

## WALBERSWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council meeting held on Monday 10<sup>th</sup> October 2022 at 7pm.

Present (physically): Councillors Lewis (Chair), Bassinette, Sutherland-Rogers, Sutton, Tucker and Whiting. Only Councillors physically present can speak (except during the public forum or if standing orders are temporarily suspended) and vote. No Councillors joined remotely. Also in attendance were two (2) members of the public.

Also in attendance (remotely via Zoom) were Mark Knight, Parish Clerk and Simon Ashton, Responsible Financial Officer plus District Councillor David Beavan.

### **068/22-23 Chair's welcome.**

The Chair welcomed those present to the meeting and those attending by Zoom.

### **069/22-23 To consider and approve any apologies for absence.**

Apologies were received from C Cllr. Richard Smith and Cllr. Richardson.

### **070/22-23 Declaration of Interest and Requests for Dispensation.**

None.

### **071/22-23 Open Forum**

None.

### **072/22-23 To receive a report from County Councillor Richard Smith**

Cllr. Smith was not in attendance.

### **073/22-23 To receive a report from East Suffolk District Councillor David Beavan**

Cllr Beavan reported that the cost of living crisis was being addressed by allocating £1m to a campaign called 'Ease the Squeeze'. Applications would be initially online and would seek to help residents struggling with rising costs with advice on issues such as affordable cooking, benefits advice, energy bills, debt advice, insulation and lighting and a clothing bank. Community groups could apply to set up or become a 'Warm Room' to address the energy crisis and social isolation.

The Harbour Management Committee was continuing to meet and was currently working to agree on key issues within the draft Harbour Revision Order. Currently issues were unresolved in relation to the ability to sell Harbour assets and the boundaries within which Harbour-related revenues could be used.

Questions were asked about options for building up the south wall of the harbour and other flood mitigation measures. Cllr. Beavan indicated that proposals and options

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A. G. [Signature]

would be discussed in consultations both virtually and in person. A major issue was how any options could be funded.

**074/22-23 To consider the minutes of the meetings of 11<sup>th</sup> July 2022**

The minutes of the 11<sup>th</sup> July 2022 meeting were **APPROVED** with small typographical errors to be corrected and the Chair to sign the amended minutes and to retain them until they can be handed to the Clerk in person.

**075/22-23 Planning**

**075/22-23.2 To note the decisions made under delegated authority**

**075/22-23.1.2 The Thatched Cottage DC/22/2417/FUL**

It was **NOTED** that a recommendation was submitted that the application be **withdrawn** as the information supplied does not assess the impact the proposed development would have on a designated heritage asset.

**075/22-23.1.2 Garland, Lodge Road DC/22/2539/FUL**

It was **NOTED** that a recommendation to **REJECT** the application due to work being completed without prior planning consent and furthermore that enforcement action should be taken against the applicants.

Cllr. Beavan left the meeting at 7.12pm.

**076/22-23 Finance Matters 2021/2**

**076/22-23.1 External Audit Report & Certificate**

The Council **NOTED** the document with a brief explanation from the Responsible Financial Officer. The Council expressed its thanks and appreciation to the Responsible Financial Officer for helping obtain another completely clean audit.

**076/22-23.2 Notice of Conclusion of External Audit**

The Council **NOTED** the document with a brief explanation from the Responsible Financial Officer.

**077/22-23 Finance Matters 2022/3**

**077/22-23.1 Review bank receipts/budget & payments budget (as at 30<sup>th</sup> September 2022)**

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It was **AGREED** to accept the report.

**077/22-23.2 Approve Bank Reconciliation (to 30<sup>th</sup> September 2022)**

It was **AGREED** to accept the figures as presented. Cllr. Bassinette signed the document which would be passed to the RFO.

**077/22-23.3 Review of budget & Authorisation of Virements (2022/3)**

The report was presented as the half-yearly financial position and the rise in insurance from £900 to £1,622.36 was **NOTED**.

The following virements were proposed:

£100 to the IT budget line

£700 to the insurance budget line (market movements and change of insurer)

£15 to the subscription budget line.

£310 to the Community Events budget line (not actually an over spend as it is balanced with a £500 donation which shows under receipts)

All the above would be covered by a virement of £1,125 from the Heritage Hut budget line, due to the lower than anticipated electricity costs

This was **APPROVED**, all in favour.

**077/22-23.4 Approve items on the Authorisation to Pay Sheet**

It was **AGREED** to pay all items in the sheet. Cllrs. Bassinette and Sutton were authorised to carry out the electronic payments.

**077/22-23.5 Option to opt out of SAAA Central External Auditor Arrangement (2022/7)**

It was **AGREED** not to opt out of the Central External Auditor Arrangement, all in favour.

**077/22-23.6 Annual insurance cover renewal (1<sup>st</sup> October 2022)**

It was **NOTED** that this was **AGREED** under delegated authority in September when the scheduled meeting of the Council had to be cancelled due to the death of HM The Queen. As previously discussed, it was noted that the insurance was deemed adequate and the increase by £700 to £1,622.3 reflected rises in rates across the sector rather than new coverage.

The Responsible Financial Officer left the meeting at 7.20pm.

