

Little Waldingfield Parish Council

Approved Minutes of the Council Meeting held on Thursday 11 January 2018 at 7.30pm at the Parish Room, Little Waldingfield

Present: Cllr Andy Sheppard (Chair), Cllr Barbara Campbell (Vice-Chair), Cllr Stewart Braybrook, Cllr Allan Wells and Cllr Chris White

Attendance: Cllr Colin Spence (County Councillor), Simon Ashton (Parish Clerk) and seven Members of the Public

1. Apologies and Approval of Absences

Apologies were received from Cllr Matt Foster and Cllr Tim Sheppard and their absences were approved.

2. Declarations of Pecuniary or Non-Pecuniary Interests by Members

There were no interests declared by any of the Members.

3. Approval of Minutes of the Previous Meeting on 28 November 2017

Minutes of the previous meeting of the Parish Council on 28 November 2017 were received and approved as a true record and signed by the Chair.

4. Consideration of Reports by the District Councillors & County Councillor

Cllr Frank Lawrenson and Cllr Margaret Maybury (District Councillors) did not attend the meeting. Cllr Spence delivered his county council report including confirmation that there was no revenue support grant from the government, adult social care costs could be financed by increased council tax and funding from his locality budget had recently paid for work to the Parish Room's kitchen ceiling and its redecoration.

5. Contributions by Members of the Public

The subjects of the Council's protection of the village conservation area from development, its response to the Babergh Mid Suffolk Joint Local Plan and the development of the village's pub were raised and discussed. Further discussion also took place at Item 13.

6. Babergh & Mid Suffolk District Councils Joint Local Plan

(a) The Parish Clerk confirmed that Babergh District Council had advised that confirmation of any change in the village's status from Hinterland Village to Hamlet would not take place until at least the spring of 2018.

7. Consideration of Planning Applications & Decision Notices

(a) BDC DC/17/05120: Application Granted (8 December 2017)
Harvest Barn, Haymarket, Little Waldingfield, CO10 0SY
Members noted the outcome of this planning application.

- (b) BDC DC/17/05415: Application Granted (12 December 2017)
Spinney Cottage, Humble Green, Little Waldingfield, CO10 0TB
Members noted the outcome of this planning application.
- (c) BDC DC/17/05333: Application Granted (21 December 2017)
The Grange, The Street, Little Waldingfield, CO10 0SG
Members noted the outcome of this planning application.

8. Neighbourhood Plan

- (a) Cllr White confirmed that responses to the questionnaire had been received from over half of the village's addresses. Following input from the Council's consultant and the completion of a landscape character assessment, Members requested whether arrangements could be made to deliver a presentation of the overall findings at the next meeting.
- (b) Cllr Campbell confirmed that a meeting of the Neighbourhood Plan Steering Group had taken place on 9 December 2017. The co-ordination of the processing of returned completed questionnaires and the preparation of a landscape character assessment were discussed. Detailed notes of the meeting had been published on the web site.

9. Finance

- (a) The Lloyds Bank account balances of £25,739.33 (30 November 2017) and £2,520.05 (27 October 2017) were noted.
- (b) The Transparency Code funding payment of £548.97 received on 30 November 2017 was noted.
- (c) The Church's tree works contribution payment of £600.00 received on 7 December 2017 was noted.
- (d) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£766.99). Approval of these payments was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.

10. Governance

- (a) The Parish Clerk presented the Council's Internal Control Statement for 2017/18 which was reviewed by Members. Approval and adoption of this document was proposed by Cllr A Sheppard, seconded by Cllr Campbell and agreed by Members.
- (b) The Council's Standing Orders, Financial Regulations and Code of Conduct, updated by the Parish Clerk, were reviewed by Members. Approval and adoption of these documents, subject to minor amendments, was proposed by Cllr A Sheppard, seconded by Cllr Campbell and agreed by Members.
- (c) The Parish Clerk presented NALC's official guidance on the position of a parish council's Data Protection Officer which confirmed that it could not be held by the Parish Clerk. Guidance was also expected but was still awaited from the Society of Local Council Clerks.
- (d) The consideration of the web site availability of agenda supporting documentation was discussed. The Parish Clerk agreed to query the situation with other parish clerks and provide Members with an update in due course.
- (e) The Parish Clerk confirmed that a booking had been made to attend a free briefing session by PKF Littlejohn, as new external auditors, at the SALC offices on 30 January 2018.

11. Speed Indicator Device Scheme

(a) The Parish Clerk confirmed that the defective device had been repaired, the stolen one replaced and that both of these were now in use. The defective part had been found in a batch of components leading to the part in the third device being replaced. The third device was therefore expected to be back in use by mid-January 2018.

12. Highways

(a) Cllr Spence confirmed that he had recently authorised funding from his locality budget to pay for traffic calming measures at the acute road turning near the Haymarket cottages. The Chair showed the Council's appreciation and thanked Cllr Spence for his contribution.

