

Agenda Item 2 Councillor Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 6 Routine Correspondence

Apart from correspondence contained in agenda items no further correspondence has been received since the last meeting.

Agenda Item 7 Clerk's Report

Minute	Action	Complete ✓
16/003	Minutes circulated to councillors and placed on website.	✓
16/007 a	Payments made to suppliers.	✓
16/007 b	Precept demand sent to Babergh.	✓
16/008	Planning responses sent to BDC.	✓
16/016	Litter Pick issues in hand.	
	Clerk Hours	
	As at 6th March 2016 -238.25 hours worked / 196 hours paid.	

Associated Papers LWPC for Meeting on 15th March 2016

Agenda Item 8a Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
15/03/16	BDC - Dog & Litter bin emptying	448	LA 2011 ss 1 to 8	0.00	235.25
15/03/16	DF Crimmin - Expenses Sept to Feb	449	LA 2011 ss 1 to 8	0.00	101.24
31/03/16	DF Crimmin - Salary Jan to Mar	450	LA 2011 ss 1 to 8	0.00	564.76
31/03/16	DF Crimmin - WFHA Jan to Mar	450	LA 2011 ss 1 to 8	0.00	39.00
31/03/16	HMRC - Clerk Tax	451	LA 2011 ss 1 to 8	0.00	141.20

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	31/12/15	£9,523.48	£7,605.43	£1,918.05	£0.00	£0.00
Business Instant	20/05/15	£2,517.54	£2,517.54	£0.00	£0.00	£0.00
Cash	12/01/16	£0.00	£0.00			£0.00
		£12,041.02	£10,122.97	£1,918.05	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£7,929.71				
<u>Income</u>			<u>Expenditure</u>			
Precept	£6,691.00	£6,691.00	Clerks Salary		£2,811.00	£2,306.67
Bank Interest	£0.00	£0.22	Admin		£810.00	£585.19
Grants	£0.00	£61.56	Insurance		£280.00	£245.10
Donation	£0.00	£35.00	Audit Inspections		£100.00	£66.00
Other	£0.00	£284.17	Annual Subscriptions		£210.00	£192.00
VAT Repayment	£0.00	£501.85	Donations		£50.00	£0.00
			Dog & Litter Bins		£250.00	£196.04
			Grass Cutting		£700.00	£700.00
			Maintenance		£0.00	£0.00
			Closed Churchyard		£950.00	£70.00
			Clive Memorial	£3,400.00	£0.00	£600.00
			Speed Watch		£250.00	£0.00
			Legal Fees		£0.00	£0.00
			Street Lighting		£280.00	£201.80
			Other		£0.00	£132.00
			VAT Paid		£0.00	£85.74
Total	£6,691.00	£7,573.80	Total	£3,400.00	£6,691.00	£5,380.54
			Assets Carried Forward			£10,122.97
Total		£15,503.51	Total			£15,503.51

