

WALBERSWICK PARISH COUNCIL

Clerk: Mary Mitson-Woods walberswickclerk@gmail.com

NOTICE OF MEETING

Dear Councillors

You are summoned to a meeting of Walberswick Parish Council on Monday 9th April 2018 at 7.15pm in the Annex of the Village Hall.

Yours faithfully



Clerk/RFO to Walberswick Parish Council
3rd April 2018

1. **Chairman's welcome.**
2. **To consider and approve any apologies for absence.**
3. **Declaration of Interest and Requests for Dispensation:** Councillors to declare any interests. Notwithstanding this item Members may declare an interest at any point in the Meeting.
4. **Open Forum:** The Chairman will open the Meeting for no longer than 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.
5. **To receive a report from County Councillor Richard Smith** if present (10 mins maximum)
6. **To consider the Minute of the Meeting of 12th March 2018** for accuracy and for the Chairman to sign as a true record.
7. **Finance Matters**
 - a) **To retrospectively confirm that items on the Authorisation to Pay** sheet presented at the meeting of 12th March were authorised. *(This is on advice from auditors)*
 - b) To consider payments on the **Authorisation to Pay** Sheet for 9th April *(Attached)*
 - c) **RFO** to report bank account balances at HSBC and Lloyds
 - d) **Grass Cutting for the 2018 season.** Councillors to discuss a quotation from Mr Tynan of Norse for the new cutting season 2018 for 6 grass cuts in Walberswick at £1300.00 + VAT per season, Norse has frozen the cost for this year.
 - e) **Proposal from Councillor Lewis to purchase the latest edition of Local Council Administration.** Should not cost more than £100.00
8. **To consider a safety report from David Bracey on the Council's play areas and equipment.** This report will guide Councillor's discussions on what action is needed to ensure the area is safe. To set a programme of regular checks on play equipment by the Councillor with responsibility for play areas, Councillor Sutton. *(Attached)*

9. Reports from Councillors

- a) **Footpaths** — Councillors Sutherland-Rogers
- b) **Property** — Councillor Richardson
- c) **Highway Matters, traffic management and Car Parks** - Councillor Bassinette
- d) **Speed Indicator Display (SID) Update** — Councillors Sutton and Winyard
- e) **Playing field and The Green** – Councillor Sutton covering at Item 8

10. GDPR – Councillor Lewis. To update Council on GDPR preparations, including findings from the GDPR audit. This item includes compliance with both the Data Protection Act and the Freedom of Information Act. Resolutions will be brought forward to ensure the preparations for GDPR compliance on 25th May are on target, including:

- a) Adopt the ICO Publication Scheme model template in unmodified form
- b) Approve new general privacy notice, councillor & staff privacy notice and the format of a consent form for resident and the general public
- c) Approval of next steps to achieve compliance by 25th May
- d) Potential spend on secure technology for data storage

11. Planning Matters.

DC/18/1289/TCA – 3 Millstones, Walberswick. To reduce 2 acers by 30% and reshape as one tree. To reduce eucalyptus by 50%

DC /18/1288/TCA – The Old Methodist Church, Walberswick. To fell 4 sycamore trees in rear garden (because of heavy shading) and replace with beech, maple or cherry.

12. Date of Next Meeting: Annual Parish Council Meeting Tuesday 14th May 2018 at 7.15pm