

**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 5      Routine Correspondence**

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

**Agenda Item 6      Clerk's Report**

Minute	Action	Complete
17/088	Minutes circulated to councillors, placed on website and sent to BRN.	✓
17/090	Response sent re Great Waldingfield NP designation.	✓
17/092	Payments made to suppliers.	✓
17/094 g	Budget increased by £500 from SID reserves.	✓
17/095	Response sent re Babergh Warding consultation.	✓
17/096	See Agenda Item 11 - 5th September 2017	✓
17/097	SID SLA - Agenda Item 12 - 5th September 2017	✓
17/099	2 spray cans purchased and given to Chairman.	✓
17/104	Induction processes completed for Councillor Wells.	✓
17/108	Minutes circulated to councillors, placed on website and sent to BRN.	✓
17/110	Planning responses sent to Babergh.	✓
	<b>Speed Watch</b>	
	In the surveys conducted in July and August 64 motorists caught speeding of which the SNT took action on 58 offenders.	
	<b>Clerk Hours</b>	
	As at 27th August 2017 - 111 hours worked / 84 hours paid.	

Agenda Item 7a External Audit Report



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Mr D Crimmin  
Cragston  
Sudbury Road  
Newton  
SUDBURY  
Suffolk  
CO10 0QH

01 August 2017

our ref: 2017/F6/LITT46/FINAL

Dial: 023 8088 1737  
Email: councilaudits@bdo.co.uk

Dear Mr Crimmin

Little Walsingham Parish Council - Audit for the year ended 31 March 2017

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Issues arising from the audit
- Contact details
- Annual Return

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the Annual Return including our certificate has been approved and accepted by the smaller authority. The issues arising report enclosed, details the action to be taken, if any. The annual return including our certificate and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website\*) as soon as reasonably possible before the 30 September 2017 and must be made available for public access for a period of not less than five years.

BDO LLP are not your appointed auditor for the year ended 31 March 2018 onwards. Smaller Authorities' Audit Appointments (localaudits.co.uk) will be able to advise who your new auditor is, if you have not yet been notified. We thank you for all your assistance over the years we have worked with you and wish you a smooth transition to your new auditor.

Yours sincerely

Mrs Emma Prince  
For and on behalf of BDO LLP

Enc.

\*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.



## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

LITTLE WALDINGFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓

This annual governance statement is approved by this smaller authority on:

16/05/2017

and recorded as minute reference:

17/0755

Signed by Chair at meeting where approval is given:

*[Signature]*

Clerk:

*[Signature]*

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.



## Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

LITTLE WALDINGFIELD PARISH COUNCIL

RESTATE

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	7,930	10,014	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	6,691	8,000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	884	2,704	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,390 <del>2,307</del>	2,437	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	3,101 <del>3,184</del>	6,396	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	10,014	11,885	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	10,014	11,885	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	763	2,937	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*H. Quinn*

Date

10/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

16/05/2017

and recorded as minute reference:

17/07/15e

Signed by Chair at meeting where approval is given:

*Al. Shyl*

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

LITTLE WALTONFIELD PARISH COUNCIL

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate)

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

External auditor name

BDO LLP Southampton  
United Kingdom

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

The following matters are being brought to your attention as we have detected administrative matters aimed at improving the review process in the future or items that have changed that we wish you to just note. These matters are not raised as formal matters and do not require reporting to the council.

**Minor issues**

*What is the issue?*

The following issue(s) has been raised as the comparatives have been changed:

The comparative figures disclosed in Section 2 of the Annual Return do not agree to the audited Annual Return for the year ended 31 March 2016. The comparative figures for the year ended 31 March 2016 were restated but this does not impact on the current year's figures.

*Why has this issue been raised?*

This is raised to bring the matter to the attention of readers of the annual return.

