

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Annual Meeting held on Tuesday 16th May 2017 at 7.30pm in the Parish Room

- Present:** Councillors Andy Sheppard (Chairman), Stewart Braybrook, Barbara Campbell, Matt Foster, Tim Sheppard and Chris White.
- Attending:** Frank Lawrenson (Babergh District Councillor), Dave Crimmin (Clerk) and 2 residents.

17/064 Election of Chairman

It was resolved that Andy Sheppard be appointed as the Chairman of Little Waldingfield Parish Council (LWPC).

17/065 Apologies for Absence

Cllr Coomber (unwell) sent his apologies as did Colin Spence (Suffolk County Councillor) and Margaret Maybury (Babergh District Councillor).

17/066 Election of Vice Chairman

It was resolved that Barbara Campbell be appointed the Vice Chairman of LWPC.

17/067 Declaration of Interest and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

17/068 Minutes of Meeting held on 11th May 2017

The minutes of the meeting were approved and signed by the Chairman as a correct record.

17/069 Representatives to Outside Bodies

- a. It was resolved that Cllrs Braybrook and Campbell be appointed as LWPC's representative to the Playing Field Committee
- b. It was resolved that Cllrs Coomber and Andy Sheppard be appointed as the Suffolk Association of Local Councils (SALC) representatives.

17/070 Internal Auditor

It was resolved that Heelis & Lodge be appointed as the Internal Auditor for 2017 / 2018 and the Clerk to send a letter of engagement.

17/071 Annual Subscriptions

It was resolved that the annual memberships to SALC, the Society of Local Council Clerks, Suffolk Preservation Society and Community Action Suffolk be renewed for 2017 / 2018.

17/072 Public Forum

Frank Lawrenson updated councillors on Babergh's achievements in the last year which included:

- the decision to relocate to Ipswich
- the introduction of a cabinet model
- building council houses
- being voted in the top 25 rural local authorities in the country
- the review of the district council's ward boundaries.

He also talked on issues such as the emerging local plan, the proposed Sudbury Bypass, a Sudbury masterplan including the Hamilton Road proposals, Chilton Woods and the regeneration of Sudbury.

17/073 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.

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17/074 Clerk's Report (Appendix B)

Following a review of the Clerk's report the councillors agreed that Colin Spence be approached regarding the replacement of the No Parking signage in Church Road (17/046).

17/075 Finance

- a. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2016 / 2017 after noting that an incorrect date was used in the report in relation to the Internal Audit Procedures.
- b. The councillors resolved to approve Section 1 of the Annual Return for the year ended 31st March 2017 and the Chairman signed the section accordingly.
- c. The councillors resolved to approve LWPC's Bank Reconciliation and Receipts and Payments Account for the year ending 31st March 2017 (Appendix C)
- d. The councillors resolved to approve the explanation of the restated 2015 / 2016 accounts and the significant variances within Section 2 of the Annual Return.
- e. The councillors resolved to approve Section 2 of the Annual Return for the year ended 31st March 2017 and the Chairman signed the section accordingly.
- f. All cheques signed and due for signing, as itemised in Appendix D, 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.
- g. The councillors noted the 1% increase to the Clerk's hourly rate of pay from the 1st April 2017 which was authorised at the meeting in July 2016 (16/090).
- h. The councillors resolved to include the bench at the Swan Inn in LWPC's asset register.

17/076 Planning

- a. There were no further amendments to **Planning Application B/17/00411 Boston Cottage, Church Road** which councillors reviewed at the meeting held on the 11th May 2017.
- b. No further planning application had been received since the agenda was posted.
- c. The status of planning applications, enforcement and appeals previously reviewed by LWPC are as follows:

