

**LITTLE WALDINGFIELD PARISH COUNCIL**

**Approved Minutes of Meeting held on Tuesday 5<sup>th</sup> September 2017 at 7.30pm in the Parish Room**

**Present:** Councillors Andy Sheppard (Chairman), Stewart Braybrook, Barbara Campbell, Matt Foster, Allan Wells and Chris White.

**Attending:** Frank Lawrenson (Babergh District Councillor), Dave Crimmin (Clerk), Simon Ashton (new Clerk) and 6 residents.

**17/113 Apologies for Absence**

Cllr Tim Sheppard (holiday) sent his apologies as did Colin Spence (Suffolk County Councillor) and Margaret Maybury (Babergh District Councillor).

**17/114 Declaration of Interest and Requests for Dispensation**

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

**17/115 Minutes of Meeting held on 9<sup>th</sup> August 2017**

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

**17/116 Public Forum**

Frank Lawrenson updated councillors on the Boundary Review, the move to Endeavour House and the Local Plan consultation. There were issues raised by residents in relation to recent burglaries in the village and dog fouling.

**17/117 Routine Correspondence (Appendix A)**

Following a review of the correspondence and emails circulated to councillors since the last meeting there were no further actions requested of the Clerk.

**17/118 Clerk's Report (Appendix B)**

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

**17/119 Finance**

- a. The councillors reviewed the findings of BDO's External Audit report for the year ending 31st March 2017 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 2017 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 a donation of £25 towards the Poppy Appeal.

**17/120 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 are as follows:

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Application Reference	Address	Planning Details	LWPC Minute	Parish Council Comments	Babergh DC Comments
B/16/01578	The Cottage, Church Road	Application under Section 73 of the Town and Country Planning Act (1990): Erection of 2 no. two storey dwellings and detached garage building for plot 2 (following demolition of existing dwelling and garage). Alterations to front boundary wall to create 2 no. new vehicular access and stopping up of existing vehicular access without compliance with condition 13 of B/12/01469/FUL to allow erection (and retention) of 1200mm high replacement front boundary wall.	17/005a 17/053d	Objected Supported	
DC/17/03214	Priory Farm Church Road	Conversion and alteration of cartlodge to form 1 No self-contained residential dwelling.	17/110a	Supported	Approved 29/08/2017
DC/17/03691	The Stables, Church Road	Erection of new stable block adjacent to existing stable block.	17/110b	Supported	Approved 23/08/2017

**17/121 Neighbourhood Plan (NP)**

- a. Cllr White updated councillors that the minutes of the NP Steering Committee held on the 5<sup>th</sup> August 2017 were on the LW website. A grant application had now been made to My Community for £9,000 towards the NP project. The councillors resolved their adoption of the NP Project Plan. The councillors requested that the Steering Committee send them items for review / discussion at least 7 days prior to the LWPC meeting. There were no questions from residents.
- b. The councillors reviewed the outcome of the meeting between Cllr Tim Sheppard and Babergh's Policy team and the Chairman signed the Memorandum of Understanding for the NP between Babergh and LWPC.
- c. The councillors reviewed the NP Engagement and Communications Strategy and resolved its adoption by LWPC.

**17/122 Babergh Local Plan**

- a. Cllrs White and Andy Sheppard will represent LWPC at the Sudbury Visioning event on the 13th September 2017 at Delphi.
- b. Cllrs Campbell and Andy Sheppard will represent LWPC at the Local Plan consultation event on the 27th September 2017 at Sudbury Town Hall.
- c. The councillors agreed that an extra meeting be held on the 24<sup>th</sup> October 2017 in order to consider LWPC's response to the Local Plan.

**17/123 Closed Churchyard**

A date for the tree works in the closed churchyard is currently being agreed between Rvd Sweetman and STS. The question of whether the cut logs should be left in the churchyard will be answered by Cllr Campbell after she refers the matter to Rvd Sweetman. Cllrs Andy Sheppard and Campbell had undertaken a check of the headstones in the Closed Churchyard with no failures found. The PCC has been advised of a number of headstones failing the check in the open churchyard.

**17/124 Speed Indicator Device (SID) Scheme**

The councillors agreed the Service Level Agreement proposed by Sudbury Town Council's Community Wardens for the operation of the SID scheme in Little Waldingfield and to the cost of £20 for each deployment of the devices.

**17/125 Highways and Footpaths**

Cllr Wells requested a map of the parish footpaths from the Clerk.

**17/126 Telephone Kiosk**

The Chairman has secured the cost of refurbishing the Information Kiosk from Anglian Water after recent damage to the kiosk was caused by their hole in the road.

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**Appendix C RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
18/07/17	CHT - Donation	490	LA 2011 ss 1 to 8	0.00	50.00
09/08/17	P Scott - Churchyard wall repair	491	LA 2011 ss 1 to 8	0.00	50.00
09/08/17	C White - NP Parish Profile expense	492	LA 2011 ss 1 to 8	0.00	60.00
05/09/17	BDO - External Audit Fee	493	LA 2011 ss 1 to 8	0.00	120.00
05/09/17	CAS - Insurance	494	LA 2011 ss 1 to 8	0.00	314.32
05/09/17	DF Crimmin - Expenses Feb to Aug	495	LA 2011 ss 1 to 8	0.00	181.72
05/09/17	SLCC - Clerk's subscription	496	LA 2011 ss 1 to 8	0.00	18.68
30/09/17	DF Crimmin - Salary July to Sept	497	LA 2011 ss 1 to 8	0.00	435.49
30/09/17	DF Crimmin - WFHA July to Sept	497	LA 2011 ss 1 to 8	0.00	39.00
30/09/17	HMRC - Clerk Tax	498	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	31/07/17	£13,388.24	£12,060.23	£1,328.01	£0.00	£0.00
Business Instant	18/05/17	£2,520.05	£2,520.05	£0.00	£0.00	£0.00
Cash	30/08/17	£0.00	£0.00			£0.00
		£15,908.29	£14,580.28	£1,328.01	£0.00	

**Statement of Accounts vs Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£11,885.14			
<b>Income</b>			<b>Expenditure</b>		
Precept	£8,250.00	£4,125.00	Clerks Salary	£2,353.00	£1,143.48
Bank Interest	£2.00	£0.21	Admin	£1,000.00	£216.30
Grants	£412.00	£0.00	Insurance	£270.00	£314.32
Donation	£0.00	£0.00	Audit Inspections	£75.00	£166.00
Other	£0.00	£0.00	Annual Subscriptions	£285.00	£209.69
VAT Repayment	£0.00	£806.92	Donations	£50.00	£50.00
			Dog & Litter Bins	£410.00	£0.00
			Grass Cutting	£1,150.00	£0.00
			Maintenance	£100.00	£0.00
			Closed Churchyard	£950.00	£50.00
			Clive Memorial	£2,474.99	£0.00
			Speed Watch	£100.00	£0.00
			Community Led Plan	£500.00	£200.00
			Street Lighting	£250.00	£0.00
			Other	£500.00	£0.00
			VAT Paid	£0.00	£37.20
<b>Total</b>	<b>£8,664.00</b>	<b>£4,932.13</b>	<b>Total</b>	<b>£2,974.99</b>	<b>£7,693.00</b>
			Assets Carried Forward		£14,580.28
<b>Total</b>		<b>£16,817.27</b>	<b>Total</b>		<b>£16,817.27</b>

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**End of Appendices.**

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