of each chalet, internal planning, access to the site and accuracy of local knowledge. In accordance with the Planning Advisory Group report.

472.8/19-20 Sea View, The Street DC/19/4601/FUL

It was **RESOLVED** to agree with the report from the Planning Advisory Group and to **SUPPORT** this application.

462/19-20 Open Forum

None.

463/19-20 To receive a report from County Councillor Richard Smith

Cllr. Richard Smith was not in attendance and no written report was received.

464/19-20 To receive a report from East Suffolk District Councillor David Beavan

Cllr. David Beavan was not in attendance and no written report was received.

465/19-20 To consider the Minutes of the Meetings of the 11th November 2019 for accuracy and for the Chairman to sign as a true record.

It was **AGREED** by those members present to adopt the minutes presented. The Chair was given authority to sign these as a true record.

466/19-20 Finance Matters 2019/20

466/19-20.1 Review Lloyds bank account receipts/budget & payments/budget as of 30th November 2019

The RFO explained that the HSBC account had been closed and the monies for the Heritage Hut renovation were now shown in the Lloyd's account. This money would be ring-fenced and used only to transfer to the WCLC for the renovations. Other questions were asked about the recharge amount concerning grass cutting and the status of the

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allotment renewals and were explained by the Responsible Financial Officer.

It was **RESOLVED** to accept these figures as presented. Reviewed by Cllr. Mackay.

466/19-20.2 Approve Bank Reconciliation Lloyds Account to 30th November 2019

It was **RESOLVED** to approve these figures. Cllr. Mackay signed the appropriate documents.

466/19-20.3 Review HSBC bank receipts & payments (as at 11th November 2019).

In light of the discussion with regard to the Lloyd's Account balances it was noted that HSBC now held a balance of zero. As the account was now closed, no further reference to the HSBC account will be forthcoming.

466/19-20.4 Approve Bank Reconciliation HSBC Account (to 11th November 2019).

The report already circulated was **APPROVED** and the appropriate document signed by Cllr. Mackay.

466/19-20.5 Agreement of arrangement of Lloyds Bank account online payments.

The Responsible Financial Officer made a proposal for the WPC to move to the option of online payments as a substitute for checks. Such a system would be less complicated and would have the same requirements of dual signatories. It would also save costs and time for the RFO, Clerk and Council. The Responsible Financial Officer would set up payments which would then be approved electronically by two approved signatories from amongst the Councillors.

It was **RESOLVED** to support the move to online payment once the relevant Financial Regulations were amended and put forward for approval at the January meeting. The RFO would continue to work with Lloyds to set up the system so to have on line payments ready as soon as possible once the Financial Regulations were amended to permit it.

To ensure that there were adequate councillors to do the on-line approvals, it was then **RESOLVED** to add to the existing three cheque signatories of Cllrs. Sutton, Richardson and Bassinette, also Cllr

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Winyard. These four councillors would have signatory power for cheques and corresponding powers with online banking once appropriately reflected in the Financial Regulations.

466/19-20.6 Approve items on the Authorisation to Pay Sheet

It was **RESOLVED** to authorise all payments. Cllr. Lewis requested clarification on staffing costs which the Responsible Financial Officer answered. Cllr. Bassinette signed the appropriate documents.

467/19-20 To consider the initial draft budget for 2020/1

An initial draft budget for 2020/21 was presented by the Responsible Financial Officer which was reviewed and discussed by Members and subject to modifications. Members planned to approve the final budget, reserves and setting of a precept at the next meeting following the processing of payments amendments relating to staff salaries, professional fees and VAT paid, and ringfenced reserves amendments relating to external audit fees, Heritage Hut, CIL payments, IT upgrade/replacement and pavilion removal.

It was then **RESOLVED** that the Responsible Financial Officer will present to the Council a proposed final draft budget for 2020/21 with the inclusion of a working precept of £25,000 for final approval at the January 2020 meeting.

468/19-20 To agree that Walberswick Parish Council should be included as a signatory to a letter to the Secretary of State asking for intervention to review the large and cumulative impact on Suffolk and Norfolk coastal areas and the wider country of up to 7 large energy projects including Sizewell and several additional wind farms and new cables across the North Sea.

Cllr. Bassinette gave a verbal report regarding this item and explained the attached report. It was noted that over 30 other Councils were expected to join in this effort.

It was **RESOLVED** to **AGREE** to be included as a signatory to the letter, with no change to the suggested language. Cllr. Bassinette to communicate this decision immediately.

469/19-20 To approve a quote regarding cradle swings for the children's play area.

The Parish Clerk presented the funding proposal and updated quote for the replacement of cradle swing seats at the Common and a Swing Set at the Village Green. This being in addition to the replacement of the slide on the Village Green. Much discussion took place regarding the suitability of the

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replacement equipment and cost implications.

It was then **RESOLVED** not to replace the swing set at this stage, but to continue with the replacement of the slide on the Village Green, at the original cost and funding proposal from the October full council meeting.

Additionally, it was **RESOLVED** that, in line with the playground safety report recommendations, to replace two cradle seats and chains on the Common at a cost of £190 each.

470/19-20 Oral updates from Councillors on areas of responsibility if relevant

470/19-20.1 Footpaths and Highways

No report was given.

470/19-20.2 GDPR, SALC and Website

No report was given.

470/19-20.3 Litter

No report was given.

470/19-20.4 Playing Fields and the Green Play Area

No report was given.

470/19-20.5 Safe Spaces and Car Parks

No report was given.

471/19-20 Oral Committee reports if relevant

None given

473/19-20 Date and Time of next meeting was confirmed as Monday, 13th January 2019 at 7.15 pm in the Annex of the Village Hall.

The meeting closed at 9.35pm.

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