

Little Waldingfield Parish Council

Approved Minutes of the Council Meeting held on Tuesday 24 October 2017 at 7.30pm at the Parish Room, Little Waldingfield

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

Attendance: Simon Ashton (Parish Clerk) and eleven Members of the Public

1. Apologies and Approval of Absences

Cllr Matt Foster did not attend the meeting.

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

Cllr Wells confirmed a pecuniary interest in items 7b) and 7c) and agreed to leave the meeting during these items.

3. Approval of Minutes of the Previous Meeting on 5 September 2017

Minutes of the previous meeting of the Parish Council on 5 September 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 Lawrenson and Cllr Maybury (District Councillors) and Cllr Spence (County Councillor) did not attend the meeting.

5. Consideration of Attendance at Sudbury SNT Special Meeting on 23 September 2017

Members noted that this event had been well attended by residents who had been advised of this special meeting following a distribution of leaflets to discuss the recent burglaries.

6. Contributions by Members of the Public

There were no issues raised by members of the public.

7. Consideration of Planning Applications & Decision Notices

(a) BDC DC/17/05120: Application Received (Due 25 October 2017)

Harvest Barn, Haymarket, Little Waldingfield, CO10 0SY

Members agreed to support this planning application.

(b) BDC DC/17/04566: Application Received (Due 25 October 2017)

Butchers Cottage, The Street, Little Waldingfield, CO10 0SQ

Cllr Wells was not present during this item. Members agreed to oppose this planning application. This property will become overdeveloped as the size of the proposed extension will be disproportionate to the size of the land involved. The new roof will be out of character as it will be significantly higher than those of neighbouring properties.

There will also be a disruption to the adjoining property as access to its facilities will be adversely affected and its land will need to be used during the required building work. Use of the neighbour's garden as an amenity, including a play area, will therefore be removed for the occupying family during this time. The introduction of new boundary walls at a greater height will lead to a reduction in natural light for other neighbouring properties. This development will therefore not be in keeping with the character of the nearby properties. Members of BDC Planning Committee are encouraged to undertake a site inspection before a decision is finally made.

- (c) BDC DC/17/04567: Application Received (Due 25 October 2017)
Butchers Cottage, The Street, Little Waldingfield, CO10 0SQ
Cllr Wells was not present during this item. Members agreed to oppose this planning application. See response to DC/17/04566.
- (d) BDC DC/17/03752: Application Received (Due 25 October 2017)
Spinney Cottage, Humble Green, Little Waldingfield, CO10 0TB
Members agreed to support this planning application.
- (e) BDC DC/17/03008: Discharge of Conditions (3 October 2017)
Wood Hall, Haymarket, Little Waldingfield, CO10 0SY
Members noted the discharge of conditions relating to this planning application.
- (f) Members noted that Sudbury's Chilton Woods mixed use development planning application was to be reviewed by the BDC Planning Committee on 25 October 2017.

8. Neighbourhood Plan

- (a) Cllr T Sheppard confirmed that documentation in support of the Neighbourhood Plan would be made available with as much notice as possible. The Parish Clerk requested that any documentation for sharing with Members be submitted a week before each meeting.
- (b) Members took account of the meeting notes of the Steering Group Committee meeting on 7 October 2017.
- (c) Cllr T Sheppard confirmed that the My Community Grant application for £8,220 had been successful and would soon be received.
- (d) As for other matters relating to the Neighbourhood Plan, approval for the Chair to sign the Memorandum of Understanding with Babergh District Council was proposed by Cllr T Sheppard, seconded by Cllr White and agreed by Members, and approval to proceed with the Neighbourhood Plan Questionnaire, subject to minor amendments, was proposed by Cllr T Sheppard, seconded by Cllr A Sheppard and agreed by Members. Cllr T Sheppard also confirmed that future payments being funded by the grant would need to be paid promptly.

