

## LITTLE WALDINGFIELD PARISH COUNCIL

### Minutes of Meeting held on Tuesday 27<sup>th</sup> October 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 Maybury (Babergh District Councillor), Dave Crimmin (Clerk) and 7 members of public.

#### 15/086 Apologies for Absence

Colin Spence (Suffolk County Councillor) and Frank Lawrenson (Babergh District Councillor) sent their apologies.

#### 15/087 Declaration of Interest and Requests for Dispensation

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

#### 15/088 Minutes of Meeting held on 22<sup>nd</sup> September 2015

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

#### 15/089 Public Forum

Margaret Maybury updated councillors on Babergh's procurement strategy and the half year finances as well as her programme to align Suffolk and Devon services to residents. A resident raised concerns over the lack of an emergency call when a digger caught fire in her garden and of the subsequent unauthorised photography of the scene by Cllr Andy Sheppard, who was acting in his capacity to record village history. Another resident spoke of the bravery of an individual who took it upon himself to get the fire under control. The farming community are appealing to residents in Church Road to remember that the agricultural industry has existed in Little Waldingfield for many years and that consideration should be given when large agricultural machinery uses the road from July and November, by parking vehicles off road where possible.

#### 15/090 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.

#### 15/091 Clerk's Report (Appendix B)

Following a review of the Clerk's report:

- 15/074c - it was agreed that the Clerk seek the replacement cost of the telephone box and the cost of including the replacement cost in the insurance cover.
- 15/076 - it was resolved that LWPC should proceed with the plan to take on the footpath cutting schedule from SCC in 2016 in consideration of the grant for £412. It was further resolved that D Gotts be awarded the contract for 6 cuts of the footpaths in 2016 at £75 per cut.

#### 15/092 Finance

- a. 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.
- b. The councillors reviewed the application for a grant towards LWPC's costs in complying with the Transparency Code and resolved that the Clerk submit the application to SALC for consideration.

#### 15/093 Planning

- a. Two planning applications had been received since the agenda was posted. The councillors reviewed **Planning Application B/15/01273 Kiln Cottage, The Street** - Application for Listed Building Consent - Erection of garden boundary wall and resolved to support the application. The councillors reviewed **Planning Application B/15/01272 Kiln Cottage, The**

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**Street** - Erection of garden boundary wall and resolved to support the application.

- b. 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/15/00705/FHA	2 The Street	Construction of vehicular access.	15/059b	Support	Approved 15/09/2015
B/15/01101	The Old Vicarage, Haymarket	Fell 1 No. Deodar Cedar tree.	15/074a	Noted	Approved 11/09/2015
B/15/01242	Malting Cottage, Haymarket	Reduce overhang of 1 No. Ash tree.	15/074b	Noted	Approved 30/09/2015
B/15/01063	School House, Church Road	Erection of side conservatory.	15/074c	Support	

- c. The councillors reviewed the option to look at the process to develop a Neighbourhood Plan and agreed that the Clerk arrange for BDC to come and discuss the process with the councillors.

#### 15/094 Highways and Footpaths

There were no issues raised.

#### 15/095 Assets

No issues raised on the condition of the council's assets. The councillors agreed to review the options of placing 2 further dog bins at the junction of FP3 with Church Road and the junction of the Street and FP5 with local home owners and Babergh.

#### 15/096 Welcome Card

The councillors agreed the draft format of the "Welcome to Little Waldingfield" card produced by Cllr Foster. Councillors to agree wording for card before Cllr Foster produces final A5 version.

#### 15/097 Short Stay Stopping Sites for the Gypsy and Traveller community

After reviewing the criteria for the Short Stay stopping sites the councillors could not identify any location in the parish that met the specification.

#### 15/098 Community Caretaker Scheme

The councillors reviewed Babergh's offer to fund an employee for 2.5 hours a week as a street cleaner. The councillors considered the merits of the scheme but felt that the additional administrative time and costs associated with another employee working for the council did not make financial sense at this stage and felt they could not proceed on this basis. Margaret Maybury was requested by councillors to see if Babergh can reduce the administrative overhead on LWPC to operate a scheme.

#### 15/099 Policies and Procedures

The councillors reviewed the proposed Training & Development Policy, Equality Policy and the Procedure for Making a Freedom of Information request upon LWPC and resolved to adopt them as from the 27<sup>th</sup> October 2015.

#### 15/100 2016 Meeting Dates

The councillors agreed to the following schedule of meetings in 2016:

- 19<sup>th</sup> January
- 15<sup>th</sup> March
- 17<sup>th</sup> May - Annual Meeting of the Parish Council
- 19<sup>th</sup> July
- 20<sup>th</sup> September
- 15<sup>th</sup> November

With the Annual Parish Meeting being held on Tuesday 26<sup>th</sup> April 2016.

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**15/101 Councillor Vacancy**

No applications had been received for the vacancy on the council. It was agreed to have an open ended advert seeking candidates to apply.

**15/102 Questions to the Chair**

Cllr Andy Sheppard updated councillors on the recruitment process for a local area co-ordinator of the various care services and the community.

**15/103 Next Meeting**

The date of the next scheduled meeting will be Tuesday 1<sup>st</sup> December 2015.

**The meeting closed at 8.45pm.**

**Appendix A Correspondence**

No correspondence received.

**Appendix B Clerk's Report**

Minute	Action	Complete ✓
15/070	Minutes circulated to councillors and placed on website.	✓
15/074 a	External Audit notices placed on website and notice board.	✓
15/074 c	A review of the agreement sign with BT in relation to the adoption of the red telephone kiosk does not make provision for replacing the kiosk if destroyed. BDC has confirmed that the kiosk is not listed. Your insurers have advised that where a council has adopted a kiosk half do not insure and the other half insure for the replacement value which is estimated to be in region of £2,500 to £3,000.	✓
15/074 d	Payments made to suppliers.	✓
15/075	Planning response sent to BDC.	✓
15/076	Quote being obtained from David Gotts for footpath cutting.	
15/081	Policy and Protocol added to website.	✓
	<b>Clerk Hours</b>	
	As at 18th October 2015 - 152.25 hours worked / 116 hours paid.	

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### Appendix C RFO Report Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/09/15	£10,544.04	£9,444.98	£1,099.06	£0.00	£0.00
Business Instant	20/05/15	£2,517.54	£2,517.54	£0.00	£0.00	£0.00
Cash	20/10/15	£0.00	£0.00			£0.00
		£13,061.58	£11,962.52	£1,099.06	£0.00	

### Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£7,929.71			
<b><u>Income</u></b>			<b><u>Expenditure</u></b>		
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
<b>Total</b>	<b>£6,691.00</b>	<b>£7,477.24</b>	<b>Total</b>	<b>£3,400.00</b>	<b>£6,691.00</b>
			Assets Carried Forward		£11,962.52
<b>Total</b>		<b>£15,406.95</b>	<b>Total</b>		<b>£15,406.95</b>

End of Appendices.

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