

WALBERSWICK PARISH COUNCIL

The minutes of the Full Parish Council meeting held on Monday 9th November 2020 at 7.15pm virtually via Zoom.

Present: Councillors Bassinette (in the chair), Lewis, Richardson, Sutherland-Rogers and Winyard.

Also in attendance was Mr. Mark Knight (Clerk), Mr Simon Ashton (Responsible Financial Officer), County Councillor Richard Smith, District Councillor David Beavan and two (2) members of the public.

101/20-21 Chairman's welcome.

The Chair welcomed those present to the meeting.

102/20-21 To consider and approve any apologies for absence.

Apologies were received and accepted from Cllr. Sutton.

103/20-21 Declaration of Interest and Requests for Dispensation.

Cllr. Lewis declared an interest in the item on WCLC nominee and Cllrs. Winyard and Lewis both declared an interest in the planning application at Westons and therefore played no part in the relevant parts of the meeting

104/20-21 Open Forum

One member of the public reported on his concerns that his garden might flood over the winter, as it did seven years ago as a result of a defective street drain near the Village Hall. Cllr. Richardson explained that she recalled from being on the Council at the time that this has been a long-running issue and that at the time, the member of the public had been informed that the Environment Agency should take care of the problem associated with repairing a malfunctioning non-return flat valve. Cllr Beavan said that he could help with the Environment Agency if needed. It was decided that Cllr. Richardson would follow up directly with the member of the public to help write a letter to the Environment Agency or other relevant authority. Cllr Richardson would contact Cllr Beavan to assist as necessary. It was agreed that Cllr Richardson would provide an update to the Council at the next meeting.

The member of the public then left the meeting at 7.23pm.

105/20-21 To receive a report from County Councillor Richard Smith

Cllr. Smith reported that the Bailey Bridge was scheduled for an early spring repair. This had been delayed because of Covid-19 but a meeting this week would give more clarity. He said that the repairs may be expensive and that local contributions may be sought.

He reported that EDF had decided to amend their DCO for Sizewell C with a new consultation being scheduled for 30 days from the 18th November 2020. The aim of this consultation being to examine the amendments which EDF said would seek to take more

J Bassinette
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HGV traffic off the A12 and more deliveries of building materials and equipment to be delivered by sea and rail. However, this would be dependent on Network Rail and would also double the length of the trains and increase the load which would have considerable impact on sound and vibration along the area of the tracks. He invited WPC to take part in Suffolk County Council on line consultations on the 26th November. Cllr Bassinette confirmed that she would attend.

More work on addressing the Covid-19 situation is going ahead with lock down now in effect despite comparatively low local infection rates in our area. Suffolk County Council had already spent £11.5m more than they had received from the Treasury in this regard.

106/20-21 To receive a report from East Suffolk District Councillor David Beavan

The written report already circulated was noted. Cllr. Beavan also reported that developments with Sizewell C were very concerning with central government potentially taking over the Chinese investment portion without consideration of the thousands of relevant representations submitted to the Planning Inspectorate. He reported that there had been a cluster of cases of Covid-19 in Southwold and said that improvements in track and trace were essential.

Cllr. Smith then left the meeting at 7.42pm.

107/20-21 To consider the minutes of the meeting of 12th October 2020 for accuracy and for the Chairman to sign as a true record.

It was **RESOLVED** to adopt the minutes, and the Chair was given the authority to sign.

108/20-21 Finance Matters 2020/21

108/20-21.1 Review Lloyds bank receipts/budget & payments/budget (as at 31 October 2020)


It was **AGREED** to accept the figures as presented.

108/20/21.2 Approve Bank Reconciliation Lloyds Account (to 31 October 2020)

It was **AGREED** to accept the figures as presented. Cllr. Sutherland-Rogers was authorised to sign the necessary documents which she will do at the first opportunity when the Council meets in the presence of the RFO.

108/20-21.3 Approve items on the Authorisation to Pay Sheet

It was **APPROVED** to pay all items in the sheet, Cllrs. Bassinette and Winyard were also authorised to carry out the electronic payments.

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109/20-21 Finance Matters 2021/22**109/20-21.1 To discuss an initial draft budget for 2021/2 with revisions to be incorporated and submitted for final approval at the December Council meeting**

Cllr. Bassinette gave a brief verbal introduction regarding the document and the budget setting process, with this draft being discussed, then represented at the December meeting for approval and the precept being requested in January 2021. Most noticeably, the draft budget was drawn up around a suggested precept of £20,000 which was a reduction in £5000 from the previous year. This was possible because the payment to PKF of £14,000 arising from the complaints of 3 villagers had been paid and that without the complaints of these villagers, the external audit bill was at the base rate of £260 and that overall, annual expenses were now in line with the lower level of precept.

The Responsible Financial Officer also gave a brief verbal report on the format of the budget and items of particular note.

The Chair then opened the meeting up for debate.

Cllr. Lewis reported on the slightly diminished tax base for the coming year because of fewer homes paying Council tax and precept. He also reported on the change from the line regarding the Village Green and the Playing Field which is almost a complete swap due to the new play equipment and the likelihood that the expected repairs would be substantially lower now with this in mind. He also suggested that the council should aim for 6-12 months of unallocated reserves and wondered if projects should be brought forward to have "ring-fenced" monies allocated to them. He further suggested that the Pavilion Replacement line be increased by £6000 to help bring forward a potential date for renewal given the expense of taking down the building because of asbestos.

All the Councillors were in favour of setting the precept at £20,000. They also agreed with the proposal to increase the amount of reserves set aside for the pavilion removal. Cllr. Richardson said that she would still like to see adult play equipment added to the playing fields and Cllr Lewis suggested that grants could be sought for this.