Associated Papers LWPC for Meeting on 15th March 2016

Agenda Item 8a Clerk's Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel
		1st	2nd	Other			A4 Print	A3 Print	Lams	
04/09/15					1	A Sheppard				
10/09/15					2	A Sheppard, CAS				
14/09/15					1	A Sheppard				
15/09/15					1	A Sheppard	214		3	7
22/09/15	Meeting				1	A Sheppard	15			7
24/09/15			4							
01/10/15							4		4	
02/10/15	BDO Notices									7
20/10/15					5	BDC, A Sheppard, Navigas Planning, CAS, BDC				
21/10/15	Meeting Pack						181		2	7
27/10/15	Meeting									7
02/11/15					2	RBL, A Sheppard				
03/11/15	Wreath				1	A Sheppard				6
05/11/15					1	A Sheppard				
09/11/15					3	SALC, CAS, S Mitchell				
18/11/15					1	A Sheppard				
25/11/15	Meeting Pack			£0.93			145		3	7
30/11/15						A Sheppard				
01/12/15						A Sheppard				
02/12/15			1		2	A Sheppard, CAS				
10/12/15					3	A Sheppard x 2, BDC				
15/12/15					3	S Mitchell x 3				
16/12/15							56		2	7
17/12/15					1	BDC				
21/12/15	Meeting									7
22/12/15		1								
04/01/16					1	A Sheppard				
08/01/16					2	SCC x 2				
12/01/16	Meeting Pack						142		3	
13/01/16	Notices									7
18/01/16	Planning Meeting						50			7
19/01/16	Meeting									7
20/01/16			2		1	Bradley				
02/02/16					2	A Sheppard x 2				
12/02/16	A Sheppard									7
		1	7		34		807	0	17	90
		£0.63	£3.78	£0.93	£4.08		£32.28	£0.00	£2.04	£40.50
Expenditure on behalf of Little Cornard Parish Council										
Date	Description	Ref	Gross	VAT	Net	Account Heading				
03/11/15	Poppy Wreath	1	£17.00	£0.00	£17.00	Admin				
	Postage		£5.34		£5.34					
	Cost of Calls		£4.08		£4.08					
	Printing		£32.28		£32.28					
	Laminates		£2.04		£2.04					
	Travel Costs		£40.50		£40.50					
	Total		£101.24	£0.00	£101.24	Balanced				
	Mileage rate from 6/4/2011	45p								
	1st Class Post	63p								
	2nd Class Post	54p								
	Telephone Calls	10p + VAT				Admin	£101.24			
	A4 Printing per page	4p				Maintenance	£0.00			
	A3 Printing per page	10p				Projects	£0.00			
	Laminates	12p				VAT	£0.00			
							£101.24			

Agenda Item 8b Donations

No request for a donation has been received.

Agenda Item 8c Earmarked Reserves

Asset Replacement	£250.00
Closed Churchyard	£2,500.00
Street Lights	£600.00
Election Costs	£300.00
Clive Memorial	£2,800.00
	£6,450.00

Agenda Item 9c Status of planning applications

Application Reference	Address	Planning Details	LWPC Minute	Parish Council Comments	Babergh DC Comments
B/15/01556	Bell House, Humble Green	Erection of 3 No holiday lodges.	15/111b	No comments	
B/15/01638	School House, Church Road	Erection of side conservatory.	15/122a	Support	Approved 29/01/2016
APP/D3505/W/15/3137828	Irelands Meadow, Holbrook Hall Park	Appeal against refusal of Planning Application B/15/00434	15/122b	Supported appeal	
B/15/01732	14 Grove Avenue	Erection of two-storey side extension (Following demolition of existing conservatory and garage)	16/008a	Support	Approved 15/02/2016
B/16/00009	Greenmead, The Street	Erection of new roof to existing garage and utility room.	16/008a	Support	Approved 19/02/2016

Agenda Item 10 Playing Field Committee

Please refer to the email I sent you on the 9th March from Jenny Jordan.

Agenda Item 12 Street Lighting

Since the 1st July 2005 LWPC has contracted its street lighting to Suffolk County Council. The contract is "Standard" which not only covers the energy cost and maintenance to the lamp units, but also means that if the column is damaged by a vehicle, SCC's contractor will replace the column and chase the car's insurers for the costs. LWPC will not be asked to repay any of the costs. In reviewing the 3 columns there would appear to be 2 styles of lamp units on the 3 columns both of which will present problems in the future as both styles of replacement lamps are discontinued by EU Legislation.

It would be worth asking SCC to review the 3 street light units and present LWPC with options for replacements for lamp units / columns and give a comparison on the energy cost savings that will be achieved by the various options.

In my time as a Clerk I have undertaken 4 similar schemes on behalf of my councils:

- Assington - change 16 street light units to have Intelligent Lighting System (ITS) and LED's
- Chilton - change 1 street light unit to have ITS and LED
- Gt Waldingfield - change 80 street light units to have ITS and LED's
- Newton - put ITS on 3 street light units.

In the Assington and Gt Waldingfield schemes, where the councils borrowed from the Public Works Loan Board to cover the capital expenditure, both scheme broke even in year 2. In both Chilton and Newton the lights were adopted by SCC following the works and in Gt Waldingfield 23 of the 80 street light units were adopted following the works.