*What do we recommend you do?*

No further action is required.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 30 July 2017



**Agenda Item 7b      Asset Register**

LITTLE WALDINGFIELD PARISH COUNCIL						
Asset Register as at 1st September 2017						
Date Purchased	Description	Street Furniture Value	Tag / Reference	Location	Ins Value	Notes
	Dog Bins x 4	£0.00		As below		
	Grit Bin	£95.00				
	Grit Bin	£95.00				
	Litter Bin	£0.00		Entrance to Croft Lea on lamp post		
	Notice Board	£0.00		By Telephone Box		
	Playing Field					Removed as not a LWPC Asset.
Mar-15	Projector	£570.70		A Sheppard	£570.70	
	Street Light	£0.00		Croft Lea	£500.00	
	Street Light	£0.00		Croft Lea	£500.00	
	Street Light	£0.00		Croft Lea	£500.00	
	Telephone Box	£1.00		Near junction of B1115 / Church Road	£3,000.00	
Jul-16	Dog Bin	£87.00		Junction of The Street & FP 5	£0.00	Below Excess
	War Memorial	£1.00			£7,000.00	
Jul-16	Dog Bin	£87.00		Junction of Church Road & FP 3	£0.00	Below Excess
Jan-17	Defib & Cabinet	£2,000.00		Parish Room outside wall	£2,000.00	
	Bench	£0.00		Swan Inn	£0.00	
	<b>Total</b>	<b>£2,936.70</b>		<b>Total</b>	<b>£14,070.70</b>	

**Agenda Item 7c      Insurance Cover**

**PART C – All Risks**

**Office Contents** – restricted to clerks home

**Sum Insured: £2,500**

**Excess: £100** applicable to each and every loss

**Additional Items**

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the Territorial Limits.

Item Description	Sum Insured	Excess
3 Lamp Posts	£1,500.00	£100
War Memorial	£7,000.00	£100
Epson Projector EB965W	£570.70	£100
BT Box	£3,000.00	£100
Defibrillator and Cabinet	£2,000.00	£100

**Excess: £100** applicable to each and every loss

**Agenda Item 7d Responsible Finance Officer (RFO) Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
18/07/17	CHT - Donation	490	LA 2011 ss 1 to 8	0.00	50.00
09/08/17	P Scott - Churchyard wall repair	491	LA 2011 ss 1 to 8	0.00	50.00
09/08/17	C White - NP Parish Profile expense	492	LA 2011 ss 1 to 8	0.00	60.00
05/09/17	BDO - External Audit Fee	493	LA 2011 ss 1 to 8	0.00	120.00
05/09/17	CAS - Insurance	494	LA 2011 ss 1 to 8	0.00	314.32
05/09/17	DF Crimmin - Expenses Feb to Aug	495	LA 2011 ss 1 to 8	0.00	181.72
05/09/17	SLCC - Clerk's subscription	496	LA 2011 ss 1 to 8	0.00	18.68
30/09/17	DF Crimmin - Salary July to Sept	497	LA 2011 ss 1 to 8	0.00	435.49
30/09/17	DF Crimmin - WFHA July to Sept	497	LA 2011 ss 1 to 8	0.00	39.00
30/09/17	HMRC - Clerk Tax	498	LA 2011 ss 1 to 8	0.00	108.80

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	31/07/17	£13,388.24	£12,060.23	£1,328.01	£0.00	£0.00
Business Instant	18/05/17	£2,520.05	£2,520.05	£0.00	£0.00	£0.00
Cash	30/08/17	£0.00	£0.00			£0.00
		£15,908.29	£14,580.28	£1,328.01	£0.00	

