

LITTLE WALDINGFIELD PARISH COUNCIL

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

- Present:** Councillors Andy Sheppard (Chairman), Stewart Braybrook, Barbara Campbell, Jeremy Coomber, Tim Sheppard and Chris White.
- Attending:** Margaret Maybury (Babergh District Councillor), Dave Crimmin (Clerk) and 2 residents.

16/121 Apologies for Absence

Cllr Foster (commitment) sent his apologies as did Colin Spence (Suffolk County Councillor) and Frank Lawrenson (Babergh District Councillor).

16/122 Declaration of Interest and Requests for Dispensation

Cllr Braybrook declared a pecuniary interest in item 16/129b as he has tendered a quotation and left the meeting while this item was discussed. No requests for dispensation had been received.

16/123 Minutes of Meeting held on 10th October 2016

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

16/124 Public Forum

Margaret Maybury updated councillors on Devolution, her new role as Portfolio holder for Communities, BDC's move to Endeavour House and the Local Plan consultation expected in Spring 2017. A resident gave his support for the defibrillator to be installed in the telephone box rather than on the outside wall of the Parish Room.

16/125 Routine Correspondence (Appendix A)

The councillors reviewed the correspondence and the emails circulated by the Clerk since the last meeting and agreed that no further action was required from the Clerk.

16/126 Clerk's Report (Appendix B)

Following a review of the Clerk's report the Clerk was asked to see if the outcomes of the SpeedWatch surveys undertaken in the parish could be extracted from the monthly reporting from the Police.

16/127 Community Led Plan

The result of the parish ballot on what action, if any, the residents were prepared to support regarding a Community Led Plan had a response of 81 forms from around 160 dwellings with a total of 151 votes being cast from a population of around 360 residents including children. The votes in support of the five options were as follows:

- | | | | |
|----------------------------|---|-----------|---------------------------|
| • Village Design Statement | - | 2 votes | |
| • Village Plan | - | 4 votes | |
| • Parish Plan | - | 7 votes | |
| • Neighbourhood Plan | - | 132 votes | (87.4% of the votes cast) |
| • Do Nothing | - | 6 votes | |

The councillors appreciated the high level of response to the ballot and the offers from 18 residents to work on the project, and would now start the work on developing a Neighbourhood Plan for the parish of Little Waldingfield. It was resolved that a series of meetings take place to create a group of councillors and volunteers who will take forward the project and that Cllr Tim Sheppard will chair the group. The first task for councillors will be to define the governance, constitution, roles and responsibilities of the group, skill sets required and ascertain what is available by way of grants to fund the preparation of the Neighbourhood Plan. This work is to start immediately and a report prepared for the January meeting.

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16/128 Speed Indicator Device Scheme

The councillors reviewed Colin Spence's proposal for LWPC to combine with Chilton and Great Waldingfield Parish Council's in operating a SID scheme in the parish every 2 weeks out of 6. There is the potential for 3 SID's to be used in Little Waldingfield at any one time and the councillors agreed to express their interest at joining the scheme, with a budget commitment of £500 should their proposed SID location sites on the B1115 Road (2 sites) and Church Road (1 site) meet the criteria for the scheme. If the scheme is to proceed, the councillors consider the use of the Community Wardens in moving the SID's into position, as is being proposed in the other 2 villages, to be the best way forward.

16/129 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 revisited the location for the installation of the defibrillator and resolved that it will be at the Parish Room. The councillors reviewed the two quotations received for the electrical installation of the defibrillator and PIR on the outside wall of the Parish Room and resolved to award the Contract to Stewart Braybrook Electrical at a total cost of £325.01
- c. The councillors reviewed the Budget Proposal (Appendix D) and are minded to set an Expenditure Budget of £7,693 for 2017 / 2018.
- d. 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.

16/130 Planning

- a. The councillors reviewed **Planning Application B/16/01383 The Priory, Church Road** - Erection of greenhouse and resolved to support the application.
- b. The councillors reviewed the pre-application consultation for a communications tower near Great Waldingfield and resolved that they had no issues at this stage.
- c. No further planning application had been received since the agenda was posted.
- d. 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/16/00893	Brookwood Manor Residential Care Home, Holbrook Hall Park	Application under section 73 of the Town and Country Planning Act (1990) to vary condition 7 attached to Planning Permission B/13/00711 - Requesting condition to be prior occupation rather than pre-commencement to resolve drainage issues).	16/099a	Objected	Approved 30/09/2016

16/131 Closed Churchyard

LWPC still awaits the necessary permissions from the Diocese to undertake the works on the lime trees.

