

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Meeting held on Tuesday 15th March 2016 at 7.30pm in the Parish Room

Present: Councillors Andy Sheppard (Chairman), Stewart Braybrook, Barbara Campbell, Jeremy Coomber, Matt Foster, Tim Sheppard and Chris White (following Item 16/022).

Attending: Dave Crimmin (Clerk) and 6 members of public.

16/019 Apologies for Absence

Margaret Maybury (Babergh District Councillor) and Frank Lawrenson (Babergh District Councillor) sent their apologies.

16/020 Declaration of Interest and Requests for Dispensation

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

16/021 Minutes of Meeting held on 16th January 2016

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

16/022 Co-option of councillor

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

16/023 Public Forum

Rev Judith Sweetman introduced herself to the councillors and she welcomed the opportunity of working with the council on the churchyard issues.

16/024 Routine Correspondence (Appendix A)

After the councillors reviewed the correspondence and the emails circulated by the Clerk it was noted that the concerns regarding the building development in Church Road had now been resolved by the developer.

16/025 Clerk's Report (Appendix B)

Following a review of the Clerk's report Cllr Campbell agreed to send the Litter Pick Risk Assessment for the coming Saturday to the Clerk.

16/026 Finance

- a. All cheques signed and due for signing, as itemised in Appendix C, were authorised by the councillors as well as a cheque for Parish Room hire for £110. 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. Cllr Coomber requested that the bank statement be monthly rather than quarterly.
- b. With no requests forthcoming the councillors resolved not to award a donation in this financial year.
- c. The councillors resolved by majority, Cllr Braybrook abstaining and Cllr Coomber against, that the following earmarked reserves be carried forward to 2016 / 2017:

Asset Replacement	£250.00
Closed Churchyard	£2,500.00
Street Lights	£600.00
Election Costs	£300.00
Clive Memorial	£2,800.00
	£6,450.00

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16/027 Planning

- a. The councillors reviewed **Planning Application B/15/01718 Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury** – Outline application (with all matters reserved except for access) - Erection of up to 1,100 dwellings and resolved to object to the application on the following grounds:
- i. The new access road off Springlands Way, west of Tesco, going through the industrial area of Chilton Woods is essential from the start of the development and to be the principle access for all construction traffic while the site is developed. The Construction Management Plan for the development should only permit lorries to enter the site via the A134 from Bury St Edmunds.
 - ii. The new primary school and nursery need to be developed early in Phase 1 and not wait until Phase 2 to 3 as is currently proposed by the applicant. The need to transport children from the development to other local schools should be kept to a minimum.
 - iii. The councillors questioned the ratio of 0.5 movements per household used in the modelling of the transport assessment as, in their opinion, this appeared to be on the low side.
- b. No further planning application had been received since the agenda was posted.
- c. 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/15/01556	Bell House, Humble Green	Erection of 3 No holiday lodges.	15/111b	No comments	
B/15/01638	School House, Church Road	Erection of side conservatory.	15/122a	Support	Approved 29/01/2016
APP/D3505/W/15/3137828	Irelands Meadow, Holbrook Hall Park	Appeal against refusal of Planning Application B/15/00434	15/122b	Supported appeal	
B/15/01732	14 Grove Avenue	Erection of two-storey side extension (Following demolition of existing conservatory and garage)	16/008a	Support	Approved 15/02/2016
B/16/00009	Greenmead, The Street	Erection of new roof to existing garage and utility room.	16/008a	Support	Approved 19/02/2016

16/028 Section 106 funding for play equipment

The councillors reviewed the information supplied by Jennie Jordan of the Playing Field Committee on the proposals and outline costs for new play equipment. The need for the equipment has been evidenced by a village survey which to date had received 27 responses. With the PFC still applying for grants from a number of organisations the precise configuration of play equipment has not been finalised but it is hoped that the need for adult equipment may also be incorporated in the final plan. The PFC are in the process of registering the playing field in their name and updating the Charity Commission website with both current and outstanding information relevant to the organisation.

With BDC willing to provide the parishes Section 106 funding towards the costs of the scheme, the councillors resolved that they are happy in principle for this to happen.

16/029 Highways and Footpaths

The councillors noted the hedge along FP3 had now been maintained. The councillors discussed the condition of a stock gate adjoining the road at Park Farm. Cllr Tim Sheppard will ensure that the missing 30mph sign and chevrons are updated on the SCC website.