Agenda Item 14 Closed Churchyard

I sent you a copy of the St Lawrence Church Quinquennial Report by email on the 8th March in which it was recommended that ash and lime trees in the churchyard should be removed. Andy Graham, Babergh's Assistant Arboricultural Officer visited the churchyard on Monday 7th March to review the trees against the report.

He has confirmed that the lime trees are covered by TPO's (See email I sent to you on the 10th March) and as such no application can be made for the removal of these trees in relation to the subsidence caused at the Church until section 8.2 below is undertaken.

8. Trees - Additional Information
Additional information may be attached to electronic communications or provided separately in paper format.

For all trees
A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO
Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall:
If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

☐ Yes ☐ No

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives.
If YES, you are required to provide for:

Subsidence
A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

Other structural damage (e.g. drains, walls and hard surfaces)
Written technical evidence from an appropriate expert, including description of damage and possible solutions.

☐ Yes ☐ No

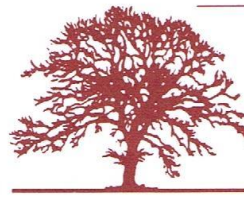
Documents and plans (for any tree)
Are you providing separate information (e.g. an additional schedule of work for Question 7)? ☐ Yes ☐ No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

You will have noted that Section 10.5 of the Quinquennial Report raised the issue of TPO's.

Andy Graham did raise his observations about the amount of brick / debris around the base of the lime trees and felt that this should be removed as it did not help the health of the trees. He also felt that a programme of inspection to review the deadwood with the trees was required.

In the Tree Inspection Survey undertaken by John Moore Tree Services in June 2014 it was recommended that there should be a 12 monthly inspection as below:



*John Moore
Tree Services*

Field Analysis Report

Client:

Mrs. Mary Thoroughgood,
Little Waldingfield Parish Council.

Our Reference:

LWPC/194/14

Site Location:

Little Waldingfield Church.

Instruction Received:

09/06/14

Scope of Report:

To assess the health and condition
(at the time of inspection) of the trees
in the curtilage of Little Waldingfield
Church yard and to give recommendations
where necessary.

ITEM: Little Waldingfield Church Yard

All trees in this area can be considered risk category 2A (low risk trees, high risk location = inspection 12 monthly, British Standards. See Inspection Regime, enclosed).

Trees highlighted in this item require some remedial surgery as a precaution after risk assessment.

The Lime trees *Tilia x Europea*, are all mature and appear in good/fair condition with < 5% deadwood found throughout the crowns in most specimens. In **T2** there is evidence of cavities on the upright stems. **T3** has a cavity in one of the upright limbs and some evidence of dieback within the crown. **T5** & **T6** have varying degrees of basal epicormic growth.

Recommend: Continuous monitoring. Any remedial work suggested, should be carried out before next inspection.



10 Church Street, Sudbury, Suffolk CO10 2BJ
Tel: 01787 378844 Fax: 01787 372132 Mobile: 07711 577733
Email: johnmooretreeservices1@yahoo.co.uk