**Statement of Accounts vs Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£11,885.14				
<b><u>Income</u></b>			<b><u>Expenditure</u></b>			
Precept	£8,250.00	£4,125.00	Clerks Salary		£2,353.00	£1,143.48
Bank Interest	£2.00	£0.21	Admin		£1,000.00	£216.30
Grants	£412.00	£0.00	Insurance		£270.00	£314.32
Donation	£0.00	£0.00	Audit Inspections		£75.00	£166.00
Other	£0.00	£0.00	Annual Subscriptions		£285.00	£209.69
VAT Repayment	£0.00	£806.92	Donations		£50.00	£50.00
			Dog & Litter Bins		£410.00	£0.00
			Grass Cutting		£1,150.00	£0.00
			Maintenance		£100.00	£0.00
			Closed Churchyard		£950.00	£50.00
			Clive Memorial	£2,474.99	£0.00	£0.00
			Speed Watch		£100.00	£0.00
			Community Led Plan	£500.00	£200.00	£50.00
			Street Lighting		£250.00	£0.00
			Other		£500.00	£0.00
			VAT Paid		£0.00	£37.20
<b>Total</b>	<b>£8,664.00</b>	<b>£4,932.13</b>	<b>Total</b>	<b>£2,974.99</b>	<b>£7,693.00</b>	<b>£2,236.99</b>
			Assets Carried Forward			£14,580.28
<b>Total</b>		<b>£16,817.27</b>	<b>Total</b>			<b>£16,817.27</b>



**Associated Papers LWPC Meeting on 5<sup>th</sup> September 2017**

**Agenda Item 7d      Clerk's Expenses**

		Postage			Telephone		Printing			Travel
Date	Description	1st	2nd	Other	No of Calls	Phone Call to	A4 Print	A3 Print	Lams	Miles
01/03/17	SLCC Meeting									6
06/03/17					1	A Sheppard				
10/03/17					1	A Sheppard				
15/03/17	Meeting Pack & Notices				3	BDC, A Sheppard, CHT	275		2	8
17/03/17					3	BDC x 3				
21/03/17	Meeting									7
22/03/17					1	A Sheppard				
23/03/17	Training									6
24/03/17					2	BDC, A Sheppard				
27/03/17			1		1	BDC				
28/03/17					1	A Sheppard				
29/03/17					1	A Sheppard				
01/04/17	Postage cost adjustment			-£0.01						
05/04/17	Notice						1		1	7
06/04/17					1	C Johnson				
07/04/17					1	A Sheppard				
11/04/17	Meeting Pack , Notices & IA						100	4	2	7
13/04/17					2	BDC, A Sheppard				
14/04/17			1				10			
18/04/17	Meetings				2	BDC, A Sheppard	190			7
02/05/17					3	BDC X 2, A Sheppard				
04/05/17					4	A Sheppard x 2, BDC x 2				
05/05/17	Meeting Pack & Notices						34		2	7
10/05/17					1	S Braybrook				
11/05/17	Meeting Pack / Notices & Meeting	1			4	BDC x 2, A Sheppard, M Harmsworth	215	6	2	8
16/05/17	Meeting						19			7
17/05/17			2		2	B Campbell x 2				
19/05/17							15			
30/05/17					2	CAS, B Campbell				
31/05/17							1		1	7
02/06/17					1	A Sheppard				
06/06/17					2	C Miller, A Sheppard				
13/06/17	Training / Boundary									6
14/06/17					1	BDC				
19/06/17	Notice						1		1	7
20/06/17					1	A Sheppard				
29/06/17	BDC Meeting									4
10/07/17					1	STS				
12/07/17	Meeting Pack				2	BDC, A Sheppard	331		2	
13/07/17	Notices				2	BDC, A Sheppard				7
18/07/17	Meeting				1	A Sheppard	8			7
19/07/17			1							
21/07/17	A Wells booklet				4	A Sheppard x 2, BDC x 2	98			
25/07/17					1	A Sheppard				
26/07/17					1	A Sheppard				
28/07/17					1	STS				
31/07/17					3	A Wells, A Sheppard x 2				
01/08/17					1	A Wells				
02/08/17	Meeting Pack & Notices						99		2	7
08/08/17					1	BDC				
09/08/17	Meeting									7
21/08/17					1	A Sheppard				
24/08/17					1	A Sheppard				
25/08/17					1	A Sheppard				
		1	5		62		1397	10	15	122
		£0.65	£2.80	-£0.01	£7.44		£69.85	£1.00	£1.80	£54.90