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 Country Planning Act (1990): Erection of 2 no. 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.	17/005a 17/053d	Objected Supported	
B/17/00158	SRL Technical Services Ltd, Holbrook House, The Street	Proposed New Laboratory and extension to existing offices. New archive shed. Additional parking and relocation of existing store. Demolition of plant room.	17/038a	Supported	Approved 11/04/2017
B/17/00170	1 Priory Cottages, Church Road	Erection of attached single garage (amended scheme to application B/16/01687/FHA)	17/038b	Objected	
B/17/00189	Wood Hall Lodge, Haymarket	Erection of two-storey and single storey side extensions to form granny annexe.	17/038c	Supported	Approved 17/04/2017
B/17/00370	Wood Hall, Haymarket	Application for Listed Building Consent- Removal of storm damaged remains and re-use of materials for erection of 1no dwelling (amended scheme to that approved under B/13/01311/LBC)	17/053a	Supported	
B/17/00369	Wood Hall, Haymarket	Erection of 1 no. dwelling (revised scheme to that approved under B/13/01310 due to storm damage)	17/053b	Supported	
B/17/00905	Tinkers Cottage, The Street	Erection of single-storey extension (following removal of shed) and installation of french doors to rear.	17/053c	No comment	

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17/077 Neighbourhood Plan

The councillors reviewed the outcome of discussions on the proposed establishment of a Neighbourhood Plan Steering Group (NPSG) that had taken place since the last scheduled meeting in March.

- a. The councillors resolved that the NPSG be established in order to develop a Neighbourhood Plan on behalf of the residents of Little Waldingfield
- b. The councillors resolved that the group would have a minimum of 5 members with Cllr Tim Sheppard as Chairman, two councillors (Cllrs Campbell and White) and two volunteers. They will be supported by a non-voting Secretary. It is hoped that a Babergh officer will be allocated to join the NPSG in a non-voting capacity and attend meetings as required. There will be a quorum of 3 for the NPSG. Cllr Tim Sheppard is currently liaising with all those residents who had indicated that they were prepared to help develop a neighbourhood plan and it is hoped that the 2 volunteer members of the NPSG will join within the month.
- c. Cllr Tim Sheppard will circulate a proposed Heads of Account Budget to councillors for their review ahead of the next LWPC meeting. The NPSG will also make a pre-application for a Locality / My Community grant to ensure that this funding scheme is available for the project.

A definitive Terms of Reference for the NPSG will be circulated to councillors by Cllr Tim Sheppard for review and agreement at the next LWPC meeting.

17/078 Closed Churchyard

The Clerk confirmed that after writing to the Archdeacon permission to undertake the tree works in the closed churchyard had now been received. The Clerk will liaise with Reverend Judith Sweetman and then commission the works with Sudbury Tree Services for the autumn.

Despite communicating with the person responsible for the damage to the church wall, no payment has been forthcoming to settle the £560 bill for the repairs. The councillors resolved to give the person one last chance to make settlement, but if this is not forthcoming within 7 days then the Clerk to forward the person's contact details with the insurance claim to Community Action Suffolk.

17/079 Speed Indicator Device (SID) Scheme

The councillors were updated that SCC has provided alternative wording for the clause that is causing LWPC's insurers concern. There have been some changes proposed to SCC on this and their response is awaited. The councillors resolved that subject to LWPC's insurers agreeing that any revised clause is fully covered by LWPC's insurance provisions, the Clerk to proceed with the project subject to LWPC's funding commitments of £500 towards the SID capital costs being the same as previously agreed.

17/080 Highways and Footpaths

No issues raised.

17/081 Defibrillator

The councillors were extremely pleased with the attendance for the defibrillator awareness session and the training provided by the Community Heartbeat Trust. The councillors agreed to discuss a donation to the CHT at the next meeting. The councillors reviewed the issues surrounding the disclosure of the defibrillator cabinet access code and resolved to leave the disclosure of the code to the Ambulance Service when a 999 call is activated. The councillors are keen to establish a Village Emergency Telephone System (VETS) which will aid people when alone with the patient suffering a cardiac arrest. The Clerk was asked to contact CHT for help in setting this up in Little Waldingfield.

