

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Meeting held on Tuesday 19th July 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.

Attending: Margaret Maybury (Babergh District Councillor), Dave Crimmin (Clerk) and 5 members of public.

16/069 Apologies for Absence

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

16/070 Declaration of Interest and Requests for Dispensation

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

16/071 Minutes of Meeting held on 21st June 2016

After including "A member of public put forward the amenity value of the lime trees in the closed churchyard." to 16/065, the minutes of the meeting were approved and signed by the Chairman as a correct record.

16/072 Public Forum

Margaret Maybury updated councillors on the Devolution consultation currently being conducted by BDC, the domestic abuse service review, the BDC / MSDC Joint Strategic Plan and the Babergh Connect service. A resident raised his concern over the need for new Parish Room trustees in 2017, which Cllr A Sheppard stated was being addressed by the remaining trustees. Another resident raised her concerns over the excessive speeds some motor vehicles are using when driving through the bends on entry to the village from Bildeston. Margaret Maybury said that she would take up this issue with Colin Spence. A further resident raised his concerns over the domestic refuse sites being closed on Wednesdays and the cutting of a footpath, which is not managed by LWPC.

16/073 Police Reporting

The councillors reviewed the newsletter being produced by Sudbury SNT as a method of communicating to Parish Councils', as they no longer have sufficient resources to attend LWPC meetings. As the crimes being reported were at a summary level for the Sudbury SNT, and no plans to provide a parish breakdown, the councillors considered it not fit for purpose. The councillors were pleased that the National Police website allowed the public to review the monthly statistics for crimes by Post Code but felt that further clarification is needed from the SNT on the classifications used. The Clerk will liaise with the SNT.

16/074 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

16/075 Clerk's Report (Appendix B)

Following a review of the Clerk's report there were no further actions requested of the Clerk.

16/076 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.

16/077 Planning

- a. No planning application had been received since the agenda was posted.
- b. The status of planning applications, enforcement and appeals previously reviewed by LWPC

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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	Approved 24/06/2016
B/16/00332	1 Priory Cottages, Church Road	Erection of single-storey rear extension	16/053a	Insufficient detail.	Approved 09/06/2016
B/16/00439	St Lawrence House, Church Road	Installation of rooflight and works to roof	16/053b	Supported	Approved 10/06/2016
B/16/00724	St Lawrences Church, Church Road	To reduce the crown by 25% on T1 & T3 Lime trees. To fell to ground level on T2 & T4 Lime trees. Tree Preservation Order WS 230/G8	16/066a	As LWPC application no formal response.	Approved 24/06/2016
B/15/01556	Bell House, Humble Green	Erection of 3 No holiday lodges. Revised site layout plan received 2nd June 2016	16/066b	No Comments.	Approved 24/06/2016

16/078 Closed Churchyard

- a. The councillors reviewed the issues raised by the Clerk on the LWPC's responsibilities for the Closed Churchyard and agreed that a meeting with the PCC would be beneficial in order to develop a management plan for the closed churchyard which would allow LWPC to maintain the area within an agreed framework.
- b. The councillors reviewed the PCC's response (Appendix D) to the Tree Preservation Order planning application submitted by LWPC to reduce the crown of 2 lime trees in the closed churchyard and to fell 2 of the remaining 4 and replace with suitable replacements. The councillors re-considered their reasoning on supporting the report submitted by the tree surgeon that the 2 trees proposed to be felled added little in amenity value and replacements would minimise the impact of damage to the neighbouring property. The councillors considered that the tree surgeons report still offered the best long term solution in terms of amenity, safety and maintenance cost to the parish and it was agreed that Cllrs Coomber and Sheppard would meet with Revd Sweetman to review the proposal.

16/079 Future Development in Village

The councillors agreed the framework for developing a Community Led Plan for future development in the village. It was agreed to hold a public meeting with residents on Saturday 24th September 2016 in the Parish Room starting at 10am in order to start the engagement process, with Cllr Tim Sheppard taking the lead at the meeting. Following the meeting a survey seeking all residents' views will be undertaken.

16/080 Defibrillator

The councillors were extremely pleased that Colin Spence had agreed to allocate his Locality Budget to Little Waldingfield in order to cover the cost of a defibrillator and cabinet from Community Heartbeat Trust. LWPC would need to finance the cost of providing an electrical supply to the unit, and cover operating costs of £130 per annum. The councillors requested the Clerk to write to the Parish Room trustees seeking their permission to install the cabinet in the porch of the building.

16/081 Highways and Footpaths

The councillors agreed to respond individually to the footpath consultation if they have any views on the subject.

16/082 LWPC Assets

The councillors agreed to review LWPC's asset in the village over the summer and report any issues at the next meeting. Cllrs Braybrook and Andy Sheppard will undertake the installation of the 2 new dog bins.

16/083 Christmas Tree

Plans are still ongoing for a Christmas Tree in the village this year.

16/084 Welcome Card

Cllr Foster and the Clerk will obtain quotations for printing 50 quality cards for the next meeting.

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16/085 LWPC's Document Retention Policy

The councillors reviewed the document retention periods proposed by the Clerk and resolved to adopt the policy from the 19th July 2016.

16/086 LWPC's Standing Orders and Financial Regulations

The councillors reviewed the changes proposed by NALC to LWPC's Financial Regulations and Standing Orders and subject to the words "and other consultants eg tree surgeon" being added to 11.1a i of the Financial Regulations, resolved to adopt the changes to both from the 20th July 2016.

