

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Annual Meeting held on Tuesday 17th May 2016 at 7.30pm in the Parish Room

Present: Councillors Stewart Braybrook (Chairman), Jeremy Coomber, Matt Foster and Chris White.

Attending: Martin Render (Community Heartbeat Trust), Dave Crimmin (Clerk) and 3 members of public.

16/040 Election of Chairman

It was resolved that Andy Sheppard be appointed as the Chairman of Little Waldingfield Parish Council (LWPC).

16/041 Apologies for Absence

Cllrs Campbell (away), A Sheppard (holiday) and T Sheppard (work commitment) sent their apologies as well as Margaret Maybury (Babergh District Councillor), Frank Lawrenson (Babergh District Councillor) and Colin Spence (Suffolk County Councillor).

16/042 Election of Vice Chairman

It was resolved that Stewart Braybrook be appointed the Vice Chairman of LWPC.

16/043 Declaration of Interest and Requests for Dispensation

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

16/044 Minutes of Meeting held on 15th March 2016

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

16/045 Representatives to Outside Bodies

It was resolved that Cllr Campbell be appointed as LWPC's representative to the Playing Field Committee and Cllr Coomber was appointed as the Suffolk Association of Local Councils (SALC) representative.

16/046 Internal Auditor

It was resolved that Heelis & Lodge be appointed as the Internal Auditor for 2016 / 2017 and the Clerk to send a letter of engagement.

16/047 Annual Subscriptions

It was resolved that the annual memberships to SALC, the Society of Local Council Clerks (LWPC's cost is pro-rata of the Clerk's total council salaries) and Community Action Suffolk be renewed for 2016 / 2017.

16/048 Public Forum

A resident raised his concern over the quality of plans submitted with the planning application for 1 Priory Cottages (Item 16/053a).

16/049 Defibrillator

Martin Render, Chairman of Community Heartbeat Trust, outlined the process that Little Waldingfield could undertake in order to make a defibrillator accessible to its residents. He was able to explain how the scheme would operate via the East Anglian Ambulance Service and answered questions on start-up and ongoing costs, training and support for the scheme. The councillors agreed that a defibrillator would be a very good addition to the communities assets and planning will now commence on funding the project.

16/050 Routine Correspondence (Appendix A)

The councillors reviewed the correspondence in which BDC had confirmed that there was no issue with a commercial vehicle and skip being parked in front of the vehicle owners house. Cllr Braybrook was asked by the councillors to contact the new residents in order to welcome them to

Signed _____ Date _____

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the village. The councillors agreed to keep a watching brief on developments with the Babergh Alliance of Parish & Town Councils.

16/051 Clerk's Report (Appendix B)

Following a review of the Clerk's report the Clerk was asked to review the signatories for the Bank Mandate.

16/052 Finance

- a. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2015 / 2016 which included the recommendation for LWPC to review its Standing Orders and Financial Regulations.
- b. The councillors resolved to approve LWPC's Bank Reconciliation and Receipts and Payments Account for the year ending 31st March 2016 (Appendix C)
- c. The councillors resolved to approve Section 1 of the Annual Return for the year ended 31st March 2016 and the Chairman signed the section accordingly.
- d. The councillors resolved to approve Section 2 of the Annual Return for the year ended 31st March 2016 and the Chairman signed the section accordingly.
- e. The councillors resolved to approve the explanation of significant variances within Section 2 of the Annual Return.
- f. All cheques signed and due for signing, as itemised in Appendix D, 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.
- g. The councillors resolved to donate £25 towards the event that the Parish Room was organising to celebrate the Queen's 90th Birthday.

16/053 Planning

- a. The councillors reviewed **Planning Application B/16/00332 1 Priory Cottages, Church Road** - Erection of single-storey rear extension and resolved that they considered the plans submitted with the application were not of sufficient detail to review the proposal against the neighbours' boundaries.
- b. The councillors reviewed **Planning Application B/16/00439 St Lawrence House, Church Road** - Installation of roof light and works to roof and resolved to support the application.
- 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/15/01556	Bell House, Humble Green	Erection of 3 No holiday lodges.	15/111b	No comments	
APP/D3505/W/15/3137828	Irelands Meadow, Holbrook Hall Park	Appeal against refusal of Planning Application B/15/00434	15/122b	Supported appeal	Refused by Planning Inspectorate

16/054 Highways and Footpaths

The councillors asked the Clerk to question SCC on whether there are sufficient repeater signs in the 30mph zone to enable enforcement of the speed limit.

16/055 LWPC Assets

The councillors reviewed the Clerk's report showing the issues and costs of upgrading / replacing the council's street lights as well as a comparison of the energy cost savings that will be achieved by the various options. With no issue having an impact during the current financial year the councillors agreed that determining the extent of the project and the sources of funding required would be sought ahead of setting a budget / precept for 2017 / 2018.

Signed _____ Date _____

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Annual Meeting held on Tuesday 17th May 2016 at 7.30pm in the Parish Room

16/056 Closed Churchyard

The councillors reviewed the report commissioned from Suffolk Tree Services (STS) on the condition of the 6 lime trees in the closed churchyard. The councillors resolved that they supported the recommendations to reduce the crown of 2 of the trees by 25% and to fell 2 others to ground level. As all the trees concerned have Tree Preservation Orders it was also resolved that STS would liaise with Babergh District Council in order to agree the works required and to submit any planning application. At this stage the total cost of the works, depending on the agreement with BDC, would be in the range £2,000 to £2,300.

16/057 Christmas Tree

The landlord at the Swan Inn has agreed in principle for a Christmas tree to be located in the car park this year although measures would need to be taken for an electricity supply and protection from vehicles.