Expenditure on behalf of Little Cornard Parish Council	
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Date	Description	Ref	Gross	VAT	Net	Account Heading
19/07/17	2 Spray cans (Amazon Order)	1	£23.30	£3.87	£19.43	Admin
18/08/17	2 storage boxes (Staples Order)	2	£19.99	£3.33	£16.66	Admin
	Postage		£3.44		£3.44	
	Cost of Calls		£7.44		£7.44	
	Printing		£70.85		£70.85	
	Laminates		£1.80		£1.80	
	Travel Costs		£54.90		£54.90	
	<b>Total</b>		<b>£181.72</b>	<b>£7.20</b>	<b>£174.52</b>	Balanced
	Mileage rate from 6/4/2011	45p				
	1st Class Post	65p				
	2nd Class Post	56p				Admin
	Telephone Calls	10p +VAT				Staff Costs
	A4 Printing per page	5p				Projects
	A3 Printing per page	10p				VAT
	Laminates	12p				

**Agenda Item 8b      Status of planning applications**

<b>Application Reference</b>	<b>Address</b>	<b>Planning Details</b>	<b>LWPC Minute</b>	<b>Parish Council Comments</b>	<b>Babergh DC Comments</b>
B/16/01578	The Cottage, Church Road	Application under Section 73 of the Town and Country Planning Act (1990): Erection of 2 no. two storey dwellings and detached garage building for plot 2 (following demolition of existing dwelling and garage). Alterations to front boundary wall to create 2 no. new vehicular access and stopping up of existing vehicular access without compliance with condition 13 of B/12/01469/FUL to allow erection (and retention) of 1200mm high replacement front boundary wall.	17/005a 17/053d	Objected Supported	
DC/17/03214	Priory Farm Church Road	Conversion and alteration of cartlodge to form 1 No self-contained residential dwelling.	17/110a	Supported	Approved 29/08/2017
DC/17/03691	The Stables, Church Road	Erection of new stable block adjacent to existing stable block.	17/110b	Supported	Approved 23/08/2017

**Agenda Item 9b NP Meeting with DC Officers on 22 August 2017**

Tim Sheppard; Paul Bryant and Paul Munson, Babergh and Mid Suffolk District Council (hereinafter 'DC') Officers.

Points of discussion:

- Hartest DC had problems with Survey Monkey, so ensure trial run
- Woolpit has recently finished its village questionnaire-might assist with NP questions
- Stradbroke PC has recently applied for the extra 6K ('My Community') funding support for its NP in order to undertake potential site allocation assessments-work to be undertaken by 'AECOM'-PC Clerk is Odile Wladon; contact details should be available online [Odile Wladon: Clerk - Stradbroke Parish Council Mobile: 07555 066147]
- Dealing with NPs with potential site allocations is new for DC but not elsewhere nationally
- Thurston PC is currently undertaking a Landscape Character Assessment. See also Lawshall Character Assessment Jan 2017 + Examiners Q&A's ([weblink](#))
- It is normal to include a Landscape Character Assessment as part of an NP evidence base; templates, guides are available online ('My Community' website) See: <https://mycommunity.org.uk/take-action/neighbourhood-planning/resources/>
- It is best to draft the NP 'Consultation Statement' as a travelling document, updating as the NP progresses
- DC has just released its consultation draft of the Joint Local Plan; consultation with PCs underway; round table meetings but will be an extra meeting between DC and those PCs undergoing NPs
- PB provided an updated data analysis for LW (August 2017)-to circulate
- The Suffolk Observatory also provides data profiles for Parishes (see website)
- Useful consultant contacts: Ian Poole of 'Places for People' and Rachel Hogger of 'Modicum Planning' (Lavenham NP)-both of worked on behalf of DC as Consultant support for NPs before the function was brought in-house
- DC will provide a named policy adviser/'critical friend' to assist with the NP, after staff training during September
- The draft Memorandum of Understanding can be completed subject to confirmation of the named support officer-PB/PM to send through a clean copy for Andy Sheppard to sign on behalf of the PC
- Future steps-analyse responses from questionnaire consultation process/develop vision for NP/draw up draft list of NP policies (potential consultant input to assist);  
BDC policy manager pre-submission input into policies;  
Pre-submission consultation to be organised by LWNP team-6 weeks duration-DC will share list of statutory and other consultees to contact;  
Consultation feedback;  
Submission version of NP to be submitted, along with Consultation Statement (and other required documents);  
DC undertake further-'formal'-consultation (another 6-weeks);  
Examination, paid for by DC-LWNP help select Examiner, confidential report produced for fact-checking, then final version;  
Referendum-run and paid for by DC-organised by Electoral Team; voting 7am-10pm and fixed 'yes' or 'no' question;  
DC Cabinet approval and formal adoption but has weigh once passed by Referendum
- Timings: NPs generally take 2.5 to 3 years to complete; time runs from Area Designation decision (13 March 2017); from the first draft of the NP to the Referendum takes roughly 1 year.

