

Little Waldingfield Parish Council

Approved Minutes of the Council Meeting held on Thursday 8 March 2018 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 and Cllr Allan Wells

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

1. Apologies and Approval of Absences

Apologies were received from Cllr Matt Foster and Cllr Chris White 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 8 February 2018

Minutes of the previous meeting of the Parish Council on 8 February 2018 were received and approved as a true record and signed by the Chair.

4. Contributions by Members of the Public

There were no issues raised by members of the public. Cllr Frank Lawrenson and Cllr Margaret Maybury (District Councillors) and Cllr Colin Spence (County Councillor) did not attend the meeting.

5. Consideration of Planning Applications & Decision Notices

(a) BDC DC/18/00781: Application Received (Comments Due 20 March 2018)

Ireland's Meadow, Holbrook Hall Park, Little Waldingfield, CO10 0TH

Members agreed to support this planning application.

(b) BDC DC/18/00407: Permission Granted (22 February 2018)

The Priory, Church Road, Little Waldingfield, Sudbury Suffolk CO10 0SW

Members noted the outcome of this planning application.

6. Neighbourhood Plan

(a) Cllr T Sheppard confirmed that the comments provided on the Neighbourhood Plan questionnaire had been summarised and the survey's results shared with Members. Workshops were planned to follow to analyse the information which had been provided by over 200 respondents. A further report was planned to be presented at the next meeting.

(b) Cllr T Sheppard confirmed that all the Neighbourhood Plan funding received in 2017/18 would either be spent or allocated by the end of the period and that further funding opportunities would be sought in due course for 2018/19.

(c) Cllr T Sheppard confirmed that a meeting of the Steering Group had taken place on 10 February 2018 and that more discussion on the landscape assessment was planned to take place with the consultant at the next meeting on 10 March 2018. There was an interest shown in the extraction of age-related data. The Chair thanked members of the Neighbourhood Plan Steering Group for their efforts to date.

7. Finance

(a) Cashbook, income, expenditure and budget reports of activity to 17 January 2018 were reviewed and noted.

(b) Approval of the bank reconciliation of activity to 17 January 2018 was proposed by Cllr A Sheppard, seconded by Cllr Wells and agreed by Members. Cllr Braybrook agreed to visit Lloyds Bank as early as possible in April 2018 to obtain an interim bank statement to identify the Council's final transactions to the end of March 2018 for the Parish Clerk.

(c) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£225.20), Cllr White for reimbursement of printing expenses (£18.87), HMRC for the Parish Clerk's income tax (£186.20), Little Waldingfield Parish Room for meeting room hire and annual electricity costs (£238.00), Suffolk County Council for annual street lighting maintenance and energy costs (£200.62) and Ladywell Accountancy Services for half-year payroll services (£36.00). Approval of these payments was proposed by Cllr Wells, seconded by Cllr Campbell and agreed by Members.

(d) The Parish Clerk advised that there were no issues which still required attention following the issue of previous Internal Audit and External Audit reports for 2016/17.

(e) The Parish Clerk confirmed that arrangements had already been made to secure the booking of the Internal Audit by Heelis & Lodge in April 2018.

(f) Members agreed that the previous year's asset register required the addition of the Council's new computer and the need to include the correct number of dog and litter bins.

(g) Following his attendance at a recent event hosted by SALC and as its income and expenditure was not expected to exceed £25,000, the Parish Clerk sought the Council's agreement to submit an exemption certificate to the external auditors at the end of 2017/18 thereby incurring no costs. Approval of exemption status was proposed by Cllr A Sheppard, seconded by Cllr Campbell and agreed by Members.

8. Governance

(a) Cllr Campbell, Cllr A Sheppard and Cllr Wells agreed to meet as the Council's GDPR Working Group as soon as possible to prepare conclusions and appropriate recommendations for presentation at the Council's meeting in May 2018.

(b) The Chair confirmed that no feedback had been received of the public's feedback following the recent upgrade of the village's web site. The Parish Clerk confirmed that he found his attendance useful at the recent One Suffolk training session. However, Cllr A Sheppard confirmed that he had experienced problems since the web site's upgrade.

(c) The Parish Clerk confirmed that he had polled the eight other parish clerks present at the recent One Suffolk training session to ask if agenda supporting documentation was also made available to the public on their parish council's web site. Only one of them confirmed that this was done. Members agreed to make no changes to the approach taken.

(d) The Parish Clerk confirmed that one of the eight other parish clerks present at the same event had made uneditable text of approved minutes available for external publication. Furthermore, when asked, all of those present confirmed that control over the accuracy of approved minutes would be lost if they were ever made available in editable text to an external party. As a means to publicise the Neighbourhood Plan in the future, but against the advice of the Parish Clerk, approval to provide the Box River News with copies of the Council's approved minutes in editable text, including an appropriate disclaimer, was proposed by Cllr A Sheppard, seconded by Cllr Wells and agreed by Members.

(e) The Parish Clerk reported that the completion of updated Register of Interests forms remained outstanding for Cllr Campbell, Cllr Foster, Cllr A Sheppard and Cllr White. Cllr A Sheppard confirmed that the details recorded on his previous form still remained valid.

(f) Members agreed to the addition of Neighbourhood Plan and Speed Watch Scheme reports for inclusion on the agenda at the Annual Parish Meeting on 12 April 2018. The Parish Clerk agreed to invite the necessary speakers to attend and present their reports.

9. Highways

(a) Members agreed to postpone the consideration of the Haymarket traffic calming measures and update on the SCC Highways work at the Council's meeting in May 2018.

(b) There were no footpath issues requiring discussion at the meeting.

10. Annual Litter Pick on 24 March 2018

(a) The Parish Clerk confirmed that arrangements had been made with Sudbury Town Council for the delivery of litterpicks, refuse bags, high-visibility jackets and men at work signs in advance of the litter pick and had provided them with the Chair's contact details. Arrangements had also been made for the subsequent collection of rubbish outside the Parish Room as early as possible during week commencing 26 March 2018.

(b) Approval of the annual litter pick risk assessment, prepared by the Parish Clerk, was proposed by Cllr A Sheppard, seconded by Cllr Campbell and agreed by Members.

11. Questions to the Chair

(a) Further to the raising of this matter at the previous meeting, the Chair confirmed that plans for The Swan were underway for it to be renovated and improved to give it the most viable long-term potential as a pub. He advised that work was subject to regulation as it was a listed building.

12. Matters for Future Consideration

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

(a) Consideration of Any Planning Applications & Any Decision Notices (April 2018)

(b) Consideration of Neighbourhood Plan Steering Group Work Update (April 2018)

(c) Review of Payments & Authorisation of Cheques by Cheque Signatories (April 2018)

(d) Consideration of GDPR Working Group's Conclusions & Recommendations (May 2018)

(e) Consideration of Haymarket Traffic Calming Measures SCCCH Update (May 2018)

13. Dates of the Next Meetings

(a) 12 April 2018 (7.00pm) (Urgent Items Only Documents Received by 4 April 2018)

(b) 12 April 2018 (7.30pm) (Annual Parish Meeting Documents Received by 4 April 2018)

- (c) 10 May 2018 (AGM Agenda Items & Documents Received by 2 May 2018)
- (d) 14 June 2018 (Urgent Items Only)
- (e) The meeting finished at 9.20pm.

Simon Ashton, Parish Clerk
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12 April 2018