Following discussions, it was clarified that the tender for work on the Village Green would be covered by the maintenance line, that the Cricket Match line should be renamed the 'Community Events' line to give it more flexibility on how the £500 allocation might be used, and that the 'Asset Management' line could be used to repair/maintain benches along with other WPC assets. Cllr Lewis reported that he still had some work to do on the IT line of the budget and would work with the RFO before the next meeting to finalise a proposal for the consideration of the council. It was agreed to represent these

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amendments in the budget that would be presented for approval at the December Council meeting. At that meeting, the Councillors would go through each line item for approval or amendment prior to the overall budget being confirmed. The Responsible Financial Officer also reported that the Council could expect a limited assurance review for the coming year because of the reduced precept unless grants received raised the receipts and/or payments above £25,000.

110/20-21 Planning

110/20-21.1 Westons, The Street DC/20/4252/AME

The Council agreed with the recommendation of PAG that the application was too incomplete to allow a decision either to object or support the plans. It was **RESOLVED** that the Council should submit a request to ESC that consideration of the application be withheld until appropriate and complete information is submitted.

110/20-21.2 12 Church Street, Walberswick DC/20/4336/FUL

The Council **RESOLVED** not to object to the development in this application with the proviso that the development be ancillary to the main house and not become a separate dwelling.

The Chair also reported that there was another complex planning application that had been received and that this would require an extra-ordinary meeting of the Full Council on the 16th November 2020.

111/20-21 To consider a response to the ongoing Planning Consultations run by East Suffolk Council

A draft report was circulated to the meeting and discussed. It was **AGREED** to use the draft as the basis for the Council's submission but with the elements related to the planning process strengthened. Cllr Sutherland-Rogers agreed to work with Cllr. Bassinette to finalise the submission and the Council delegated authority to Cllr Bassinette and the Clerk to send the finalised response to ESC within the deadline of end November.

It was also **AGREED** that Cllr Bassinette would work with the PAG Secretary to put together data on the differences between the WPC and the ESC Planning Officers on applications given approval. District Councillor Beavan would use this information to set up a meeting with the WPC, Cllr Beavan and the Planning Officer to work through areas of disagreement.

112/20-21 To discuss unauthorised use of the Village Green

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Cllr. Bassinette gave a verbal report on recent unauthorised use of the Green by one of the businesses on the Green and the number of complaints made by residents in this regard. Councillors **AGREED** that any use of the Green had to be requested and agreed with the Council and that it would not permit the Green to be used for commercial purposes, including seating or advertising, except in very specialised situations like during the Village Fete. The Council also agreed that they would adopt a formal policy to be added to the Village Website. It was therefore **RESOLVED that:** the Clerk should write immediately to the owner of the relevant business to remove his advertising signs from the Green, that a formal policy for requesting use of the Green be developed and published so that a clear process was in place and that the Council would move forward to register full ownership of the Green with the land registry to replace the current arrangement where the WPC has responsibility and liability for the Green. Cllr Lewis volunteered to take these issues forward.

113/20-21 To consider adopting a Data Breach Policy

Cllr. Lewis gave a verbal report referring to the decision taken at the October meeting.

Cllr. Sutherland-Rogers asked whether the policy could include alerting all Councillors if there was a breach in the future. It was **AGREED** that all Members would be informed when/if there was a future data breach, but in order to protect data, details of the breach would not be divulged beyond the Clerk and the Data Office per the draft policy. The Council then **RESOLVED to ADOPT** the Data Breach Policy with the amendment on informing in the Council.

114/20-21 To confirm the nomination of Karen Lewis as a Trustee for the Walberswick Common Lands Charity

The Council **RESOLVED** to nominate Karen Lewis as a Trustee to replace Rita Woodcraft upon her retirement from the Charity and to write to the WCLC Clerk and Chairman to confirm.

115/20-21 Oral Updates from Councillors on areas of responsibility if relevant

115/20-21.1 Footpaths and Highways

Nothing for this meeting.

115/20-21.2 GDPR, SALC and Website

Cllr. Lewis reported that the three items detailed on the audit had been addressed and that the Audit Impact Assessment which was highlighted in the last report was being followed up by SALC who would be discussing this

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particular matter with the internal auditors, as no evidence of other councils having a specific policy on this could be found.

115/20-21.3 Playing Fields and the Green Play Area

Cllr. Lewis reported that the new swing set had been installed on the Village Green on the 10th November. Cllr. Beavan also requested that the ECB Grant application for £2,000 be followed up now the project is complete. The Responsible Financial Officer and Clerk would ensure that the appropriate paperwork be completed with the Communities Team at East Suffolk Council.

115/20-21.4 Safe Spaces and Car Park

Nothing for this meeting.

115/20-21.5 Heritage Hut

Cllr. Winyard gave an update on the accessibility design and use of materials around the Hut and also reported that the project was currently coming in well within budget. He also announced that monies raised for the refurbishment by the charity ride undertaken by Cllrs Winyard and Sutton had raised in excess of £2000.

115/20-21.6 Sizewell and other power related development

Cllr. Bassinette referenced the comprehensive report on the many power related projects that had been circulated with the meeting agenda. She also mentioned, in line with the statements by Cllrs Smith and Beavan at the start of the meeting, that the WPC would again have to react to EDF's consultation on changes to their DCO.

115/20-21.7 Neighbourhood Plan

Nothing for this meeting.


115/20-21.8 Village News

The Councillors discussed what items would be included in the Village News with Cllr Sutherland Rogers, as usual, taking the lead on drafting the items.

116/20-21 Oral Committee reports if relevant

Nothing for this item.

117/20-21 Date and Time of next meeting was confirmed as Monday, 14th December 2020 at 7.15 pm remotely via zoom. There would also be an extra-ordinary meeting of the Council on the 16th November 2020.

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