13. Agree Any Action Required on the Routine Correspondence Received and Emails Circulated to Councillors Since the Last Scheduled Meeting of the Council

The Chair confirmed that feedback had been received from a parishioner concerning the Council's previous submission of its consultee comments in connection with the Babergh Mid Suffolk Joint Local Plan. Cllr Campbell then presented responses to the issues raised. Contributions from both Members and members of the public were then exchanged. A copy of this report has been made available at the end of these minutes for information.

14. Questions to the Chair

(a) The subject of a potentially abandoned vehicle in Grove Lane was raised and discussed.

15. Matters for Future Consideration

Members agreed to include the following item on the agenda at the next meeting:

(a) Presentation of Brandeston Hall Soper Project Report (February 2018)

16. Dates of the Next Meetings

(a) 8 February 2018 (Urgent Agenda Items Only & Documents by 31 January 2018)

(b) 8 March 2018 (Agenda Items & Documents Received by 28 February 2018)

(c) 12 April 2018 (Urgent Items Only & Annual Parish Meeting)

(d) The meeting finished at 8.55pm.

Simon Ashton, Parish Clerk
clerk.littlewoldingfieldpc@hotmail.co.uk
8 February 2018

Little Waldingfield Parish Council

Analysis of Email concerns

1. Whether the responses input into the JLP consultation document were a personal response from the Chairman or made on behalf of LWPC.
 - At the LWPC meeting held on 24/10/2017, the responses to be made to the set of questions included in the JLP consultation document were agreed unanimously by all Councillors present. The Chairman and another councillor input those responses on behalf of LWPC. This was made clear throughout the response document by the inclusion of the acronym 'LWPC...' at the beginning of many of the comments being submitted.
2. The response to the question regarding the three sites identified under the 'Call for sites' made by BDC somehow supported the development of site SS0874.
 - LWPC were neither supporting nor opposing any of the 3 sites identified and did not discriminate against or for any particular site.
 - The question was asking whether the sites were technically suitable against given criteria in the Draft Shelaar document dated August 2017.
 - LWPC were merely stating that the 3 sites were technically appropriate given the Suitability Assessment Criteria in the draft SHELAA of August 2017.
3. LWPC are supporting a potential development site within a conservation area.
 - Refer to point 2
 - Being a conservation area does not, in practice, preclude development within that area. However any potential development will be subject to conditions and thorough examination before any approval by several different planning authorities and protection bodies.
4. There was no appraisal by LWPC of the proposed responses to the JLP consultation questions.
 - The document of Draft Responses was circulated to all councillors prior to the meeting held on 24/10/2017 for their consideration, as per standard procedure.
 - The agenda item allowed for any comments regarding the responses to be raised and discussed. Several points were raised and amendments made as appropriate and agreed by Councillors. Where no comments/suggestions were raised, the responses were adopted as per the draft document. The final responses were agreed by all councillors present.
5. There has been/is poor communication to villagers of the JLP implications/relevant information.
 - The JLP consultation period was from 21/08/2017 – 10/11/2017. At the beginning of this period an electronic copy of the document was sent to all Clerks of parish councils.

- At the meeting of LWPC on 05/09/2017 it was agreed that the Chairman and Vice Chairman would attend an event that BDC were holding on 27/09/2017 to showcase the JLP. An extra LWPC meeting was scheduled for 24/10/2017 to decide on PC response to JLP consultation.
- BMSJLP leaflet was sent via Royal Mail to all households informing of the proposed JLP, alerting people to the forthcoming public meetings and giving details of how to make a response to the consultation.
- Following BDC event held on 27/09/2017 the Chairman of LWPC suggested holding a public meeting in the Parish Room to alert villagers of the implications to LW of the JLP
- All households in the Parish of LW were leafleted by the PC to inform them of the public meeting being held on 07/10/2017 in the Parish Rooms.
- Public meeting held on 07/10/2017. 40/50 attendees from all parts of the village including Grove Avenue, The Street, Wade Crescent, Croft Lea, Church Road and the wider village envelope.
- Presentation of the issues at the meeting via Powerpoint. Wide ranging discussion of the implications, especially surrounding whether LW should be classified as a Hamlet or Hinterland Village. All were encouraged to attend Sudbury Town Hall open session on 12/10/2017. BMSJLP leaflet re-issued to all attendees by LWPC.
- Everyone attending the village meeting were urged to make their own submissions to the JLP consultation. Details of how to do this were highlighted in the powerpoint presentation.
- LW website was updated on 07/10/2017 regarding the meeting outcomes and powerpoint presentation.
- 15/10/2017 meeting of 3 Councillors (AS, BC, CW) to produce a draft response to JLP consultation for LWPC consideration at its meeting on 24/10/2017
- Extra meeting of LWPC held on 24/10/2017 agreed response to JLP consultation.
- 09/11/2017 Chairman and Vice Chairman input responses on behalf of PC.

6. LWPC did not take account of objections raised by villagers to SS0874.

- At the time of the LWPC meeting on 24/10/2017, there had been no substantive comments made by villagers to Parish Councillors regarding the JLP/specific sites. At the meeting itself, no issues were raised by the 11 members of the public attending that evening.
- Until the end of the public consultation on 10/11/2017, there was no access to any comments made regarding any aspect of the JLP consultation.