

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Meeting held on Tuesday 30th June 2015 at 7.30pm in the Parish Room

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

Attending: Margaret Mayberry (Babergh District Councillor), Dave Crimmin (Clerk) and 7 members of public.

15/036 Apologies for Absence

Cllr Mound (in the process of sending her notice of resignation to the Chairman), Frank Lawrenson (Babergh District Councillor) and Colin Spence (Suffolk County Councillor) sent their apologies.

15/037 Declaration of Interest and Requests for Dispensation

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

15/038 Minutes of Meeting held on 19th May 2015

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

15/039 Public Forum

Margaret Mayberry updated councillors on how Babergh was reviewing its Strategy, Action Plan and measurement criteria for the operations of the council. In response to a question on the progress of the Chilton Woods planning application, it was confirmed that BDC still awaited the application from Suffolk County Council. It was agreed to review the hedgerow encroachment on Footpath 3 following the bird nesting season in August.

The Chairman of the Playing Field Committee, Charlie Miller, raised his committee's concern over rumours circulating in the village over views allegedly expressed by the councillors on the running of the PFC. Cllr Sheppard stated that he had sent the PFC Chairman a summary of the outcomes of a meeting by councillors, held in order to give new councillors a background on the playing field, and that no such concerns had been expressed by councillors. When questioned by a councillor, Mr Miller confirmed that an email from a PFC member to Cllr Sheppard did not represent the views of the PFC. It was agreed that a meeting should take place between the members of the PFC and LWPC, chaired by District Councillor Margaret Maybury, in order to look at what is required at the playing field and how the Parish Council can support the PFC in achieving their objectives. The PFC will organise the meeting after the Fete.

15/040 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.

15/041 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.

15/042 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. It was agreed to defer a decision on a donation to the Playing Field Committee for Land Registry fees until after the meeting between the two organisations takes place (15/039).

15/043 Planning

- a. No planning application had been received since the agenda was posted.
- b. Cllr Coomber updated councillors on his discussions with the management of Brookwood Manor and that a further planning application is planned to be submitted which will include

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the incorporation of reclaimed windows from the Manor in the new extension. 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/15/00434/FUL	Irelands Meadow, Holbrook Hall Park	Erection of single-storey eco house and associated change of use of land from agricultural to residential.	15/028c	Supported	REFUSED 15/06/2015
B/15/00408/LBC	Hall Barn, 2 Woodhall Barn, Haymarket	Application for Listed Building Consent - Replacement of Windows.	15/028d	Supported	Approved 15/06/2015

15/044 Community Right to Bid

The councillors reviewed the Community Right to Bid scheme which was introduced by the Government in the Localism Act 2011. The aim of the Right is to give community groups time to make realistic bids to buy land or buildings that are of importance to the local community when they come up for sale. Under the Community Right to Bid, community groups are able to nominate non-residential buildings or land within their communities as 'assets of community value' which cannot be sold without the community group being given the opportunity to put together a bid to purchase the asset. The Right does not give any preferential treatment to community groups in the sale of the asset; rather it gives them the time to prepare bids so that they have a realistic chance of purchasing the asset.

The councillors resolved to apply to BDC to have the Swan Inn nominated under the scheme and would consider any other nominations suggested by residents.

15/045 Footpath from Village to the B1115

The councillors reviewed Colin Spence's response to the proposed footpath to the B1115 in which he outlined that SCC had no funding to support the scheme but if LWPC could secure the necessary funding, SCC Highways would offer their support. Cllr Sheppard will review the opportunities for external funding of such a scheme.

15/046 Risk Register and Risk Assessments

The councillors reviewed the revised Risk Register and the draft Risk Assessments for Trees in Churchyard, Church Brush Clearance, Headstones and Litter Pick. After agreeing a number of changes to the assessments they resolved to adopt the Register and Assessments and to review them annually commencing in January 2016.

15/047 Model Publication Scheme

The councillors reviewed the Information Commissioner's Model Publication Scheme for Parish Councils and resolved its adoption. They further reviewed the information available from LWPC under the scheme and resolved that it be published on the website.

15/048 Questions to the Chair

No questions were raised.

15/049 Standing Orders

In accordance to LWPC's Standing Order 3d the councillors resolved to exclude the public and press from the meeting due to the confidential nature of the co-option of a councillor.

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15/050 Councillor Vacancy

The councillors reviewed the application from Tim Sheppard to become a member of LWPC and discussed the application with him. The councillors resolved to co-opt Mr Sheppard as a councillor of LWPC and he signed the declaration of acceptance of office accordingly.

15/051 Next Meeting

The date of the next scheduled meeting will be Tuesday 4th August 2015.

The meeting closed at 8.45pm.

Appendix A Correspondence

No correspondence received.

Appendix B Clerk's Report

Minute	Action	Complete ✓
15/012	See Agenda Item 11 - 30th June 2015	✓
15/014	SALC advised of Chairman	✓
15/019	SALC advised of adoption of General Power of Competence	✓
15/020	Minutes circulated to councillors and placed on website.	✓
15/021	SALC & PFC advised of LWPC representatives.	✓
15/022	Heelis & Lodge appointed as Internal Auditor for 2015 /2016	✓
15/025	BDC advised of attendee.	✓
15/027 c	Annual Return sent to BDO LLP and published on website.	✓
15/027 d	Payments made to suppliers.	✓
15/028	Planning Application response sent to BDC.	✓
15/031	ICO registration currently being made.	
15/032	CLlr Coomber booked on SALC Briefing.	✓
	Clerk Hours	
	As at 31st May 2015 - 66.5 hours worked / 36 hours paid.	

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
09/04/15	Interest	BS 47		0.11	0.00
11/05/15	Interest	BS 47		0.11	0.00
14/05/15	HMRC VAT Repayment			501.85	0.00
19/05/15	Little Waldingfield Church - Donation	429	LA 2011 ss 1 to 8	0.00	600.00
30/06/15	D Gotts - Grass Cutting May	430	LA 2011 ss 1 to 8	0.00	200.00
30/06/15	DF Crimmin - Salary Apr to June	431	LA 2011 ss 1 to 8	0.00	426.97
30/06/15	DF Crimmin - WFHA Apr to June	431	LA 2011 ss 1 to 8	0.00	39.00
30/06/15	HMRC - Clerk Tax	432	LA 2011 ss 1 to 8	0.00	106.60

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	31/03/15	£6,113.65	£7,451.04	£1,960.87	£3,999.52	£701.26
Business Instant	20/05/15	£2,517.54	£2,517.54	£0.00	£0.00	£0.00
Cash	23/06/15	£0.00	£0.00			£0.00
		£8,631.19	£9,968.58	£1,960.87	£3,999.52	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£7,929.71			
Income			Expenditure		
Precept	£6,691.00	£3,345.50	Clerks Salary	£2,811.00	£533.57
Bank Interest	£0.00	£0.22	Admin	£810.00	£69.30
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	£501.85	Donations	£50.00	£0.00
			Dog & Litter Bins	£250.00	£0.00
			Grass Cutting	£700.00	£500.00
			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	£0.00
Total	£6,691.00	£3,999.74	Total	£3,400.00	£6,691.00
			Assets Carried Forward		£9,968.58
Total		£11,929.45	Total		£11,929.45

End of Appendices.

Signed _____ Date _____