16/058 Community Led Plan

Following the feedback received from residents at the Annual Parish Meeting on the subject of a Community Led Plan, the councillors agreed that a public meeting should take place in September in order to gauge the views of residents on future development in the village. They agreed that a letter be produced for each household inviting them to the meeting

16/059 BDC Meeting

Cllr White was nominated to attend the BDC meeting at Cockfield on the 7th June stating at 6.30pm.

16/060 Questions to the Chair

No issues raised.

16/061 Next Meeting

The date of the next scheduled meeting will be Tuesday 19th July 2016.

The meeting closed at 9.15pm.

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 ✓
16/021	Minutes circulated to councillors, placed on website and sent to BRN.	✓
16/022	All matter relating to Chris White becoming a member of LWPC completed.	✓
16/026 a	Payments made to suppliers.	✓
16/026 a	Monthly Bank Statements requested from Lloyds bank.	✓
16/027	Planning response sent to BDC.	✓
16/031	Newton survey circulated.	✓
16/032	Tree Survey commissioned from Suffolk Tree Services.	✓
	End of Year PAYE processes completed, VAT repayment claimed and Internal Audit completed for 2015/2016.	
	Clerk Hours	
	As at 27th March 2016 -262.5 hours worked / 208 + 16.8 hours paid.	

Signed _____ Date _____

LITTLE WALDINGFIELD PARISH COUNCIL
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Appendix C Bank Reconciliation and the Receipts and Payments Account

LITTLE WALDINGFIELD PARISH COUNCIL				
Bank Reconciliation for Financial year ending 31st March 2016				
Balances per Bank Statements as at 31st March				
Treasurers Account			£8,598.75	
Business Instant			<u>£2,518.57</u>	
				£11,117.32
Add any Unbanked Cash as at 31 March				£0.00
Less Unpresented Cheques as at 31 March				
	446		£21.87	
	448		£235.25	
	449		£101.24	
	450		£603.76	
	451		<u>£141.20</u>	
				£1,103.32
			Total Cash	<u>£10,014.00</u>
CASH BOOK				
Opening Balance				£7,929.71
Add Receipts in the year				<u>£7,574.83</u>
				£15,504.54
Less Payments in the year				<u>£5,490.54</u>
			Total Cash	<u>£10,014.00</u>

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LITTLE WALDINGFIELD PARISH COUNCIL			
Receipts & Payments Account for the year ending 31st March 2016			
Receipts			
Precept		£6,691.00	
Bank Interest		£1.25	
Grants		£61.56	
Donation		£35.00	
Other		£284.17	
VAT Repayment		£501.85	
		£7,574.83	
Payments			
Clerks Salary		£2,306.67	
Admin		£695.19	
Insurance		£245.10	
Audit Inspections		£66.00	
Annual Subscriptions		£192.00	
Donations		£0.00	
Dog & Litter Bins		£196.04	
Grass Cutting		£700.00	
Maintenance		£0.00	
Closed Churchyard		£70.00	
Clive Memorial		£600.00	
Speed Watch		£0.00	
Legal Fees		£0.00	
Street Lighting		£201.80	
Other		£132.00	
VAT Paid		£85.74	
		£5,490.54	
Excess of Receipts over Payments			£2,084.29
Add Balance Brought Forward			£7,929.71
Balance Carried Forward			£10,014.00
Represented by			
Treasurers Account		£7,495.43	
Business Instant		£2,518.57	
Cash		£0.00	
		£10,014.00	

Signed _____ Date _____

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Appendix D RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
20/04/16	BDC Precept & Grant			4,076.08	0.00
28/04/16	HMRC VAT repayment			85.74	0.00
17/05/16	Heelis & Lodge - Audit Fee	453	LA 2011 ss 1 to 8	0.00	66.00
17/05/16	SALC - Annual Subscription	454	LA 2011 ss 1 to 8	0.00	169.36
30/06/16	DF Crimmin - Salary April to June	455	LA 2011 ss 1 to 8	0.00	426.97
30/06/16	DF Crimmin - WFHA April to June	455	LA 2011 ss 1 to 8	0.00	39.00
30/06/16	HMRC - Clerk Tax	456	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	31/03/16	£8,598.75	£10,849.32	£807.93	£4,161.82	£1,103.32
Business Instant	31/03/16	£2,518.57	£2,518.57	£0.00	£0.00	£0.00
Cash	31/03/16	£0.00	£0.00			£0.00
		£11,117.32	£13,367.89	£807.93	£4,161.82	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£10,014.00			
Income			Expenditure		
Precept	£8,000.00	£4,000.00	Clerks Salary	£2,330.00	£533.57
Bank Interest	£2.00	£0.00	Admin	£1,200.00	£39.00
Grants	£412.00	£0.00	Insurance	£250.00	£0.00
Donation	£0.00	£0.00	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	£0.00
			Dog & Litter Bins	£375.00	£0.00
			Grass Cutting	£1,150.00	£0.00
			Maintenance	£100.00	£0.00
			Closed Churchyard	£950.00	£0.00
			Clive Memorial	£2,800.00	£0.00
			Speed Watch	£100.00	£0.00
			Legal Fees	£0.00	£0.00
			Street Lighting	£290.00	£0.00
			Other	£300.00	£0.00
			VAT Paid	£0.00	£0.00
Total	£8,414.00	£4,161.82	Total	£2,800.00	£7,385.00
			Assets Carried Forward		£13,367.89
Total		£14,175.82	Total		£14,175.82

End of Appendices.

Signed _____ Date _____