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Appendix C Bank Reconciliation and the Statement of Accounts

LITTLE WALDINGFIELD PARISH COUNCIL				
Bank Reconciliation for Financial year ending 31st March 2017				
Balances per Bank Statements as at 31st March				
Treasurers Account			£9,789.64	
Business Instant			£2,519.84	
				£12,309.48
Add any Unbanked Cash as at 31 March				£0.00
Less Unpresented Cheques as at 31 March				
	479		£334.34	
	481		£90.00	
				£424.34
			Total Cash	£11,885.14
CASH BOOK				
Opening Balance				£10,014.00
Add Receipts in the year				£10,704.17
				£20,718.17
Less Payments in the year				£8,833.03
			Total Cash	£11,885.14
D. Crimmin		RFO, Little Waldingfield Parish Council		8th April 2017

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Receipts & Payments Account for the year ending 31st March 2017			
Receipts			
Precept		£8,000.00	
Bank Interest		£1.27	
Grants		£2,521.08	
Donation		£20.00	
Other		£76.08	
VAT Repayment		£85.74	
			£10,704.17
Payments			
Clerks Salary		£2,437.13	
Admin		£724.71	
Insurance		£294.24	
Audit Inspections		£66.00	
Annual Subscriptions		£169.36	
Donations		£50.00	
Dog & Litter Bins		£278.62	
Grass Cutting		£1,150.00	
Maintenance		£5.06	
Closed Churchyard		£100.00	
Clive Memorial		£325.01	
Speed Watch		£50.00	
Community Led Plan		£0.00	
Street Lighting		£182.94	
Other		£2,193.04	
VAT Paid		£806.92	
			£8,833.03
Excess of Receipts over Payments			£1,871.14
Add Balance Brought Forward			£10,014.00
Balance Carried Forward			£11,885.14
Represented by			
Treasurers Account		£9,365.30	
Business Instant		£2,519.84	
Cash		£0.00	
			£11,885.14

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Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
01/04/17	Balance Brought Forward			9,365.30	0.00
08/04/17	BDC Precept			4,125.00	0.00
16/05/17	Heelis & Lodge - Audit Fee	486	LA 2011 ss 1 to 8	0.00	66.00
16/05/17	SALC - Annual Subscriptions	487	LA 2011 ss 1 to 8	0.00	174.69
30/06/17	DF Crimmin - Salary Apr to June	488	LA 2011 ss 1 to 8	0.00	435.49
30/06/17	DF Crimmin - WFHA Apr to June	488	LA 2011 ss 1 to 8	0.00	39.00
30/06/17	HMRC - Clerk Tax	489	LA 2011 ss 1 to 8	0.00	108.80

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	28/04/17	£13,490.30	£12,666.32	£823.98	£0.00	£0.00
Business Instant	31/03/17	£2,519.84	£2,519.84	£0.00	£0.00	£0.00
Cash	10/05/17	£0.00	£0.00			£0.00
		£16,010.14	£15,186.16	£823.98	£0.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£11,885.14				
<u>Income</u>			<u>Expenditure</u>			
Precept	£8,250.00	£4,125.00	Clerks Salary		£2,353.00	£544.29
Bank Interest	£2.00	£0.00	Admin		£1,000.00	£39.00
Grants	£412.00	£0.00	Insurance		£270.00	£0.00
Donation	£0.00	£0.00	Audit Inspections		£75.00	£66.00
Other	£0.00	£0.00	Annual Subscriptions		£285.00	£174.69
VAT Repayment	£0.00	£0.00	Donations		£50.00	£0.00
			Dog & Litter Bins		£410.00	£0.00
			Grass Cutting		£1,150.00	£0.00
			Maintenance		£100.00	£0.00
			Closed Churchyard		£950.00	£0.00
			Clive Memorial	£2,474.99	£0.00	£0.00
			Speed Watch		£100.00	£0.00
			Community Led Plan		£200.00	£0.00
			Street Lighting		£250.00	£0.00
			Other		£500.00	£0.00
			VAT Paid		£0.00	£0.00
Total	£8,664.00	£4,125.00	Total	£2,474.99	£7,693.00	£823.98
			Assets Carried Forward			£15,186.16
Total		£16,010.14	Total			£16,010.14

End of Appendices.

Signed _____ Date _____