

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Meeting held on Tuesday 20th September 2016 at 7.30pm in the Parish Room

Present: Councillors Andy Sheppard (Chairman), Stewart Braybrook, Jeremy Coomber, Tim Sheppard and Chris White.

Attending: Colin Spence (Suffolk County Councillor), Dave Crimmin (Clerk) and 1 resident.

16/092 Apologies for Absence

Cllrs Campbell (holiday) and Foster (commitment) sent their apologies as did Margaret Maybury (Babergh District Councillor) and Frank Lawrenson (Babergh District Councillor).

16/093 Declaration of Interest and Requests for Dispensation

Cllr Coomber declared a pecuniary interest in agenda item in item 16/099a as he is a neighbour and left the meeting while this item was discussed. No requests for dispensation had been received.

16/094 Minutes of Meeting held on 19th July 2016

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

16/095 Public Forum

Colin Spence updated councillors on the results of the Devolution consultation and the dates for key votes on the process in both Suffolk and Norfolk.

16/096 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

16/097 Clerk's Report (Appendix B)

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

16/098 Finance

- a. The councillors reviewed the findings of BDO's External Audit report for the year ending 31st March 2016 and resolved to approve and accept the findings which had no actions brought to the attention of LWPC.
- b. The councillors reviewed the LWPC Asset Register as at 1st September 2016 and agreed that it represented all the council's assets.
- c. The councillors reviewed the proposed level of insurance cover offered by Community Action Suffolk against the Asset Register and the risks associated with the operation of the council, and resolved that it met the council's requirements.
- d. 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.
- e. The councillors resolved to donate £25 for a new Poppy Wreath.

16/099 Planning

- a. The councillors reviewed **Planning Application 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. The councillors resolved to object to the variation as the problems with the existing drainage have been ongoing for a number of years and have now been escalated to the Environment Agency. The councillors consider that these drainage issues should be addressed now rather than when the extension is completed. A recent email received by LWPC on the 2nd September 2016 from the EA on the issue of the existing drainage at the home has highlighted:

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“Environmental Permitting Regulations

The Environment Agency regulates discharges to surface and ground waters under the Environmental Permitting Regulations by way of a permit. A permit was held by the previous owners of the care home, however, the permit lapsed in January 2013. I can confirm that the current owners have submitted an application to obtain a new permit.

Polluting Discharge

The Environment Agency has received reports of a polluting discharge entering a tributary of the River Box to the east of the Brookwood Manor estate, and since May 2016 I have been dealing the pollution. Brookwood Manor Care Home treats the effluent from the premises using a sewage treatment plant located near the access road to the home. I can confirm that the pipe discharging the poor quality effluent into the watercourse is the outfall pipe from the sewage treatment plant serving the care home.

Regular maintenance and servicing is essential to ensure a sewage treatment plant works effectively. This plant has not been operating properly, and samples we have taken have not been to a standard suitable for discharge to the environment. I can confirm that all effluent from the care home has been tankered off site since 16 August 2016 however, this week the effluent has been discharged to the watercourse once again. Improvements and repairs to the existing sewage treatment plant have now been undertaken by a professional contractor, and I plan to take further samples next week.”

- b. No further planning application had been received since the agenda was posted.
- c. No planning applications, enforcement and appeals previously reviewed by LWPC are outstanding.

16/100 Closed Churchyard

The councillors resolved to proceed with maintenance work on the lime trees in the churchyard in line with the PCC's proposal to reduce the crowns of trees T1 and T3 by 25% and pollard T2, on the grounds of safety. Suffolk Tree Services has confirmed with BDC that the existing planning permission given supported the above works. LWPC now awaits the necessary permissions from the Diocese following the PCC's application for the works. Once the permission is received the councillors resolved to proceed with the works within the costs outlined in the STS quotation.

16/101 Future Development in Village

The councillors reviewed the plans for the public meeting with residents on Saturday 24th September 2016 in the Parish Room starting at 10am and the handouts that would be required. This meeting will be the start the engagement process, with Cllr Tim Sheppard taking the lead, and it is hoped to help shape the level of Community Led Plan that the residents are prepared to support. Following the meeting a survey seeking all residents' views will be undertaken.

16/102 Defibrillator

The councillors were extremely pleased that Colin Spence had provided £1,995 from his Locality Budget in order to cover the cost of a defibrillator and cabinet from Community Heartbeat Trust. With the Parish Room happy to provide space on the outside of the porch for the equipment the Clerk was asked to get a quotation from a local electrician to install the equipment and to confirm with CHT on the suitability of the location identified.