Duration: 2 hours.



**Agenda Items 9c      NP Engagement & Communications Strategy**

In the course of the preparation of the Little Waldingfield Neighbourhood Plan (the 'NP'), the Little Waldingfield Neighbourhood Plan Steering Committee (the 'SC') shall:

- Promote the process of preparing the NP and encourage participation in the process by residents of the Parish of Little Waldingfield ('Residents');
- Consult Residents in order to ascertain their general vision for the future of Little Waldingfield and in order to gauge their views on the content of emerging NP policy;
- Analyse the views and proposals received during the consultation process into the NP and use the data as part of the preparation of the draft NP;
- Keep Residents fully informed of the progress of the NP: by the provision of an update at Parish Council Meeting public forum session;s by way of a regular PC Meeting NP Agenda item; by making copies of the minutes of PC and SC meetings available to the public; through press releases, public meetings and workshops, when deemed appropriate by the SC and by regularly updating the NP section of the PC website.

**Agenda Item 10a      Sudbury Visioning event**

As per the email circulated to you on the 17<sup>th</sup> August 2017. The meeting is being held on Wednesday 13<sup>th</sup> September 2017 at the Delphi Centre from 6pm to 7pm.

**Agenda Item 10b      Local Plan meeting**

As per the email circulated to you on the 15<sup>th</sup> August 2017. The meeting is being held on the Wednesday 27<sup>th</sup> September 2017 at Sudbury Town Hall stating at 6.30pm.

**Agenda Item 11      Closed Churchyard**

STS will be allocating a date in October, in line with Judith Sweetman's requirements, to undertake the following works in the churchyard:

- i. Tree 1 - reduce crown by 25% - £700 - Please invoice Little Waldingfield Parish Council
- ii. Tree 2 - pollard the tree - £500 - Please invoice Little Waldingfield PCC
- iii. Tree 3 - reduce crown by 25% - £600 - Please invoice Little Waldingfield Parish Council.

With regard to insuring the churchyard wall against damage, I circulated the following quotation from your insurers:

*"... the quotation for the brick wall, the annual premium per £1000 insured would be £7.47 (including ipt and commission). I could potentially look at reducing the premium slightly if the Council decided to accept a higher excess than the standard £100."*

The total value of the wall needs to be insured under this policy, just as you would do for your property. The premium would be reduced by the following if the following excesses were agreed:

- £1,000              20%
- £2,500             30%
- £5,000             45%.

So, for example, the cost of insuring the wall valued at £100,000 with a £2,500 excess would be £522.90 per annum. Unfortunately, your insurers were not able to provide assistance with regard to a valuation of the churchyard wall.

