

## LITTLE WALDINGFIELD PARISH COUNCIL

### Minutes of Meeting held on Tuesday 19<sup>th</sup> May 2015 at 7.30pm in the Parish Room

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

**Attending:** Margaret Mayberry and Frank Lawrenson (Babergh District Councillors), Dave Crimmin (Clerk) and 13 members of public.

#### **15/014 Election of Chairman**

It was resolved that Andy Sheppard be appointed as the Chairman of Little Waldingfield Parish Council (LWPC) who signed the Declaration of Acceptance accordingly.

#### **15/015 Apologies for Absence**

Colin Spence (Suffolk County Councillor) sent his apologies.

#### **15/016 Declaration of Office from Councillors**

The Clerk confirmed that the Declaration of Office had been received from all councillors.

#### **15/017 Election of Vice Chairman**

It was resolved that Stewart Braybrook be appointed the Vice Chairman of LWPC.

#### **15/018 Declaration of Interest and Requests for Dispensation**

Cllr Campbell declared a non-pecuniary interest in Item 15/027e as she is a member of the PCC. Cllr Braybrook declared a pecuniary interest in Item 15/027e as he is the contractor for the works. No requests for dispensation had been received.

#### **15/019 General Power of Competence**

The councillors resolved that as LWPC met the criteria for the Clerk's qualification and the number of councillors who stood at the 2015 Parish Council Election, that LWPC would adopt the General Power of Competence.

#### **15/020 Minutes of Meeting held on 31<sup>st</sup> March 2015**

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

#### **15/021 Representatives to Outside Bodies**

It was resolved that Cllr Mound be appointed as LWPC's representative to the Playing Field Committee and Cllr Coomber was appointed as the Suffolk Association of Local Councils (SALC) representative.

#### **15/022 Internal Auditor**

It was resolved that Heelis & Lodge be appointed as the Internal Auditor for 2015 / 2016 and the Clerk to send a letter of engagement.

#### **15/023 Annual Subscriptions**

It was resolved that the annual memberships to SALC and Community Action Suffolk be renewed for 2015 / 2016.

#### **15/024 Public Forum**

Frank Lawrenson updated councillors on his new role as Portfolio Holder for the Environment and that the rollout of solar panels on council housing continues. He also mentioned the impending planning application for Chilton Woods which BDC hope to use as a mechanism to get funding for the Sudbury Bypass. Frank Lawrenson was asked to find out if there was any threat to the existing bus services to Little Waldingfield. Margaret Mayberry introduced herself as the newly elected member to BDC. Questions were raised by the public on footpath cutting schedules, Broadband and play equipment. The Clerk will liaise with Suffolk County Council over the footpath cutting.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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### 15/025 Routine Correspondence (Appendix A)

After the councillors reviewed the correspondence and the emails circulated by the Clerk It was agreed that Cllr Coomber will attend the BDC Liaison meeting on the 11<sup>th</sup> June at 10am.

### 15/026 Clerk's Report (Appendix B)

Following a review of the Clerk's report Cllr Campbell agreed to circulate the Risk Assessments via the Clerk to councillors.

### 15/027 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge for the year ending 31<sup>st</sup> March 2015
- b. The councillors resolved to approve the LWPC Receipts and Payments Account (Appendix C) for the year ending 31<sup>st</sup> March 2015.
- c. The councillors resolved that Sections 1 and 2 of the Annual Return as at 31<sup>st</sup> March 2015 were approved and the Chairman signed both sections on behalf of LWPC.
- d. 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.
- e. It was resolved that a donation of £600 be made from the Clive Memorial Fund for the lighting upgrade at the Church.