16/103 Highways and Footpaths

Cllr Coomber will raise the issues of plants overgrowing footpaths with landowners. The Clerk was asked to seek clarification from SCC Highways when the road markings in the village was due to be painted. Cllr Coomber will update the Clerk on footpath post damage.

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16/104 LWPC Assets

The councillors were grateful that Cllrs Braybrook, Andy Sheppard and White had undertaken the installation of the 2 new dog bins, which have now been included in the weekly emptying schedule.

16/105 Vehicle Activated Signage

Colin Spence updated councillors on his project to finance a VAS scheme in the four parishes within his Waldingfield ward. He has arranged with Great Waldingfield Parish Council for their Clerk to prepare a business case / options report to see if each individual parish wished to take part in the scheme.

16/106 Little Waldingfield website

After reviewing the proposal on moving the support of the Little Waldingfield OneSuffolk website from Suffolk County Council to Community Action Suffolk the councillors resolved for this to happen from the 1st November 2016 at a cost of £50 per annum.

16/107 Christmas Tree

It was resolved by the councillors to defer the re-introduction of a Christmas tree in the village to 2017 due to the health of a key stakeholder.

16/108 Welcome Card

The Clerk was asked to produce an interim Welcome Card while awaiting Cllr Foster's new version.

16/109 BDC Meeting

Cllr Andy Sheppard and Chris White will represent LWPC at the BDC meeting in November.

16/110 Pensions Regulator

LWPC's Staging Date as far as the Pensions Regulator is concerned is the 1st February 2017. Because of the criteria established by the PR and reviewing the Clerk's details against these, LWPC is an employer who doesn't have to provide a pension but still has duties to undertake. The councillors agreed that these duties will be undertaken and compliance reported to the Pension Regulator within 5 months of the Staging Date - 30th June 2017.

16/111 SALC Area Meeting

Cllr Coomber reported that at the recent SALC meeting there were a number of issues regarding the governance of the meeting that had come to a head. As a result, SALC were to circulate the committee roles and job descriptions so that any interested party fully understands what the role entails. A SALC Survey for all Suffolk councils will shortly be undertaken which will cover Broadband, Policing, Highways, Planning and Parking.

16/112 Questions to Chair

No issues were raised.

16/113 Next Meeting

The date of the next scheduled meeting will be Tuesday 15th November 2016.

The meeting closed at 9.45pm.

Signed _____ Date _____

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Appendix C RFO Report Receipts & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|--|------|-------------------|----------|----------|
| 05/07/16 | ICO - Data Protection | D/Dr | LA 2011 ss 1 to 8 | 0.00 | 35.00 |
| 29/07/16 | Cheque # 446 of 01/12/2015 not cashed. | | | 0.00 | 21.87 |
| 29/07/16 | CAS - replacement of # 446 | 461 | LA 2011 ss 1 to 8 | 0.00 | 21.87 |
| 01/09/16 | BDC Precept | | | 4,000.00 | 0.00 |
| 20/09/16 | BDO - Audit Fee | | | 0.00 | 0.00 |
| 20/09/16 | DF Crimmin - Expenses Mar to Aug | 462 | LA 2011 ss 1 to 8 | 0.00 | 130.88 |
| 20/09/16 | SLCC - Annual Subs | 463 | LA 2011 ss 1 to 8 | 0.00 | 17.70 |
| 20/09/16 | CAS - Insurance | 464 | LA 2011 ss 1 to 8 | 0.00 | 257.62 |
| 30/09/16 | DF Crimmin - Salary July to Sept | 465 | LA 2011 ss 1 to 8 | 0.00 | 435.37 |
| 30/09/16 | DF Crimmin - WFHA July to Sept | 465 | LA 2011 ss 1 to 8 | 0.00 | 39.00 |
| 30/09/16 | HMRC - Clerk Tax | 466 | LA 2011 ss 1 to 8 | 0.00 | 108.80 |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|--------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Treasurers Account | 30/06/16 | £9,631.68 | £12,642.31 | £989.37 | £4,000.00 | £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 |
| | | £12,150.46 | £15,161.09 | £989.37 | £4,000.00 | |

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 | £1,077.74 |
| Bank Interest | £2.00 | £0.21 | Admin | £1,200.00 | £261.58 |
| Grants | £412.00 | £0.00 | 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 | £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 | £8,172.03 | Total | £2,800.00 | £7,385.00 |
| | | | Assets Carried Forward | | £15,161.09 |
| Total | | £18,186.03 | Total | | £18,186.03 |

End of Appendices.

Signed _____ Date _____