

WALBERSWICK PARISH COUNCIL

Clerk: Mark Knight : walberswickclerk@gmail.com

NOTICE OF MEETING

Dear Councillors:

You are summoned to the Annual Meeting of Walberswick Parish Council on Tuesday 5 May 2021 at 6pm.

Due to the ongoing Covid-19 pandemic and government regulations concerning public meetings and social distancing, the council will not meet in public until further notice. Both the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) are asking local councils to stop holding any physical meetings or gatherings during this time. This includes full council, committee meetings, annual parish or council meetings. As a result, this meeting will be held remotely via video conferencing. Councillors will be contacted separately with details on how to connect to the meeting remotely. Members of the public who are interested in attending the meeting remotely should email andrew.wpcouncillor@gmail.com BEFORE 5 pm on the day of the meeting for connection details.

Yours faithfully



Clerk to Walberswick Parish Council
Wednesday 28th April 2021

Note: This meeting is subject to the WPC Protocol for Reporting of meetings and therefore may be recorded. The full protocol and all the meeting associated papers can be viewed at:
<http://walberswick.onesuffolk.net/walberswick-parish-council/>

Walberswick PC Agenda 05/05/2021

1. **To elect the Chair of the Council for the year 2021/2 and for that person to sign the Acceptance of Office for the role of Chair.**
2. **To elect the Vice-Chair of the Council for the year 2021/2**
3. **Welcome from the Chair.**
4. **To consider and approve any apologies for absence**
5. **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.
6. **Open Forum:** The Chair 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.
7. **To receive a report from County Councillor Richard Smith (If present)**
8. **To receive a report from East Suffolk District Councillor David Beavan (if present).**
9. **To consider the Minutes of the Meetings of 12th April 2021 for accuracy** and for the Chair to sign as a true record
10. **Finance Matters 2020/1 (5 reports attached)**
 - 10.1. Approve items on the Authorisation to Pay Sheet
 - 10.2. Review bank receipts/budget & payments/budget as at (31 March 2021)
 - 10.3. Approve bank reconciliation (to 31 March 2021).
 - 10.4. To approve the Asset Register
11. **Agree the 2021/2 meeting Calendar (1 report attached)**
12. **To consider use of the General Power of Competence.**
13. **Councillors to be appointed to outside bodies:**
 - 13.1 **Suffolk Association of Local Councils**
 - 13.2 **Village News Board**
 - 13.3 **Heritage Hut Management Committee**

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- 13.4 **Bailey Bridge Working Group**
 - 13.5 **Cliff Field Sluice Bridge Working Group**
14. **Councillors to be appointed for areas:**
- 14.1 **Footpaths and Highways**
 - 14.2 **Litter**
 - 14.3 **Playing Fields and Greens**
 - 14.4 **GDPR**
 - 14.5 **Website**
 - 14.6 **Sizewell C and other local power developments**
15. **To review delegation-arrangements and Terms of Reference for Working Groups and Committees:**
- 15.1 **Planning Advisory Group**
 - 15.2 **Walberswick Scroll Advisory Group**
 - 13.4 **Safe Space Advisory Group**
 - 15.3 **Neighbourhood Plan Steering Group**
 - 15.4 **Safety Committee**
 - 15.5 **Employment Committee**
16. **Policy Review: (5 reports attached)**
- 16.1 **To consider and approve the Standing Orders**
 - 16.2 **To consider and approve the Financial Regulations**
 - 16.3 **To consider and approve the Complaints Procedure**
 - 16.4 **To review and confirm the Council's obligations under the Freedom of Information and Data Protection Acts are being met**
 - 16.5 **To consider and approve the policy for dealing with press and media**
 - 16.6 **To consider and approve all employment policies and procedures**
 - 16.7 **Review of arrangements including legal agreements with other local authorities and not for profit bodies**
17. **Confirm Membership of:**
- 17.1 **Suffolk Association of Local Councils**
 - 17.2 **Staff Subscriptions**

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18. **Consideration of purchase of speed gun for Community Speed Watch.** (1 report attached).
19. **Bailey Bridge Renovation: Approval of new road lining to be undertaken by Suffolk Highways on an emergency basis to deal with expected increase in vehicular traffic.**
20. **To consider a request for an event to be held on the Playing Fields and to set a price for this service if approved** (1 report attached)
21. **Response to government consultation on remote meeting** (1 Report attached)
22. **Oral updates from Councillors on areas of responsibility if relevant**
 - a. Footpaths and Highways
 - b. GDPR, SALC & Website
 - c. Playing Fields and the Green play area
 - d. Safe Space and Car Parks
 - e. Heritage Hut
 - f. Sizewell and other power related development
 - g. Neighbourhood Plan
 - h. Village News
23. **Oral Committee reports if relevant**
24. **Date of Next Meeting:** Monday 14th June 2021 at 7.15pm

Councillors to forward any matters for the next Agenda to the Clerk by end of day Friday 4th June 2021

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