Approved Minutes of Meeting held on Tuesday 5th 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 9th 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:

Signed	Date_
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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	17/005a	Objected	
		Country Planning Act (1990): Erection of 2 no.	17/053d	Supported	
		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.			
DC/17/03214	Priory Farm Church Road	Conversion and alteration of cartlodge to form 1	17/110a	Supported	Approved 29/08/2017
		No self-contained residential dwelling.			
DC/17/03691	The Stables, Church Road	Erection of new stable block adjacent to existing	17/110b	Supported	Approved 23/08/2017
		stable block.			

17/121 Neighbourhood Plan (NP)

- a. Cllr White updated councillors that the minutes of the NP Steering Committee held on the 5th 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.** Clirs 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 24th 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.

Signed	Date

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17/127 Defibrillator VETS scheme

Cllr Braybrook outlined the Voluntary Emergency Telephone Scheme as operated in other parishes but councillors agreed with him that the operation of a First Responder scheme in the Parish may be a better long term solution. Cllr Braybrook will contact the First Responders and report back on options available to the parish.

17/128 New Clerk

Simon Ashton was introduced to the meeting as the new Clerk who will replace Dave Crimmin on the 1st October 2017. The Chairman to exchange the Contract of Employment with Simon.

17/129 Questions to Chair

The Chairman updated the meeting that plans for the renovation of the Swan Inn were currently being commissioned. There will be a special meeting with the Police on Saturday 23rd September at 10.30am in the Parish Room to answer questions on the recent spate of thefts in the village. The councillors agreed that there be a leaflet drop to residents regarding the special meeting.

17/130 Next Meeting

An extra meeting of LWPC will take place on Tuesday 24th October 2017. The date of the next scheduled meeting has been rearranged for Tuesday 28th November 2017.

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
17/088	Minutes circulated to councillors, placed on website and sent to BRN.	✓
17/090	Response sent re Great Waldingfield NP designation.	✓
17/092	Payments made to suppliers.	✓
17/094 g	Budget increased by £500 from SID reserves.	✓
17/095	Response sent re Babergh Warding consultation.	✓
17/096	See Agenda Item 11 - 5th September 2017	✓
17/097	SID SLA - Agenda Item 12 - 5th September 2017	✓
17/099	2 spray cans purchased and given to Chairman.	✓
17/104	Induction processes completed for Councillor Wells.	✓
17/108	Minutes circulated to councillors, placed on website and sent to BRN.	✓
17/110	Planning responses sent to Babergh.	✓
	Speed Watch	
	In the surveys conducted in July and August 64 motorists caught speeding of which the SNT took action on 58 offenders.	
	WHICH THE CIVI BOX ACTION ON TO OHERWEIS.	
	Clerk Hours	
	As at 27th August 2017 - 111 hours worked / 84 hours paid.	

Signed	Date
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LITTLE WALDINGFIELD PARISH COUNCIL Approved Minutes of Meeting held on Tuesday 5th September 2017 at 7.30pm in the Parish Room

Signed	Date	
Little Waldingfield Parish Council adopted the General Power of Con	npetence on the 19 th May 2015	Series Page 104

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Appendix C RFO Report

Receipts & Payments

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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 492	LA 2011 ss 1 to 8	0.00	60.00
	expense			
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

	Statement	Statement	Actual	Unpresented	Credits not	
Account	Date	Balance	Balance	Cheques	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

Statement of Ac	Budget	Actual		Reserves	Budget	Actual
Assets Brought	Daaget	£11,885.14		110001100	Daaget	Aotuai
Forward		211,000.14				
1 Ol Wald						
Income			Expenditure			
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	£0.00
			Speed Watch		£100.00	£0.00
			Community Led Plan	£500.00	£200.00	£50.00
			Street Lighting		£250.00	£0.00
			Other		£500.00	£0.00
_			VAT Paid _		£0.00	£37.20
Total	£8,664.00	£4,932.13	Total _	£2,974.99	£7,693.00	£2,236.99
			Assets Carried Forward		<u> </u>	£14,580.28
Total		£16,817.27	Total			£16,817.27

Signed	Date
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LITTLE WALDINGFIELD PARISH COUNCIL Approved Minutes of Meeting held on Tuesday 5th September 2017 at 7.30pm in the Parish

	Room	•	•
End of Appendices.			
Signed		Date	