### 15/028 Planning

- a. The councillors noted Planning Application B/15/00354/TCA Bramley Cottage, The Street - Reduce 1 No. Copper Beech by 25-30% & thin, crown and sides of 1 No. Yew tree by 1m.
- b. The councillors noted Planning Application B/15/00442/TCA Land Adjacent Heathfield House, The Street - Remove various small Ash trees, Field maples and fruit trees.
- c. The councillors reviewed **Planning Application B/15/00434/FUL Irelands Meadow, Holbrook Hall Park** - Erection of single-storey eco house and associated change of use of land from agricultural to residential and resolved their support for an eco house of the standard specified being developed in the countryside in accordance to the National Planning Policy Framework s 55.
- d. A further planning applications had been received since the agenda was posted. The councillors reviewed **Planning Application B/15/00408/LBC Hall Barn, 2 Woodhall Barn, Haymarket** - Application for Listed Building Consent - Replacement of Windows and resolved to support the application.
- e. The status of planning applications, enforcement and appeals previously reviewed by LWPC are as follows:

| 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 7th October 2014 and a Justification Statement. |             |  |                     |
| 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. |                     |
| B/15/00294/TCA        | Old Vicarage, Haymarket                                   | Raise Crown & prune 1 No. Field Maple tree & fell 6 No. Corsican Pine trees   | 15/009a     | No comments  | Approved 07/04/2015 |
| B/15/00332/TPO        | Surprise Cottage, Church Road                             | Crown lift and thin remainder by 25% of 1 No, horse chestnut tree protected under TPO230.   |             |  | Withdrawn           |
| B/15/00354/TCA        | Bramley Cottage, The Street                               | Reduce 1 No. Copper Beech by 25-30% & thin, crown and sides of 1 No. Yew tree by 1m.  |             |  | Approved 23/04/2015 |
| B/15/00442/TCA        | Land Adjacent Heathfield House, The Street                | Remove various small Ash trees, Field maples and fruit trees.   |             |  | Approved 06/05/2015 |

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**15/029 Playing field**

- a. The councillors reviewed the new Playing Field Committee (PFC) constitution and whilst happy with the content, questions were raised on the extent to which other village organisations had been involved in the process to look for representatives.
- b. The councillors agreed that in principle they were happy to consider a donation towards the costs of registering the playing field and Cllr Sheppard would consult with the Clive family to see if a donation from the Clive Memorial Fund would be appropriate.
- c. The PFC were asked to supply a plan and costing for the provision of play equipment in the playing field from which LWPC could start to review the various funding options available for the project.
- d. It was agreed that whilst LWPC would not be directly involved in the Fete organisation, individual council members would be offering support towards the Fete.

**15/030 Co-option Process**

The councillors reviewed the process to co-opt a member at the June meeting.

**15/031 Data Protection Registration**

The councillors reviewed the recommendation from the Internal Auditor for LWPC to be registered with the Information Commissioners Office and resolved that LWPC should be registered.

**15/032 SALC Briefing**

The councillors resolved that the Clerk book Cllr Coomber on the SALC Briefing session on Monday 15<sup>th</sup> June 2015.

**15/033 Anti dog fouling measures**

A review of the results of the measurers undertaken to date to stop dog fouling were felt to be sufficient at the current time. More posters were requested by the Dog Warden and it was agreed that a more positive message will be included to raise awareness. Cllr Sheppard will print the posters.

**15/034 Questions to the Chair**

No questions were raised.

**15/035 Next Meeting**

The date of the next scheduled meeting will be Tuesday 30<sup>th</sup> June 2015.

**The meeting closed at 10.05pm.**

**Appendix A Correspondence**

No correspondence received.

**Appendix B Clerk's Report**

| Minute   | Action  | Complete ✓ |
|----------|---|------------|
| 15/003   | Minutes placed on website.  | ✓          |
| 15/006   | Projector is insured for all risks which means that it is covered when used by other organisations. | ✓          |
| 15/008   | Replied to Chairman of Playing Field Committee  | ✓          |
| 15/009   | Planning Application response sent to BDC.  | ✓          |
| 15/010 c | Heelis & Lodge appointed as Internal Auditor for 2014 /2015   | ✓          |
| 15/012   | Awaiting risk assessments from Cllr Campbell.   |            |
|          |   |            |
|          | <b>Clerk Hours</b>  |            |
|          | As at 3rd May 2015 - 38.25 hours worked / 20 hours paid.  |            |

