

WALBERSWICK PARISH COUNCIL

The Minute of the meeting of Walberswick Parish Council held in the annex of the village hall on Monday 13th May 2019 at 7.15pm. Plans for Applications DC/19/1680/FUL and DC/19/1295/PIP were available before the meeting.

Present: *Councillors Bassinette (in the chair), Lewis, Richardson, Sutherland-Rogers, Sutton and Winyard. Also members of the public and Mary Mitson-Woods, Clerk.*

347/19-20 The Chairman welcomed Councillors and villagers to the meeting. The Councillors presented flowers to the Clerk to mark her last meeting prior to her retirement on 31 May 2019. On behalf of the Council and the village, the Chairman expressed her gratitude to the Clerk for her services to Walberswick and especially her contribution in helping the Council become quorate and to function well. The Council wished the Clerk much happiness with her family in the future.

348/19-20 The Clerk explained the procedure for the election of the Chairman and Vice Chairman from the Council's Standing Orders. Councillor Lewis proposed Councillor Bassinette, seconded by Councillor Sutherland-Rogers. **It was unanimously resolved that Councillor Bassinette was elected to the Chair for the year 2019/20. Councillor Bassinette signed, and the Clerk witnessed, the acceptance of office.**

349/19-20 Councillor Winyard proposed Councillor Lewis for the role of Vice-Chairman, seconded by Councillor Bassinette. **It was unanimously resolved that Councillor Lewis was elected as Vice-Chairman for the year 2019-20**

350/19-20 Apologies for absence were received from Councillor Mackay who was unwell.

351/19-20 There were no Declarations of Interest.

352/19-20 There were no comments from the public forum.

353/19-20 It was resolved that the Chairman should sign the Minute of the meeting of 8th April 2019 as a true and accurate record.

354/19-20 The following Councillors were appointed to work with external bodies: -

Councillor Lewis to represent Walberswick PC at SALC Area Forum

Councillor Sutherland-Rogers to represent the WPC on the Board of the Village News

Councillor Winyard to represent Walberswick PC on the Heritage Hut Management Committee

Councillor Bassinette to represent Walberswick PC on the Safe Spaces Team

Councillor Lewis to represent Walberswick PC on Sizewell Parishes Liaison Group (SPLG)

355/19-20 Areas of responsibility were allocated to the following Councillors: -

Footpaths & Highways – Councillor Sutherland-Rogers

Litter – Councillor Mackay

Playing Field and Green – Councillors Richardson and Sutton

GDPR and website – Councillor Lewis

Car Parks – Councillor Bassinette

356/19-20 Finance Matters.

a) **It was resolved that the items on the Authorisation to Pay sheet were approved to be paid**

J. Bassinette
10/6/2019

- b) **It was confirmed that subscriptions to the following outside bodies should continue for 2019/20:** SALC, Information Commissioners Office and the Sizewell Parishes Liaison Group (SPLG)

357/19-20 The delegation arrangements and Terms of Reference of the Safety Committee were reviewed and confirmed to continue unchanged and its current membership of Councillors Lewis (Chairman), Richardson and Sutton was also confirmed.

358/19-20 It was resolved that the Employment Working Group should be replaced with an Employment Committee and the members should be Councillors Bassinette (Chair), Lewis and Sutherland-Rogers. The Committee members were authorised to propose a constitution, Terms of Reference and delegation arrangements for the consideration and approval of the Council at the next meeting if possible.

359/19-20 The Council's Procedural Standing Orders and Financial Regulations as published on the Council's website were reviewed and re-adopted. The website will be notated to this effect.

360/19-20 The following Policies and Arrangements were reviewed for 2019/20:

- a) **The current arrangements for the Planning Advisory Group.** The Council expressed its deep appreciation to John Nichols and all the members of the PAG for their invaluable service to the village. The Council is extremely grateful for the professionalism and diligence of the PAG in reviewing the large number of planning applications and helping to ensure that the history and special character of Walberswick remained at the forefront of the Council's considerations and its responses to the District Planning authorities. It was agreed that the current arrangements should continue unchanged.
- b) **The Heritage Hut/Scroll Working Group was no longer necessary. A new Advisory Group to provide advice to the Council on the preservation and display of the Walberswick Scroll was approved** consisting of John English, Sue English, Pat Lancaster, Richard Scott, Bill Ungless and Kay Ungless. This Advisory Group would determine its own Chair and member to represent the Group on the Heritage Hut Management Committee.
- c) **The updated Asset Register was approved for 2019/20.** It was noted that an inventory of all the benches in the village was undertaken in 2018/19 as part of the drafting of the Memorial Donations Policy. During 2019/20, the Safety Committee will review this inventory to determine which of these benches were viable, which should be amongst the current count of benches on the asset register, and which may need to be removed. Consultations with other village organisations will be undertaken as part of this process and recommendations will then be presented to Council, which may then require a further update to the asset register when this work is completed.
- d) **The adequacy of insurance coverage was confirmed.**
- e) **The Complaints Procedure was reviewed and confirmed.**
- f) **The Council's obligations under the Freedom of Information and Data Protection legislation were reviewed and it was confirmed that they are being met.**
- g) **The Policy for Dealing with the Press and Media Policy was reviewed and confirmed** with the change that the word "draft" on the document published on the website would be removed.
- h) **The Employment Policies and Procedures were reviewed and confirmed** with the change of references to the "Employment Working Group" to be replaced with "Employment Committee" per the relevant resolution 358/19-20 above.

- i) It was confirmed that there had been no expenditure under s137 of the Local Government Act 1972.
- j) The arrangements including legal agreements with other local authorities, not-for-profit bodies and businesses, including WCLC, were reviewed and confirmed.
- k) Councillor Lewis explained what would be required if the Council were to have a Power of General Competence. To achieve this, it was agreed that the Council would aspire to qualify for this Power in the future, including recruiting a Clerk willing to work towards CILCA qualification, if possible.
- l) **The draft Meeting Schedule for 2019-20 was agreed** with a change in the proposed date of the Annual Parish Meeting to Thursday 23rd April 2020 to avoid the school holidays.

361/2019-20 Oral updates from Councillors: -

- a) **Footpaths and Highways** – Cllr Sutherland-Rogers reported that the large gap in the wooden picket fencing on the beach close to the estuary wall will be replaced in the next 2/3 weeks. Following research for a better solution, the Harbour Master will be trialling a 30 metre stretch of galvanised fencing, similar to that on the opposite harbour wall. This will be firmly attached to the posts of the concrete structure abutting the estuary wall. If this more robust fencing proves successful, the Harbour Master would try, in due course, to replace more of the wooden pickets that stretch further back from the beach.
- b) **Employment Working Group** - On behalf of the Employment Working Group, Councillor Bassinette updated the meeting on the situation regarding the replacement of the current Clerk and Proper Officer who is retiring on 31 May 2019. Interviews were being held and the working group was also exploring the possibility of hiring a locum Clerk using a specialist agency (Opus) that provides this temporary service through SALC. If none of these routes provides a suitable candidate before 31 May, then under Section 112, Sub Section 5 of the Local Government Act 1972, a councillor would hold the office of Clerk & Proper Officer on an interim basis, without remuneration, until a long-term solution can be found. Councillor Jane Sutherland-Rogers has already stepped forward to volunteer to do this should the need arise. **In order to consider these employment issues, it was resolved that the Chairman should call an extraordinary meeting of the Parish Council on Tuesday 21st May 2019 at 7.15pm in the annex of the village hall.** A notice of meeting would be posted by Wednesday 15 May 2019.

362/19-20 Planning Matters

- a) **DC/19/1680/FUL** Elphinston Corner, Stocks Lane. Construction of ground and first floor extensions to existing dwelling. **Resolved that the Council agreed with the PAG report that the consent be refused and that the PAG report be submitted to the Planning Authorities setting out the reasons for the refusal.** The Council noted the excellent quality of the PAG report and how meaningful it was in setting out the architectural and historical importance of Elphinston Corner, which made the proposed plans wholly unacceptable.
- b) **DC/19/1295/PIP** Shed and extension to landing stage walkway on Walberswick side of Southwold Harbour. **Resolved that the Council agreed with the PAG report and had no objections to the application.**

363/19-20 Date of next meetings: Extraordinary Meeting: Tuesday, 21st May 2019 and next scheduled meeting 10th June 2019.

Councillors to send items for the Agenda to the Clerk by end of day on 29th May 2019.
The meeting closed at 8:15 pm.