Tree Inspection Survey: Little waldingfield Church Yard.		Reference: LWPC/194/14 Address: c/o Kiln Cottage, The Street, Little Waldingfield, Suffolk. CO10 0SQ.		Performed by: John Moore	
Inspection Guide (Timetable for use in monitoring)		High Risk tree or group (cat 1)		Low Risk Tree or Group (cat 2)	
High Risk location (cat A)		Inspect every 6 months		Inspect every 12 months	
Low Risk Location (cat B)		Inspect every 24 months		Inspect every 36 months	
Species:	Tag No:	Category (see above)	Results of Inspection Recommendations:	Priority:	Date
T1: Common Lime, <i>Tilia europaea</i> .	—	2A	Good condition, approx. 24m high. One small torn limb on crown perimeter. two limbs overhanging Church roof. Recommendation: Remove overhanging and torn limbs.	Low	9/6/14
T2: Common Lime, <i>Tilia europaea</i> .	—	2A	fair/good condition at approx. 18m high. (evidence of previous crown reduction). Some cavities on upright stems. Rec: Monitor.	Low	9/6/14
T3: Common Lime, <i>Tilia europaea</i> .	—	2A	Fair/good condition. Height approx. 21m and divides into twin stem at approx. 4.5m. Evidence of previous crown reduction. Cavity in one upright (old pruning wound). Some dieback in crown. Rec: Monitor. Suggest aerial inspection.	Moderate	9/6/14
T4: Common Lime, <i>Tilia europaea</i> .	—	2A	Fair/good condition, pollarded at 4m. Rec: Monitor.	Low	9/6/14
T5: Common Lime, <i>Tilia europaea</i> .	—	2A	Good condition. Height approx 23m. Minor epicormic growth at base. Bias to crown, accommodating T6. Torn stump (0.5m long), as a result of poor pruning, over churchyard. Rec: Remove epicormic growth.	Low	9/6/14
T6: Common Lime, <i>Tilia europaea</i> .	—	2A	Good condition. Height approx. 23m. epicormic growth at base. Bias to crown, accommodating T5. Rec: Remove epicormic growth.	Low	9/6/14

Agenda Item 15 Risk Register
As per attached Risk Register.

Agenda Item 16 Draft Policies

STATEMENT OF COMMUNITY ENGAGEMENT POLICY

Aims and Objectives

Little Waldingfield Parish Council ("Council") is committed to high standards of engagement with its community. Our council is part of a tier of local government which belongs to, is part of and is directly accountable to its local community. Councillors play an important role as they are elected to make decisions on matters affecting the village. We aim to make a measurable difference to the quality of life of the community we serve and to be responsive to the needs of our community. This statement sets out how we ensure the community is kept informed about and can contribute to the activities and decision-making of this council to the benefit of the Council.

What is Our Community?

We believe our community is everyone within the boundaries of our parish including all ages, any organisations, groups and individuals within it. We also recognise that residents pay for the activities of the Council and that visitors to our community form an important part of the vibrancy of community life. We understand that there are certain bodies that are crucial to local quality of life and we will strive to achieve excellent working relationships with these bodies including village organisations, the Police, neighbouring councils and other tiers of local government.

Provision of Information to the Community

This Council ensures that its main documents which reflect its decisions are published and readily available for the public to view. These documents include the agendas, minutes and annual reports of the council which are:

- Published on the council's website
- Posted on the notice board
- Available to view by request and prior arrangement with the Clerk, or in the 15 minutes before council meetings

The council also summarises its activities and reports them to the **Press** and in the Box River News. You can view the councils Freedom of Information Publication Scheme on the council's website.

Opportunities for involvement and representations to the Council

The agenda for full council meetings contain an invitation to the public and press to attend and gives you an indication of the business to be transacted so that you can decide whether you want to attend or make your views known by some other means prior to the meeting. Meetings are the forum for business and decision-making and it is important that this business can be conducted with ample time for due consideration of issues before councillors. However, at council meetings there is also an opportunity for the public to make representations in person prior to decisions being made. We welcome representations but inevitably have to apply a time limit and if you are concerned that there might be insufficient time to make your points known, you might wish to make representations in writing prior to the meeting. We give representatives from the Police and other tiers of local government an opportunity to make reports to full council meetings. This provides the public and councillors with more information and an opportunity to ask questions on matters of interest to them.

The Council will also call an annual meeting of the parish on a day falling between 1 March and 1 June inclusive. This is your meeting and you will have an opportunity to hear from many community organisations and to ask them questions. It is also possible to raise matters of concern to the community.

Involvement in Partnerships

The Council has representation on the Little Waldingfield Playing Field Committee and the Suffolk Association of Local Councils and attends many meetings of bodies which make decisions affecting the local community. Information obtained from these meetings is reported to full council meetings.

Role of councillors

Councillors are the decision-makers of the Council. The contact details for all councillors are available from the clerk and are also published on the council's website and the notice board. Councillors also hold the Clerk to account. Councillors welcome contact with members of the public, endeavour to be available immediately prior to council meeting for anybody who wishes to speak with them and they will listen to the representations you make to them at council meetings whether you attend in person, ask another person to raise matters for you or provide your comments in writing.