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**Appendix C Receipts & Payments**

| <b>Receipts &amp; Payments Account for the year ending 31st March 2015</b> |  |           |                   |
|--|--|-----------|-------------------|
| <b>Receipts</b>  |  |           |                   |
| Precept  |  | £4,061.00 |                   |
| Bank Interest  |  | £1.25     |                   |
| Grants   |  | £684.00   |                   |
| Donation   |  | £0.00     |                   |
| Other  |  | £228.25   |                   |
| VAT Repayment  |  | £100.52   |                   |
|  |  |           | <b>£5,075.02</b>  |
| <b>Payments</b>  |  |           |                   |
| Clerks Salary  |  | £1,560.75 |                   |
| Admin  |  | £937.26   |                   |
| Insurance  |  | £215.46   |                   |
| Audit Inspections  |  | £0.00     |                   |
| Annual Subscriptions   |  | £188.00   |                   |
| Donations  |  | £270.00   |                   |
| Dog & Litter Bins  |  | £196.04   |                   |
| Grass Cutting  |  | £600.00   |                   |
| Maintenance  |  | £53.32    |                   |
| Closed Churchyard  |  | £1,545.00 |                   |
| Clive Memorial   |  | £900.00   |                   |
| Speed Watch  |  | £170.76   |                   |
| Legal Fees   |  | £250.00   |                   |
| Street Lighting  |  | £206.90   |                   |
| VAT Paid   |  | £501.85   |                   |
|  |  |           | <b>£7,595.34</b>  |
| <b>Excess of Payments over Receipts</b>                                    |  |           | <b>-£2,520.32</b> |
| Add Balance Brought Forward  |  |           | £10,450.03        |
| <b>Balance Carried Forward</b>   |  |           | <b>£7,929.71</b>  |
| <b>Represented by</b>  |  |           |                   |
| Barclays Community   |  | £5,412.39 |                   |
| Barclays Premium   |  | £2,517.32 |                   |
| Cash   |  | £0.00     |                   |
|  |  |           | <b>£7,929.71</b>  |

Signed \_\_\_\_\_ Date \_\_\_\_\_

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|  |  |     |                   |  |  |                         |  |
|--|--|-----|-------------------|--|--|-------------------------|--|
|  |  |     |                   |  |  |                         |  |
| <b>Bank Reconciliation for Financial year ending 31st March 2015</b> |  |     |                   |  |  |                         |  |
| <b>Balances per Bank Statements as at 31st March</b>                 |  |     |                   |  |  |                         |  |
| Barclays Community   |  |     | £6,113.65         |  |  |                         |  |
| Barclays Premium Account   |  |     | <u>£2,517.32</u>  |  |  |                         |  |
|  |  |     |                   |  |  | £8,630.97               |  |
| Add any Unbanked Cash as at 31 March                                 |  |     |                   |  |  |                         |  |
|  |  |     |                   |  |  | £0.00                   |  |
| Less Unpresented Cheques as at 31 March                              |  |     |                   |  |  |                         |  |
|  |  | 422 | £17.26            |  |  |                         |  |
|  |  | 423 | <u>£684.00</u>    |  |  |                         |  |
|  |  |     |                   |  |  | £701.26                 |  |
|  |  |     | <b>Total Cash</b> |  |  | <b><u>£7,929.71</u></b> |  |
| <b>CASH BOOK</b>   |  |     |                   |  |  |                         |  |
| Opening Balance  |  |     |                   |  |  |                         |  |
|  |  |     |                   |  |  | £10,450.03              |  |
| Add Receipts in the year   |  |     |                   |  |  |                         |  |
|  |  |     |                   |  |  | <u>£5,075.02</u>        |  |
|  |  |     |                   |  |  | £15,525.05              |  |
| Less Payments in the year  |  |     |                   |  |  |                         |  |
|  |  |     |                   |  |  | <u>£7,595.34</u>        |  |
|  |  |     | <b>Total Cash</b> |  |  | <b><u>£7,929.71</u></b> |  |
| <b>D. Crimmin</b>  |  |     |                   |  |  |                         |  |
| <b>RFO, Little Waldingfield Parish Council</b>                       |  |     |                   |  |  | <b>15th April 2015</b>  |  |

