

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Meeting held on Tuesday 4th August 2015 at 7.30pm in the Parish Room

Present: Councillors Andy Sheppard (Chairman), Stewart Braybrook, Barbara Campbell, Jeremy Coomber, Matt Foster and Tim Sheppard.

Attending: Margaret Mayberry and Frank Lawrenson (Babergh District Councillors), Dave Crimmin (Clerk) and 9 members of public.

15/052 Apologies for Absence

Victoria Mound has today sent her notice of resignation to the Chairman. Colin Spence (Suffolk County Councillor) sent his apologies.

15/053 Declaration of Interest and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

15/054 Minutes of Meeting held on 30th June 2015

The minutes of the meeting were approved and signed by the Chairman as a correct record.

15/055 Public Forum

The reports are contained in Appendix A. Mrs Bye raised her concerns over the handling of the two planning applications for Spinney Cottage by BDC and stated that had she been shown LWPC's response to the first application, by BDC, she would not have submitted the second application without addressing the issues raised. Margaret Mayberry will discuss the handling of Mrs Bye's applications with BDC's Legal Department. Mrs Bye also questioned some of the wording used in LWPC's responses to the applications. Residents spoke on the reasons why they felt that the agricultural occupancy condition should not be lifted on Spinney Cottage.

15/056 Routine Correspondence (Appendix B)

After the councillors reviewed the correspondence and the emails circulated by the Clerk it was agreed that no further action was required from the Clerk.

15/057 Clerk's Report (Appendix C)

Following a review of the Clerk's report it was agreed that no further action was required from the Clerk.

15/058 Finance

- a. All cheques signed and due for signing, as itemised in Appendix D, were authorised by the councillors. The councillors also noted the income received since the last meeting, the reconciliation of bank accounts against the bank statements, and the Statement of Accounts against the Budget.
- b. The councillors resolved that the work to fix and reinstate the headstone in the churchyard should be awarded to Phil Scott at a cost of £70.

15/059 Planning

- a. The councillors noted the response sent by the Clerk to BDC on the 23rd July 2015, on behalf of the council, in relation to **Planning Application B/15/00701/CEU Spinney Cottage, Humble Green** - Application for Certificate of Lawfulness of an Existing Use - Continued residential occupation of Spinney Cottage as a single dwelling house, in non-compliance with condition 2 of planning permission no. S/72/1394/M (agricultural occupancy condition).
- b. The councillors reviewed **Planning Application B/15/00705/FHA 2 The Street** - Construction of vehicular access and resolved to support the application.
- c. No further planning application had been received since the agenda was posted.
- d. The status of planning applications, enforcement and appeals previously reviewed by LWPC are as follows:

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Application Reference	Address	Planning Details	LWPC Minute	Parish Council Comments	Babergh DC Comments
B/14/00369	Brookwood Manor Residential Care Home, Holbrook Hall Park	Replace existing leaded windows with UPVC windows, as amended by updated drawings numbered 3138/30C to 33C; 40C to 43C and 50C to 53C received on 7 th October 2014 and a Justification Statement.			Permission Granted 07/07/2015
B/15/00257	Surprise Cottage, Church Road	Application for a Certificate of Lawfulness for a proposed Use or Development - Erection of 1 No single storey outbuilding. Alteration to existing vehicular access.		Will be decided by BDC Legal Department so no consultation on application.	

15/060 Highways and Footpaths

The councillors reviewed photographs of the overgrown hedges along parts of FP 3 between The Street and Church Road and requested the Clerk to ask SCC to review the issue.

15/061 Assets

The councillors were reminded that the costs of the electricity supply to the phone box would at some point in the next year be transferred from BT to LWPC.

15/062 Representative to the Playing Field Committee

The councillors resolved to replace Victoria Mound with Cllr Campbell as the LWPC representative on the Playing Field Committee.

15/063 Financial Regulations

The councillors reviewed the proposals for changes to section 4.5 and 11.1 of LWPC's Financial Regulations and resolved to accept the proposals as highlighted in Appendix E.

15/064 Communicating with residents

The councillors reviewed the existing methods of communicating with parishioners through the notice board, Box River News and the Little Waldingfield website and agreed that a copy of the Draft minutes from each meeting, once agreed by councillors, should be placed in the telephone box.

15/065 Policies and Procedures

The councillors reviewed the list of Policies and Procedures that a council of LWPC's size may wish to consider to adopt and resolved that the Clerk prepares drafts of the following, over the next 5 to 6 meetings, for their consideration:

- Complaints Procedure
- Training & Development Policy
- Disciplinary & Grievance Procedures
- Charitable Giving Policy
- Statement of Community Engagement Policy
- Health & Safety Policy
- Equality Policy
- Freedom of Information Request

15/066 Questions to the Chair

No questions were raised.

15/067 Next Meeting

The date of the next scheduled meeting will be Tuesday 22nd September 2015.

The meeting closed at 8.45pm.

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**Appendix D RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
17/07/15	ICO - Data Protection registration	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
04/08/15	SALC - Councillor Training	433	LA 2011 ss 1 to 8	0.00	30.00
04/08/15	D Gotts - Grass Cutting June	434	LA 2011 ss 1 to 8	0.00	100.00
04/08/15	BDC - Election Costs	435	LA 2011 ss 1 to 8	0.00	87.50

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/06/15	£8,223.61	£7,198.54	£1,025.07	£0.00	£0.00
Business Instant	20/05/15	£2,517.54	£2,517.54	£0.00	£0.00	£0.00
Cash	28/07/15	£0.00	£0.00			£0.00
		£10,741.15	£9,716.08	£1,025.07	£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	£3,345.50	Clerks Salary	£2,811.00	£533.57
Bank Interest	£0.00	£0.22	Admin	£810.00	£216.80
Grants	£0.00	£0.00	Insurance	£280.00	£0.00
Donation	£0.00	£0.00	Audit Inspections	£100.00	£66.00
Other	£0.00	£152.17	Annual Subscriptions	£210.00	£192.00
VAT Repayment	£0.00	£501.85	Donations	£50.00	£0.00
			Dog & Litter Bins	£250.00	£0.00
			Grass Cutting	£700.00	£600.00
			Maintenance	£0.00	£0.00
			Closed Churchyard	£950.00	£0.00
			Clive Memorial	£3,400.00	£600.00
			Speed Watch	£250.00	£0.00
			Legal Fees	£0.00	£0.00
			Street Lighting	£280.00	£0.00
			VAT Paid	£0.00	£5.00
Total	£6,691.00	£3,999.74	Total	£6,691.00	£2,213.37
			Assets Carried Forward		£9,716.08
Total		£11,929.45	Total		£11,929.45

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Appendix E Financial Regulations

- 4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £300. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 11.1 Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where it is intended to enter into a contract exceeding £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite quotations from at least three firms.
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - f. If less than three tenders are received for contracts above £10,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods,

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materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,000 and above £250 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

End of Appendices.

Signed _____ Date _____