9. Babergh & Mid Suffolk District Councils Joint Local Plan

- (a) Members noted the attendance of the Chair at the Sudbury Visioning event on 13 September 2017.
- (b) Members noted the attendance of the Chair and Vice-Chair at the Local Plan Consultation event on 27 September 2017.
- (c) Following discussion, approval to submit the Council's response to the Joint Local Plan, subject to minor amendments, was proposed by Cllr A Sheppard, seconded by Cllr Campbell and agreed by Members.

10. Finance

(a) Payments were authorised in favour of the previous Parish Clerk's office and personal expenses (£38.79). A payment was also authorised in favour of Community Action Suffolk for web site costs (November 2017 to October 2018) (£60.00). Approval of these payments was proposed by Cllr Campbell, seconded by Cllr T Sheppard and agreed by Members.

(b) The Parish Clerk presented a draft application for Transparency Code funding amounting to £498.93 which would be amended to also include web site costs. Approval to proceed was proposed by Cllr White, seconded by Cllr Campbell and agreed by Members.

(c) The Parish Clerk confirmed that time to learn about the use of PAYE Tools software in order to deal directly with HMRC for payroll purposes was proving to be a challenge following the recent handover from the previous Parish Clerk. Approval to adopt the cheaper of the two outsourced payroll services options presented (£72/year or pro rata) was proposed by Cllr Campbell, seconded by Cllr T Sheppard and agreed by Members.

11. Governance

Approval for the Parish Clerk to attend a General Data Protection Regulations training course on 1 November 2017 was agreed by Members.

12. Closed Churchyard

Members noted that the commencement of tree works had been planned for the following week and that the provision of logs could be made available on completion.

13. Speed Indicator Device Scheme

The Parish Clerk confirmed that a countersigned copy of the scheme's memorandum of understanding was still awaited from Suffolk County Council. The Parish Clerk agreed to follow this up and provide an update at the next meeting.

14. Highways & Footpaths

(a) A payment of £413.92 had been received from Suffolk County Council since the last meeting.

(b) Cllr Wells confirmed that he had received a copy of the Parish Footpaths Map.

(c) The Chair confirmed that the Information Kiosk had been painted.

(d) Following Cllr White's presentation of the associated dangers, the Parish Clerk agreed to contact SCC Highways to request the addition of chevron signs and the improvement of road markings at the acute road turning at the north-east end of the village near to CO10 0SY.

15. Defibrillator Volunteer Emergency Telephone Scheme

Cllr Braybrook confirmed that he had been in touch with the group of First Responders which covered three local areas and that there was interest in extending this service, manned by volunteers, to Little Waldingfield. An update would be provided in due course.

16. Appointment of New Parish Clerk

Following a misunderstanding, the signing and exchange of an employment contract with the new Parish Clerk was postponed. The Parish Clerk therefore agreed to bring copies of the documentation requiring signature along to the next meeting.

17. Matters for Future Consideration

Members agreed to include the review and approval of the budget and precept 2018/19 at the next meeting.

18. Dates of the Next Meetings

(a) 28 November 2017

(b) Members agreed to schedule future meetings on the second Thursday of the month at 7.30pm from January 2018 to March 2019.

(c) Members agreed to schedule its main meetings on 11 January, 8 March, 10 May, 12 July, 13 September and 8 November 2018 and to schedule urgent matters at its shorter meetings on 8 February, 12 April, 14 June, 9 August, 11 October and 13 December 2018.

(d) Members agreed to schedule the Annual Parish Meeting on 12 April 2018 and the Annual General Meeting on 10 May 2018. Booking of the Parish Room for all meetings in 2018 was confirmed during the meeting.

(e) Cllr White agreed to display notices on the noticeboard at the request of the Parish Clerk and to furnish Members with hard copy documentation as appropriate in the future. The meeting finished at 9.55pm.

Simon Ashton, Parish Clerk
clerk.littlewoldingfieldpc@hotmail.co.uk
28 November 2017