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**Appendix D RFO Report**

**Receipts & Payments**

| Date     | Details   | Ref | Power                       | Receipts | Payments |
|----------|---|-----|-----------------------------|----------|----------|
| 07/04/15 | BDC Precept & Grant                             |     |                             | 3,497.67 | 0.00     |
| 19/05/15 | Community Action Suffolk - Annual Subscriptions | 424 | LGA 1972 s 143              | 0.00     | 30.00    |
| 19/05/15 | SALC - Annual Subscriptions                     | 425 | LGA 1972 s 143              | 0.00     | 162.00   |
| 19/05/15 | SALC - Councillor Guides                        | 425 | LGA 1972 s111               | 0.00     | 13.30    |
| 19/05/15 | LCR - Subscription                              | 426 | LGA 1972 s111               | 0.00     | 17.00    |
| 19/05/15 | D Gotts - Grass Cutting March                   | 427 | Highways Act 1980 ss 43, 50 | 0.00     | 100.00   |
| 19/05/15 | D Gotts - Grass Cutting April                   | 427 | Highways Act 1980 ss 43, 50 | 0.00     | 200.00   |
| 19/05/15 | Heelis & Lodge - Audit Fee                      | 428 | LGA 1972 s 111              | 0.00     | 66.00    |

**Reconciliation**

| Account            | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|--------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Treasurers Account | 31/03/15       | £6,113.65         | £8,321.76      | £588.30             | £3,497.67         | £701.26    |
| Business Instant   | 31/03/15       | £2,517.32         | £2,517.32      | £0.00               | £0.00             | £0.00      |
| Cash               | 31/03/15       | £0.00             | £0.00          |                     |                   | £0.00      |
|                    |                | £8,630.97         | £10,839.08     | £588.30             | £3,497.67         |            |

**Statement of Accounts vs Budget**

|                        | Budget           | Actual            | Reserves               | Budget       | Actual            |
|------------------------|------------------|-------------------|------------------------|--------------|-------------------|
| Assets Brought Forward |                  | £7,929.71         |                        |              |                   |
| <b>Income</b>          |                  |                   | <b>Expenditure</b>     |              |                   |
| Precept                | £6,691.00        | £3,345.50         | Clerks Salary          | £2,811.00    | £0.00             |
| Bank Interest          | £0.00            | £0.00             | Admin                  | £810.00      | £30.30            |
| 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            | £0.00             | Donations              | £50.00       | £0.00             |
|                        |                  |                   | Dog & Litter Bins      | £250.00      | £0.00             |
|                        |                  |                   | Grass Cutting          | £700.00      | £300.00           |
|                        |                  |                   | Maintenance            | £0.00        | £0.00             |
|                        |                  |                   | Closed Churchyard      | £950.00      | £0.00             |
|                        |                  |                   | Clive Memorial         | £0.00        | £0.00             |
|                        |                  |                   | Speed Watch            | £250.00      | £0.00             |
|                        |                  |                   | Legal Fees             | £0.00        | £0.00             |
|                        |                  |                   | Street Lighting        | £280.00      | £0.00             |
|                        |                  |                   | VAT Paid               | £0.00        | £0.00             |
| <b>Total</b>           | <b>£6,691.00</b> | <b>£3,497.67</b>  | <b>Total</b>           | <b>£0.00</b> | <b>£6,691.00</b>  |
|                        |                  |                   |                        |              | <b>£588.30</b>    |
|                        |                  |                   | Assets Carried Forward |              | £10,839.08        |
| <b>Total</b>           |                  | <b>£11,427.38</b> | <b>Total</b>           |              | <b>£11,427.38</b> |

**End of Appendices.**

Signed \_\_\_\_\_ Date \_\_\_\_\_