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**078/22-23 To consider the quotes for the replacement noticeboards**

The Clerk introduced the paper which detailed the quotes for two new noticeboards to replace the one on Stock's Green which was no longer fit for purpose. It was **AGREED** to purchase two units, one in the name of Walberswick Parish Council and the other commemorating the Queen's Platinum Jubilee using the locality funding of £500 offered by C Cllr Smith. Supplier 2 was chosen at a total cost of £3,100.

It was also **AGREED** that the Clerk would contact C Cllr. Smith to pursue his offer of a locality grant of £500.

**079/22-23 Litter on the Walberswick Road**

Cllr. Lewis presented a report on the litter situation on the Walberswick Road between the Water Tower Junction and entering the village. The Council first expressed its great appreciation to the two residents that have taken on voluntarily litter picking for many years. To aid in their effort, it was agreed to pursue ESC to add a rubbish bin at the car parking area near the top of the road where the walking path to Blythburgh is located. It was also **AGREED** to look into the possibility of installing two signs encouraging people to take their litter home with them as they enter/leave the village near Adams Lane.

**080/22-23 To receive the reports from the Scroll Advisory Group**

The Chairman suspended standing orders to allow representatives of the Scroll Advisory Group (SAG) who were attending the meeting to explain the recommendations and answer questions from Councillors. After a full discussion, it was **RESOLVED** that the Council would underwrite critical repair work to a limit of £1,500 with the understanding that the monies would be repaid through future fundraising undertaken by SAG. It was also **AGREED** to discuss at a future meeting the more long-term options when a fuller discussion and presentation of the options could be considered once the outcome of the critical repair was done.

**081/22-23 Use of Walberswick Scroll pictures in support of the Scroll Restoration Fund**

Permission was granted in response to a request from a local author to use images from the digital version of the scroll in his book about the village from 1880 to 1930. It was noted that the author proposed to use any profits from the book to be used for the preservation of the scroll.

**082/22-23 Policy Review.** As part of the regular review of the policies of the Council, the following policies were **AGREED** to **READOPTED** for a further three years:

**082/22-23.1 Records retention and management**

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## **082/22-23.2 Data protection and information security**

## **082/22-23.3 Subject access requests**

## **082/22-23.4 Equal Opportunities**

## **082/22-23.5 Risk assessment template**

## **082/22-23.6 Memorials donation policy**

## **083/22-23 Oral Updates from Councillors on areas of responsibility if relevant.**

### **083/22-23.1 Footpath and Highways**

Cllr Sutherland-Rogers reported on the unfortunate removal of the no-cycling signs on the footpaths and the inability of Parish Councils to do more to help enforce the misuse of footpaths by some cyclists. In this regard, Cllr Lewis reported on the outcome of the meeting of the Public Rights of Way Working Group made up of representatives from Southwold, Reydon and Walberswick seeking ways to support Suffolk County Council in their responsibility for clearing and maintaining footpaths and bridleways. In terms of cycling, they agreed to put forward members to jointly identify specific cycle paths. This was a proactive way to direct cyclists to permissible and appropriate cycle paths and away from their misuse of pedestrian only footpaths such as the one through the marshes connecting Dunwich to Walberswick. A discussion took place regarding the correct use of the footpaths and Councillors' responsibilities regarding this. It was also reported that Parish Council and community groups were permitted by Suffolk Highways to cut overgrown footpaths and clear foliage of their own accord. Options also existed to pay for extra cuts.

It was **AGREED** to see if anyone in the village was interested in representing Walberswick in the cycle working party. If no one stepped forward, a Council would volunteer. It was also agreed to put in place plans over the winter to arrange for extra cut(s) of key footpaths if Suffolk Highways did not come forward on time.

### **083/22-23.2 GDPR, SALC and Website**

Nothing for meeting.

### **083/22-23.3 Playing Fields and the Green play area**

Cllr. Sutton reported on the condition of the Springy Sheep and the Pavilion Base. It was agreed that both would be picked up for action at the Safety

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Committee meeting which would be held shortly.

**083/22-23.4 Safe Spaces and Harbour Management**

Nothing for meeting beyond the Harbour Management issues raised during Cllr Bevan's remarks.

**083/22-23.5 Sizewell and other power related developments**

Cllr. Bassinette reported on the responses she had sent on behalf of the Council to the Environment Agency consultations on permits requested by EDF to take forward the construction of Sizewell C. These had been posted on the village website. Particular issues related to noise and air pollution that would be caused by the diesel operated desalination plant given the lack of water and the continued lack of facilities for the safe disposal of nuclear waste. Cllr. Bassinette was thanked for her continued work in this area.

**083/22-23.6 Neighbourhood Plan**

Cllr. Lewis reported on recent progress made with the Housing Needs Survey and that a further meeting of the Steering Group would be taking place on the 12<sup>th</sup> October 2022 at 6pm.

**083/22-23.7 Village News**

The items to include in the Village News were discussed and agreed. Cllr Sutherland-Rogers agreed that she would discuss with the editor of the Village News and follow up with Cllrs. Bassinette and Lewis as usual.

**084/22-23 Oral Committee reports if relevant.**

There were none.

**085/22-23 Clerk's report**

The Clerk reported on work undertaken over the past month, there were no questions.

**086/22-23 Matters arising**

It was reported that the ROSPA reports had been received and that a meeting of the Safety Committee would be called in the next month.

**087/22-23 Date of next meeting was confirmed as being Monday, 14 November 2022 at 7pm.**

The meeting closed at 9.00pm.

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Acl.