16/087 Grievance and Disciplinary policies

The councillors reviewed the Grievance and Disciplinary policies proposed by SALC and resolved to adopt the policies from the 19th July 2016. The councillors also resolved that the Chairman write to the Clerk including reference to the new policies in his Contract of Employment.

16/088 Questions to Chair

No issues were raised.

16/089 Standing Order 3d

The councillors resolved that in accordance to LWPC's Standing Order 3d the public and press be excluded from the meeting due to the confidential nature of interviews for the councillor vacancy and the Clerk's Contract of Employment

16/090 Clerk's Contract of Employment

The councillors reviewed the agreement reached by the National Joint Council on the cost of living rises from the 1st April 2016 and the 1st April 2017 which equated to 1% each year. The councillors noted the agreement and resolved that the Clerk was eligible to both increase under his contract of employment on the dates specified.

16/091 Next Meeting

The date of the next scheduled meeting will be Tuesday 20th September 2016.

The meeting closed at 10.02pm.

Appendix A Correspondence

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

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Appendix B Clerk's Report

Minute	Action	Complete P
16/040	SALC informed of Chairman.	✓
16/044	Minutes circulated to councillors, placed on website and sent to BRN.	✓
16/045	PFC informed of LWPC representative.	✓
16/045	SALC informed of LWPC representative.	✓
16/046	Lttr of engagement sent to Heelis & Lodge.	✓
16/051	Bank Mandate changes to be set-up.	
16/052 e	Annual Return sent to BDO.	✓
16/052 f	Payments made to suppliers.	✓
16/052 g	Donation given to Parish Room.	✓
16/053	Planning responses sent to BDC.	✓
16/054	SCC Highways responded on 30mph repeater signs.	✓
16/059	Cllrs White and A Sheppard attended Babergh meeting.	✓
16/064	Minutes circulated to councillors, placed on website and sent to BRN.	✓
16/066	Planning responses sent to BDC.	✓
16/067	Issues raised on SCC Report It website. (refs 142354 / 5 / 7)	✓
	<p>Request to Little Waldingfield Charities for information on the role that LWPC undertook regarding the appointment of Trustees was responded to as follows: "As Richard Mitchell mentioned at the APM, he felt he needed guidance from the Charity Commission and contacted them the next day as they had stressed in the past that the activities of the Charity must be conducted in a confidential manner. Due to an error on their part it took two months to get a reply hence the delay in dealing with the matter. The Charity Commission have confirmed that the scheme of July 1968 is the current scheme and the wording of this makes no reference to the appointment of Trustees via the Parish Council. It would appear that since that date the Trustees have inadvertently overlooked the change in the constitution having only referred to the document for guidance on distributing the funds.</p> <p>The Charity Commission were asked to supply copies of the 1869 and 1903 schemes which are now superseded by the 1968 scheme but they were unable to find these documents in their records. For the future the Charity Commission has given us guidance on how to appoint new and replacement Trustees as and when required. I trust this information is sufficient for your</p>	
	Speed Watch	
	3 surveys in June reported 51 vehicles.	

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
11/04/16	Bank Interest			0.11	0.00
09/05/16	Bank Interest			0.10	0.00
17/05/16	Parish Room - Donation	458	LA 2011 ss 1 to 8	0.00	25.00
17/05/16	Donations			10.00	0.00
18/05/16	Suffolk Tree Services - Survey	457	LA 2011 ss 1 to 8	0.00	120.00
30/04/16	Garden Arbs Business - Grass cutting in April	460	LA 2011 ss 1 to 8	0.00	240.00
31/05/16	Garden Arbs Business - Grass cutting in May	460	LA 2011 ss 1 to 8	0.00	240.00
01/06/16	Glasdon - 2 dog bins	459	LA 2011 ss 1 to 8	0.00	207.64
30/06/16	Garden Arbs Business - Grass	460	LA 2011 ss 1 to 8	0.00	360.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/06/16	£11,308.76	£9,666.68	£1,620.21	£0.00	£21.87
Business Instant	20/05/16	£2,518.78	£2,518.78	£0.00	£0.00	£0.00
Cash	31/03/16	£0.00	£0.00			£0.00
		£13,827.54	£12,185.46	£1,620.21	£0.00	

* Community Action Suffolk has confirmed that Cheque Number 446 dated 1st December 2015 for £21.87 has not been received and have asked for a replacement cheque.

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	£0.21	Admin	£1,200.00	£39.00
Grants	£412.00	£0.00	Insurance	£250.00	£0.00
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	£25.00
			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
			Legal Fees	£0.00	£0.00
			Street Lighting	£290.00	£0.00
			Other	£300.00	£173.04
			VAT Paid	£0.00	£194.60
Total	£8,414.00	£4,172.03	Total	£2,800.00	£7,385.00
			Assets Carried Forward		£12,185.46
Total		£14,186.03	Total		£14,186.03

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Appendix D PCC Response

The PCC considered carefully the planning application regarding the trees, taking into account views expressed at the Parish Council meeting which I and some PCC members attended, and here is a copy of our resolution.

“The PCC is unanimous in its approach to Planning Application No. B/16/00724 from the Parish Council. The PCC supports the proposals to reduce the crowns of trees T1 and T3 by 25%. With respect to T2, on grounds of safety the PCC supports Suffolk Tree Service’s observation that this tree should be at least pollarded and will support and pay for the pollarding of this tree on this occasion as a gesture of goodwill. T4: the PCC does not support the application to fell T4 since there is no safety issue with this tree. The PCC is also willing to seek the necessary permissions from the Diocese for the work. We await the Parish Council’s agreement in order to proceed.”

End of Appendices.

Signed _____ Date _____