The contact details for the Clerk to the council are published on the council's website and the notice board. The Clerk is the Proper Officer of the council and is the appropriate contact in most cases for raising matters with or requesting information from the council.

Please feel free to contact to contact the Clerk for more information on anything in this Statement.

Specific Areas for Community Involvement

In some circumstances, we also provide additional information sheets and/or provide additional public meetings in the event that exceptional issues arise which are of particular interest to the community. We envisage that these might include plans for significant planning development, exceptional spending plans and any emergency situations that arise. We will also hold public meetings in our ongoing communication with all residents on their requirements of the Council.

Contact details for the council are:

Address	Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
Telephone	01787 375085
Email	clerk.littlewoldingfieldpc@hotmail.co.uk
Website	www.littlewoldingfield.onesuffolk.net

This policy was adopted by Little Waldingfield Parish Council at its meeting on

HEALTH AND SAFETY GENERAL STATEMENT OF POLICY

POLICY STATEMENT

It is the Policy of Little Waldingfield Parish Council ("Council") to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which may arise from work activities.

KEY PRINCIPLES

The Council will

- provide and maintain safe and healthy working conditions, equipment and systems of work for all employees
- provide and maintain safe council owned facilities for the public
- provide such information, training and supervision, as they need for this purpose
- give a high level of commitment to health and safety and will comply with all statutory requirements.

WHO DOES THE POLICY APPLY TO

The Policy applies to all employees, contractors and Councillors of the Council.

REVIEW OF THE POLICY

Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, this Policy will next be reviewed in May 2017.

This policy was adopted by Little Waldingfield Parish Council at its meeting on

Agenda Item 17 Suffolk Year of Walking



People Directorate

Responsible for Communities
and Housing

Please ask for: Sue Calver
Direct line: 01449 724653
Fax number:
Your reference:
Our reference:

Dear Sir/Madam

Suffolk Year of Walking – May 2016 to April 2017

Suffolk's first walking strategy was launched in 2015 setting out a vision to increase the number of people walking in Suffolk. As well as the many health benefits associated with walking the strategy also highlights the natural environment of Suffolk which makes it a wonderful place to walk, both in urban and rural areas.

Babergh and Mid Suffolk District Council are proud to offer the opportunity for parishes throughout the two districts to apply for a trained walk leader to lead a walk in their local area.

Applying for a walk leader is free of charge but is limited to one walk per **ward**, your ward covers the following areas:

WALDINGFIELD WARD – Acton, Lt Waldingfield, Gt Waldingfield & Chilton

We hope that this project will enable parishes to work together with neighbouring villages to advertise and highlight the natural beauty of their local area; ensuring local residents and people from further afield are able to partake.

Babergh & Mid Suffolk District Council will provide the parish with a trained walk leader and we ask for a commitment from the parish to provide at least two people who are willing to help out with the walk on the day. Walk leaders will be allocated on a first come first served basis.

When thinking about your parish please ensure that any walk you may be considering is as inclusive and accessible as possible given we have many rural areas and it is highly likely that people will travel to attend the walk, so car parking and preferably toilet facilities would also need to be a consideration. Providing a walk in your area will give you the opportunity to promote local facilities such as pubs, cafes, Community shops etc where visitors may choose to use before or after your walk.

This project also provides the parish with the potential for advocating past local history, village stories, anecdotal tales and themes which might be of interest to visitors. To support your event Babergh & Mid Suffolk District Council can offer a minor Arts grant of up to £250 the funding available can be used to provide a poet or storyteller for your walk to accentuate the above. To apply for this funding please contact Zoey Banthorpe, Arts Officer on zoey.banthorpe@baberghmidsuffolk.gov.uk or telephone 01449 724 638.

Babergh & Mid Suffolk District Council are working in partnership with the Tourist Information Centre in Stowmarket, although all the parish walks will be free of charge for participants booking is essential and must be made directly with the TIC on 01449 676800

If you would like to take up this offer we need confirmation and return of the attached form by **31st March 2016**.
Yours sincerely