16/132 Highways and Footpaths

No issues raised.

16/133 SALC Consultation

Cllr Coomber will respond to the SALC consultation, regarding local authority services, on LWPC's behalf.

16/134 Welcome Card

The Clerk is still to allocate time to produce an interim Welcome Card.

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16/135 Pensions Regulator

The councillors resolved that should an employee wish to join a pension scheme on their own accord, the NEST scheme will be used by LWPC.

16/136 Meeting Dates

The councillors agreed the following meeting dates in 2017:

2017	Little Waldingfield
Jan	12th or 26th - Meeting
Feb	
Mar	21st - Meeting
Apr	18th - APM
May	16th - Annual Meeting
Jun	
Jul	18th - Meeting
Aug	
Sep	5th - Meeting
Oct	
Nov	21st Meeting
Dec	

16/137 Questions to Chair

Cllr Campbell, as the LWPC representative on the Playing Fields Committee, was asked to obtain an update on the registration of the playing field.

16/138 Next Meeting

The date of the next scheduled meeting will be Tuesday 12th or 26th January 2017.

The meeting closed at 9.29pm.

Appendix A Correspondence

Apart from correspondence contained in agenda items no further correspondence has been received since the last meeting.

Appendix B Clerk's Report

Minute	Action	Complete
16/051	Bank Mandate changes given to bank.	
16/094	Minutes circulated to councillors, placed on website and sent to BRN.	✓
16/098 d	Payments made to suppliers.	✓
16/098 e	Donation sent to Poppy Appeal.	✓
16/099	Planning response sent to BDC.	✓
16/101	Ballot pack produced.	✓
16/115	Minutes circulated to councillors, placed on website and sent to BRN.	✓
16/118	Ballot pack produced.	✓
	Speed Watch	
	7 surveys in September and October reported 96 vehicles.	
	Clerk Hours	
	As at 23rd October 2016 - 165.5 hours worked / 120 hours paid.	

Signed _____ Date _____

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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
20/09/16	Royal British Legion - Donation	467	LA 2011 ss 1 to 8	0.00	25.00
26/09/16	SCC Locality Grant			1,995.00	0.00
05/11/16	SCC P3 Scheme			413.92	0.00
15/11/16	CAS - OneSuffolk Hosting	468	LA 2011 ss 1 to 8	0.00	60.00
31/12/16	DF Crimmin - Salary Oct to Dec	469	LA 2011 ss 1 to 8	0.00	431.07
31/12/16	DF Crimmin - WFHA Oct to Dec	469	LA 2011 ss 1 to 8	0.00	39.00
31/12/16	HMRC - Clerk Tax	470	LA 2011 ss 1 to 8	0.00	107.80

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	04/10/16	£14,612.31	£14,388.36	£637.87	£413.92	£0.00
Business Instant	20/05/16	£2,518.78	£2,518.78	£0.00	£0.00	£0.00
Cash	13/09/16	£0.00	£0.00			£0.00
		£17,131.09	£16,907.14	£637.87	£413.92	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£10,014.00			
Income			Expenditure		
Precept	£8,000.00	£8,000.00	Clerks Salary	£2,330.00	£1,616.61
Bank Interest	£2.00	£0.21	Admin	£1,200.00	£350.58
Grants	£412.00	£2,408.92	Insurance	£250.00	£257.62
Donation	£0.00	£10.00	Audit Inspections	£75.00	£66.00
Other	£0.00	£76.08	Annual Subscriptions	£215.00	£169.36
VAT Repayment	£0.00	£85.74	Donations	£50.00	£50.00
			Dog & Litter Bins	£375.00	£0.00
			Grass Cutting	£1,150.00	£700.00
			Maintenance	£100.00	£0.00
			Closed Churchyard	£950.00	£100.00
			Clive Memorial	£2,800.00	£0.00
			Speed Watch	£100.00	£0.00
			Community Led Plan	£0.00	£0.00
			Street Lighting	£290.00	£0.00
			Other	£300.00	£173.04
			VAT Paid	£0.00	£204.60
Total	£8,414.00	£10,580.95	Total	£2,800.00	£7,385.00
			Assets Carried Forward		£16,907.14
Total		£20,594.95	Total		£20,594.95

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Appendix D Budget Proposal

Income

The assumption is that there will be a P3 grant of £412 from SCC for cutting the footpaths and there will be a small amount of interest earned on the bank account.

