

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Meeting held on Tuesday 22nd September 2015 at 7.30pm in the Parish Room

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

Attending: Dave Crimmin (Clerk) and 1 member of public.

15/068 Apologies for Absence

Cllr Tim Sheppard (work commitments) sent his apologies as did Colin Spence (Suffolk County Councillor), Margaret Mayberry (Babergh District Councillor), Frank Lawrenson (Babergh District Councillor) and the Police.

15/069 Declaration of Interest and Requests for Dispensation

Cllr Andy Sheppard declare a pecuniary interest in item 15/075c as he is the owner of the property and left the meeting while the item was discussed. Cllr Cambell declared a non-pecuniary interest in item 15/074e as she is a member of the PCC. No requests for dispensation had been received.

15/070 Minutes of Meeting held on 4th August 2015

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

Cllr Foster arrived.

15/071 Public Forum

No issues were raised.

15/072 Routine Correspondence (Appendix A)

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.

15/073 Clerk's Report (Appendix B)

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

15/074 Finance

- a. The councillors reviewed the findings of BDO's External Audit report for the year ending 31st March 2015 and resolved to approve and accept the findings which had no actions brought to the attention of LWPC.
- b. The councillors reviewed the LWPC Asset Register as at 1st September 2015 and agreed that, with the inclusion of the notice board, it would reflect all the council's assets.
- c. The councillors reviewed the proposed level of insurance cover offered by Community Action Suffolk against the Asset Register and the risks associated with the operation of the council, and resolved that it met the council's requirements. The Clerk was asked to review the liability on the council to replace the telephone box should it be destroyed.
- d. All cheques signed and due for signing, as itemised in Appendix C, 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. The councillors reviewed the issue of a new alarm system being required by the Church if the PCC wanted their insurance to cover all losses in the event of lead being stolen from the roof. The councillors decided to defer the decision pending any request being received from the PCC for a donation.

15/075 Planning

- a. The councillors noted **Planning Application B/15/01101 The Old Vicarage, Haymarket - Fell 1 No. Deodar Cedar tree.**
- b. The councillors noted **Planning Application B/15/01242 Malting Cottage, Haymarket - Reduce overhang of 1 No. Ash tree.**

Signed _____ Date _____

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Cllr Braybrook took the Chair for the next item.

- c. The councillors reviewed **Planning Application B/15/01063 School House, Church Road** - Erection of side conservatory and resolved that they supported the application.
- d. No further planning application had been received since the agenda was posted.
- 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/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.	Certificate Issued
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).	15/059a	Objections confirmed	Application Refused
B/15/00705/FHA	2 The Street	Construction of vehicular access.	15/059b	Support	

15/076 Highways and Footpaths

The councillors reviewed the terms and criteria offered by SCC for LWPC to cut the Priority 1 footpaths twice a year in the parish during 2016. The councillors resolved to accept the grant for 2016 and to ascertain a quotation from D Gotts to undertake the work.

15/077 Assets

No issues raised on the condition of the council's assets.

15/078 Closed Churchyard

The councillors reviewed the report on the condition of the memorials in the churchyard and noted that the outstanding issue had now been repaired. The councillors resolved that a review of the headstones and memorials should be completed annually.

15/079 Welcome Card

The councillors agreed that a revised "Welcome to Little Waldingfield" card should be produced and that Cllr Foster will co-ordinate the design ahead of the next meeting.

15/080 BDC Consultations

The councillors reviewed the following consultations:

- a. Licensing Act 2003 Local Policy (2016 - 2021) and resolved that they had no comments
- b. Gambling Act 2005 Local Policy (2016 - 2019) and resolved that they had no comments.

15/081 Policies and Procedures

The councillors reviewed the proposed Complaints Procedure and Communications Protocol and resolved to adopt them as from the 22nd September 2015.

15/082 Questions to the Chair

Cllr Coomber updated councillors on the planning issues raised at the recently attended SALC Area meeting.

15/083 Standing Orders

The councillors resolved that in accordance with LWPC's Standing Order 3d the public and press would be excluded from the meeting due to the confidential nature of the Clerk's Contract of Employment.

Signed _____ Date _____

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
20/08/15	BDC Parish Room Grant			132.00	0.00
10/09/15	BDC Precept & Grant			3,345.50	0.00
22/09/15	P Scott - Churchyard repair	436	LA 2011 ss 1 to 8	0.00	70.00
22/09/15	LW Parish Room - BDC Grant	437	LA 2011 ss 1 to 8	0.00	132.00
22/09/15	BDO - Audit Fee		LA 2011 ss 1 to 8	0.00	0.00
22/09/15	D Gotts - Grass Cutting August	438	LA 2011 ss 1 to 8	0.00	100.00
22/09/15	CAS - Insurance	439	LA 2011 ss 1 to 8	0.00	223.23
22/09/15	DF Crimmin - Expenses April to August	440	LA 2011 ss 1 to 8	0.00	133.26
30/09/15	DF Crimmin - Salary July to Sept	441	LA 2011 ss 1 to 8	0.00	426.77
30/09/15	DF Crimmin - WFHA July to Sept	441	LA 2011 ss 1 to 8	0.00	39.00
30/09/15	HMRC - Clerk Tax	442	LA 2011 ss 1 to 8	0.00	106.80

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/06/15	£8,223.61	£9,444.98	£2,256.13	£3,477.50	£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	£11,962.52	£2,256.13	£3,477.50	

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	£1,067.14
Bank Interest	£0.00	£0.22	Admin	£810.00	£387.89
Grants	£0.00	£0.00	Insurance	£280.00	£223.23
Donation	£0.00	£0.00	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	£0.00
			Grass Cutting	£700.00	£700.00
			Maintenance	£0.00	£0.00
			Closed Churchyard	£950.00	£70.00
			Clive Memorial	£3,400.00	£0.00
			Speed Watch	£250.00	£0.00
			Legal Fees	£0.00	£0.00
			Street Lighting	£280.00	£0.00
			Other	£0.00	£132.00
			VAT Paid	£0.00	£6.17
Total	£6,691.00	£7,477.24	Total	£3,400.00	£6,691.00
			Assets Carried Forward		£11,962.52
Total		£15,406.95	Total		£15,406.95

End of Appendices.

Signed _____ Date _____