16/030 LWPC Assets

The councillors reviewed the Clerk's update over the condition of the council's street lights and resolved to ask SCC to review the 3 street light units and present LWPC with options for replacements for lamp units / columns and give a comparison on the energy cost savings that will be achieved by the various options.

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16/031 Community Led Plan

The councillors reviewed their position over the proposed production of a community led plan. The councillors consider it extremely important that any plan produced will need to be done with the full collaboration of residents. It was agreed that the subject will be raised at the forthcoming Annual Parish Meeting on the 26th April 2016 and that an information sheet would be available for residents to review. The Clerk was asked to circulate to councillors any surveys that he has in relation to CLP's and he and Cllr Tim Sheppard will see if there are any examples of CLP's for councillors to review.

16/032 Closed Churchyard

The councillors reviewed the St Lawrence Church Quinquennial Report which has raised concerns over subsidence to the church wall and the probability that roots of the lime trees along the boundary are a factor. The councillors also noted that as the trees are covered by a TPO then evidence on the damage and its link to any tree roots is required by BDC before any decision can be made on recommended remedial works. The PCC agreed that they will consult with BDC over the evidence required and instruct consultants to undertake the work. Once a report is published the PCC will review with both BDC and LWPC.

The councillors resolved to engage Suffolk Tree Services to undertake a survey of the 6 lime trees to assess the health and condition of the trees and to give recommendations where necessary.

16/033 Risk Management Register

The councillors reviewed the risk management register and resolved that it adequately covered the risks associated with the operations of the council.

16/034 Council Policies

The councillors reviewed and resolved to adopt the Statement of Community Engagement and Health & Safety policies.

16/035 Suffolk Year of Walking

The councillors reviewed the objectives of Babergh's plan to have walk during 2016, involving the 4 councils in the Waldingfield Ward, and resolved that they were not interested in taking part.

16/036 Christmas Tree

The councillors resolved that a Christmas Tree will be erected in the village in 2016. Councillors will now try to find a location that will be able to provide an electrical outlet.

16/037 Annual Parish Meeting

The councillors agreed the plans for the residents' annual parish meeting in the Parish Room on Tuesday 26th April 2016 starting at 7.30pm.

16/038 Questions to the Chair

No issues raised.

16/039 Next Meeting

The date of the next scheduled meeting will be Tuesday 17th May 2016.

The meeting closed at 10.02pm.

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
15/03/16	BDC - Dog & Litter bin emptying	448	LA 2011 ss 1 to 8	0.00	235.25
15/03/16	DF Crimmin - Expenses Sept to Feb	449	LA 2011 ss 1 to 8	0.00	101.24
31/03/16	DF Crimmin - Salary Jan to Mar	450	LA 2011 ss 1 to 8	0.00	564.76
31/03/16	DF Crimmin - WFHA Jan to Mar	450	LA 2011 ss 1 to 8	0.00	39.00
31/03/16	HMRC - Clerk Tax	451	LA 2011 ss 1 to 8	0.00	141.20

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	31/12/15	£9,523.48	£7,605.43	£1,918.05	£0.00	£0.00
Business Instant	20/05/15	£2,517.54	£2,517.54	£0.00	£0.00	£0.00
Cash	12/01/16	£0.00	£0.00			£0.00
		£12,041.02	£10,122.97	£1,918.05	£0.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£7,929.71			
Income			Expenditure		
Precept	£6,691.00	£6,691.00	Clerks Salary	£2,811.00	£2,306.67
Bank Interest	£0.00	£0.22	Admin	£810.00	£585.19
Grants	£0.00	£61.56	Insurance	£280.00	£245.10
Donation	£0.00	£35.00	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	£196.04
			Grass Cutting	£700.00	£700.00
			Maintenance	£0.00	£0.00
			Closed Churchyard	£950.00	£70.00
			Clive Memorial	£3,400.00	£600.00
			Speed Watch	£250.00	£0.00
			Legal Fees	£0.00	£0.00
			Street Lighting	£280.00	£201.80
			Other	£0.00	£132.00
			VAT Paid	£0.00	£85.74
Total	£6,691.00	£7,573.80	Total	£3,400.00	£6,691.00
			Assets Carried Forward		£10,122.97
Total		£15,503.51	Total		£15,503.51

End of Appendices.

Signed _____ Date _____