

# Little Waldingfield Parish Council

## Approved Minutes of the Council Meeting held on Tuesday 28 November 2017 at 7.30pm at the Parish Room, Little Waldingfield

**Present:** Cllr Andy Sheppard (Chair), Cllr Barbara Campbell (Vice-Chair), Cllr Stewart Braybrook, Cllr Matt Foster and Cllr Chris White

**Attendance:** Cllr Margaret Maybury, Simon Ashton (Parish Clerk) and four Members of the Public

**1. Apologies and Approval of Absences**

Apologies were received from Cllr Tim Sheppard and Cllr Allan Wells 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 24 October 2017**

Minutes of the previous meeting of the Parish Council on 24 October 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 (District Councillor) and Cllr Spence (County Councillor) did not attend the meeting. Cllr Maybury (District Councillor) discussed the Community Land Trust, an organisation which provides help and support for new and existing community-led housing projects. Discussions can take place with a landowner on the provision of a development with a connection to the village. An update on the governance of the working relationship between Babergh and Mid Suffolk District Councils included the potential for a future poll.

**5. Contributions by Members of the Public**

The question was asked as to whether there had yet been the move from the categorisation of Little Waldingfield as a Hinterland Village to Hamlet status. The Parish Clerk agreed to follow this up with Babergh District Council. Cllr Maybury also provided clarification on various issues raised on the development of the Joint Local Plan.

**6. Consideration of Planning Applications & Decision Notices**

(a) BDC DC/17/05333: Application Received (Due 29 November 2017)

The Grange, The Street, Little Waldingfield, CO10 0SG

Members agreed to support this planning application.

(b) BDC DC/17/05415: Application Received (Due 29 November 2017)

Spinney Cottage, Humble Green, Little Waldingfield, CO10 0TB

Members agreed to support this tree preservation order application.

- (c) BDC DC/17/04566: Application Refused (6 November 2017)  
Butchers Cottage, The Street, Little Waldingfield, CO10 0SQ  
Members noted the outcome of this planning application.
- (d) BDC DC/17/04567: Application Refused (6 November 2017)  
Butchers Cottage, The Street, Little Waldingfield, CO10 0SQ  
Members noted the outcome of this planning application.
- (e) BDC DC/17/03752: Application Granted (9 November 2017)  
Spinney Cottage, Humble Green, Little Waldingfield, CO10 0TB  
Members noted the outcome of this planning application.
- (f) BDC B/16/01578: Application Granted (9 November 2017)  
The Cottage, Church Road, Little Waldingfield, CO10 0SP  
Members noted the outcome of this planning application.

## 7. Neighbourhood Plan

- (a) The Parish Clerk's confirmation of the receipt of the MyCommunity Grant (£8,220) on 27 October 2017 was noted by Members. It was also noted that any funds unused at the end of the financial year would need to be returned before pursuing other funding opportunities.
- (b) Cllr Campbell presented the need for the Council to engage a Neighbourhood Plan Consultant which was accepted by Members. The appointment of Ian Poole of Places4People was proposed by Cllr A Sheppard, seconded by Cllr White and agreed by Members.
- (c) Cllr Campbell confirmed that the distribution of the questionnaire had taken place and Members also noted use of the printed postcards and envelopes.
- (d) Cllr Campbell confirmed that the Neighbourhood Plan Steering Group had met on 6 November 2017 with thanks given to Cllr T Sheppard who had been in attendance via Skype whilst on holiday. The wording of the questionnaire was finalised and a two-week turnaround, printing delivery date and the importance of a move from the categorisation of Hinterland Village to Hamlet status were also agreed. Detailed notes of the meeting had been published on the web site.

## 8. Finance

- (a) Cashbook, income, expenditure and budget reports of activity to 27 October 2017 were reviewed and noted.
- (b) Approval of the bank reconciliation of activity to 27 October 2017 was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.
- (c) The Chair reported an overall satisfaction of the tree surgery works recently carried out in the closed churchyard by Suffolk Tree Services Ltd.
- (d) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£602.10). Payments were also authorised in favour of HMRC for the Parish Clerk's income tax (£114.80), Phillip Scott for the repainting of the telephone box (£495.00), Gardens Arb Business Ltd for footpaths and churchyard grass cutting services (£1,140.00), SmartSurvey Ltd for an annual subscription (2017/18) (£648.00), Local Council Public Advisory Service for a GDPR training course (£7.50), The Lavenham Press Ltd for Neighbourhood Plan printing costs (£643.20) and Suffolk Tree Services Ltd for closed churchyard tree surgery works (£2,040.00).

However, Members agreed to pay the invoice in favour of Suffolk Tree Services Ltd on the basis that arrangements would be made to recover £600.00 from the Parochial Church Council for the works under its responsibility. Approval of these payments was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.

(e) The Parish Clerk confirmed that a query had been received from SALC in connection with the application for Transparency Code funding relating to the previous ownership of a computer. A response had been provided without further issue and funds were awaited.

(f) A draft budget was presented to Members by the Parish Clerk which was then discussed and concluded with the setting of a precept of £8,415 for 2018/19 to be requested from Babergh District Council. Approval of the final budget and setting of the precept was proposed by Cllr Foster, seconded by Cllr Campbell and agreed by Members.

**9. Governance**

(a) The Parish Clerk updated Members on his attendance at a GDPR Training Course in Woodbridge on 1 November 2017. An assessment was required to take place of the extent to which the Council would be affected and the courses of action needing to be taken.

**10. Speed Indicator Device Scheme**

(a) The Great Waldingfield Parish Council SID Lead had reported that one of the devices had been stolen and was deemed to be irreparable by the insurers following its recovery. The other device had also been found to be faulty again and required a part replacement.

(b) A replacement Memorandum of Understanding signed by Suffolk County Council was signed by the Chair at the meeting.

**11. Highways**

(a) Cllr White presented an update on the report previously made to SCC Highways on the consideration of chevron signs and new road markings at the acute road turning near the Haymarket cottages. The matter of the potential funding of such signage, including the previous history of incidents at this location, had been referred to Cllr Spence by the Chair and a response was awaited.

**12. Suffolk Minerals & Waste Local Plan Consultation**

(a) Members noted the content of the Suffolk Minerals and Waste Plan consultation presented at the meeting.

**13. Appointment of New Parish Clerk**

(a) The contract of employment for the new Parish Clerk was signed by both the Parish Clerk and the Chair at the meeting.

**14. Questions to the Chair**

There were no questions raised by any of the Members.

**15. Matters for Future Consideration**

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

- (a) Review, Approval & Adoption of the Council's Internal Control Statement 2017/18
- (b) Consideration of the Web Site Availability of Agenda Supporting Documentation

**16. Dates of the Next Meetings**

- (a) 11 January 2018 (Agenda Items & Documents Received by 3 January 2018)
- (b) 8 February 2018 (Urgent Items Only)
- (c) 8 March 2018

Simon Ashton, Parish Clerk

[clerk.littlewoldingfieldpc@hotmail.co.uk](mailto:clerk.littlewoldingfieldpc@hotmail.co.uk)

11 January 2018