Expenditure

The following should be noted:

- The Clerk will receive a 1% cost of living increase on 1st April 2017.
- I am proposing a budget of £200 for the admin costs associated with the Community Led Plan
- Table A shows the full rationale for the 2017 / 18 budget.
- LWPC is asked to consider **a total expenditure budget of £7,693 for 2017 / 18.**

Please find below tables which show a comparison between 2015 / 16 actual, 2016 / 17 budget, actual to date and that ***anticipated at year end*** and that proposed for 2017 / 18.

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	0.00	1.25	2.00	0.21	2.00	2.00
Grants	0.00	61.56	412.00	2,408.92	2,408.92	412.00
Donation	0.00	35.00	0.00	10.00	10.00	0.00
Other	0.00	284.17	0.00	76.08	76.08	0.00
VAT Repayment	0.00	501.85	0.00	85.74	85.74	0.00
Total Income	0.00	883.83	414.00	2,580.95	2,582.74	414.00
Precept		6,691.00			8,000.00	
Expenditure						
Clerks Salary	2,811.00	2,306.67	2,330.00	1,616.61	2,329.60	2,353.00
Admin	810.00	695.19	1,200.00	350.58	1,200.00	1,000.00
Insurance	280.00	245.10	250.00	257.62	257.62	270.00
Audit Inspections	100.00	66.00	75.00	66.00	66.00	75.00
Annual Subscriptions	210.00	192.00	215.00	169.36	200.00	285.00
Donations	50.00	0.00	50.00	50.00	50.00	50.00
Dog & Litter Bins	250.00	196.04	375.00	0.00	375.00	410.00
Grass Cutting	700.00	700.00	1,150.00	700.00	700.00	1,150.00
Maintenance	0.00	0.00	100.00	0.00	0.00	100.00
Closed Churchyard	950.00	70.00	950.00	100.00	1,400.00	950.00
Clive Memorial	0.00	600.00	0.00	0.00	850.00	0.00
Speed Watch	250.00	0.00	100.00	0.00	100.00	100.00
Community Led Plan	0.00	0.00	0.00	0.00	0.00	200.00
Street Lighting	280.00	201.80	290.00	0.00	240.00	250.00
Other	0.00	132.00	300.00	173.04	2,320.00	500.00
VAT Paid	0.00	85.74	0.00	204.60	250.00	0.00
Total Expenditure	6,691.00	5,490.54	7,385.00	3,687.81	10,338.22	7,693.00

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Table A

	2017 / 18	
	Budget	Notes on Budget Next Year
Income		
Bank Interest	2.00	
Grants	412.00	Footpath Cutting Grant
Donation	0.00	
Other	0.00	
VAT Repayment	0.00	
Total Income	414.00	
Precept		
Expenditure		
Clerks Salary	2,353.00	224.8 hours at £10.467 = £2,352.98
Admin	1,000.00	PR Rent £100 / Training £400 / Expenses inc Travel £250 / Clerk WFH £156 / SLCC membership £30
Insurance	270.00	
Audit Inspections	75.00	Internal Auditor £75
Annual Subscriptions	285.00	SALC £170 / CAS £30 / ICO £35 / Onesuffolk £50
Donations	50.00	
Dog & Litter Bins	410.00	6 dog bins (£60) 1 Litter (£50)
Grass Cutting	1,150.00	Closed Churchyard (14 cuts @ £50) £700 / Footpaths £450
Maintenance	100.00	
Closed Churchyard	950.00	
Clive Memorial	0.00	Clive Memorial is a Reserve
Speed Watch	100.00	Share of Maintenance £50 / Expenses £50
Community Led Plan	200.00	
Street Lighting	250.00	
Other	500.00	Contingency / Discretionary / SID operation £150
VAT Paid	0.00	
Total Expenditure	7,693.00	

End of Appendices.

Signed _____ Date _____