**Agenda Item 12      Speed Indicator Devices (SID) SLA**

The scheme starts on the 4<sup>th</sup> September with a pilot run in Chilton. The rota till the end of 2018 is as follows:

<b>Week Commencing</b>	<b>Parish</b>
04 September 2017	Chilton
11 September 2017	Gt Waldingfield
25 September 2017	Little Waldingfield
09 October 2017	Chilton
23 October 2017	Gt Waldingfield
06 November 2017	Little Waldingfield
20 November 2017	Chilton
04 December 2017	Gt Waldingfield
18 December 2017	Little Waldingfield
01 January 2018	Chilton
15 January 2018	Gt Waldingfield
29 January 2018	Little Waldingfield
12 February 2018	Chilton
26 February 2018	Gt Waldingfield
12 March 2018	Little Waldingfield
26 March 2018	Chilton
09 April 2018	Gt Waldingfield
23 April 2018	Little Waldingfield
07 May 2018	Chilton
21 May 2018	Gt Waldingfield
04 June 2018	Little Waldingfield
18 June 2018	Chilton
02 July 2018	Gt Waldingfield
16 July 2018	Little Waldingfield
30 July 2018	Chilton
13 August 2018	Gt Waldingfield
27 August 2018	Little Waldingfield
10 September 2018	Chilton
24 September 2018	Gt Waldingfield
08 October 2018	Little Waldingfield
22 October 2018	Chilton
05 November 2018	Gt Waldingfield
19 November 2018	Little Waldingfield
03 December 2018	Chilton
17 December 2018	Gt Waldingfield
31 December 2018	Little Waldingfield

The Service Level Agreement for the operations conducted by STC's Community Wardens is as follows:

### **Objective of the Agreement**

The purpose of this Service Level Agreement is to describe the key services that Sudbury Town Council's Community Wardens (CW) will provide in the operation of the SID scheme and the quality standards we have agreed in terms of service delivery.

This Agreement sets out

- the service that CW will provide to Chilton Parish Council, Little Waldingfield Parish Council and Great Waldingfield Parish Council
- the overall standard which we aim to achieve in the provision of our services
- a mechanism for resolving any problems relating to the delivery of the service

### **Future reviews and amendments to this Service Level Agreement**

This agreement will be reviewed annually as part of the annual planning process and any changes will be agreed with service users. Changes made to this agreement will be signed off by all parties annually.

### **Objectives of the Service**

- to ensure that three SID devices are operated in each parish for 2 weeks within each parish on a 6-weekly rotation
- to ensure that the data captured by each SID device the two-weekly period in each parish is captured for each location and made available to each parish.

### **Service Users**

- Chilton Parish Council, Little Waldingfield Parish Council and Great Waldingfield Parish Council

### **Responsibilities**

The CW will install the SID device for each of the 3 locations within a parish ensuring that the battery is fully charged and the device is operational.

- At the end of the two-weekly placement, data captured by each device will be downloaded to the scheme's laptop ensuring that it is location specific and then erased from the SID.
- The SID devices will then be taken down from the post, a roundel located in its place, and then moved to the next parish on the rota.

### **Service Availability**

The CW will inform the Parish Clerk of Great Waldingfield Parish Council of any reason why a SID has not been installed within one working day.

### **Parish Council Responsibilities**

Any issues observed by each parish council in the operation of the scheme will be communicated to the Parish Clerk of Great Waldingfield Parish Council.

### **Complaints**

If there is a complaint on the service provided by the CW, then this should be sent be emailed to the Parish Clerk of Great Waldingfield Parish Council ([gtwaldingfieldpc@btinternet.com](mailto:gtwaldingfieldpc@btinternet.com)) who will resolve the issue with Sudbury Town Council and report back to the complainant.



**Costs of service**

- Each cycle of deploying the SID's in a parish will be charged at one hour of the Community Wardens time.
- Sudbury Town Council will invoice the respective council for all deployments scheduled for the forthcoming financial year at the start of the scheme and each April thereafter.
- For Chilton Parish Council and Great Waldingfield Parish Council the CW hour will be used out of the contracted hours that the CW works for each parish council.
- Little Wadingfield Parish Council will be charged at a rate of £20 per CW hour.

**Agenda Item 15      Defibrillator VETS scheme**

Following the May meeting Community Heartbeat Trust sent Cllr Braybrook an explanation of how the VETS scheme operates and the nearest scheme in Pebmarsh, Essex as a reference.