

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Annual Meeting held on Tuesday 18th July 2017 at 7.30pm in the Parish Room

- Present:** Councillors Andy Sheppard (Chairman), Barbara Campbell, Tim Sheppard and Chris White.
- Attending:** Margaret Maybury (Babergh District Councillor), Dave Crimmin (Clerk) and 1 resident.

17/086 Apologies for Absence

Cllrs Braybrook and Foster (work) sent their apologies as did Colin Spence (Suffolk County Councillor) and Frank Lawrenson (Babergh District Councillor).

17/087 Declaration of Interest and Requests for Dispensation

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

17/088 Minutes of Meeting held on 16th May 2017

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

17/089 Public Forum

A resident raised questions on the repair of the churchyard wall, the sale of the pub, the progress of the planning application to modify the wall at The Cottage and the progress of the Neighbourhood Plan. Cllr Tim Sheppard provided an update on the progress of the NP and was open to any questions from the resident. Margaret Maybury updated councillors on Babergh approving the draft Local Plan which would now go out for consultation and the Babergh Warding Boundary Review consultation.

17/090 Routine Correspondence (Appendix A)

Following a review of the correspondence and emails circulated to councillors since the last meeting, the councillors resolved that they had no comment in relation to the application for the Great Waldingfield neighbourhood area designation.

17/091 Clerk's Report (Appendix B)

Following a review of the Clerk's report the councillors agreed that the issues relating to the replacement of the No Parking signage in Church Road (17/074) should be revisited after the building works have been completed at Boston Cottage and the harvest has finished.

17/092 Finance

- a. All cheques signed and due for signing, as itemised in Appendix C, 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. The councillors resolved to give a donation of £50 to the Community Heartbeat Trust charity in recognition for all their work in helping the community understand how the defibrillator is used in an emergency.

17/093 Planning

- a. No planning application had been received since the agenda was posted.
- b. The status of planning applications, enforcement and appeals previously reviewed by LWPC are as follows:

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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/17/00170	1 Priory Cottages, Church Road	Erection of attached single garage (amended scheme to application B/16/01687/FHA)	17/038b	Objected	Approved 31/03/2017
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	Approved 09/06/2017
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	Approved 09/06/2017
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	Approved 14/05/2017
B/17/00411	Boston Cottage, Church Road	Erection of single-storey rear extension and loft conversion, including installation of rear dormer window.	17/061a	Objected	Approved 20/06/2017

17/094 Neighbourhood Plan

The councillors reviewed the outcome of the first meeting of the Neighbourhood Plan Steering Committee (NPSC). It was resolved that the minutes of the NPSC would be published on the website and any issues that residents have on these should be raised at the Public Forum of the next LWPC meeting. It was also resolved to establish an email group of residents who would like to be sent the minutes of the NPSC meetings and other key milestones in the progress of the NP.

- a. Cllr Tim Sheppard updated councillors that the NPSC had now been established with Jenny Jordan and Richard Furlonger joining himself, Cllr White and Cllr Campbell.
- b. Formal communications have now been established with Babergh's team supporting Parish Council's in developing a NP.
- c. Cllr Tim Sheppard is now developing a project plan including costs for the NP.
- d. Sources of grant funding for the project have been identified with the Big Lottery and My Community and work is underway by the NPSC to make applications. Grant applications will be made by members of the NPSC in the name of Little Waldingfield Parish Council.
- e. Questionnaires for the NP will be targeted at all members of the Little Waldingfield households including those of secondary school age.
- f. The councillors reviewed the draft NPSC Terms of Reference (Appendix D) and after the inclusion of a section relating to Expenditure the councillors resolved its adoption. The councillors also reviewed the Memorandum of Understanding with Babergh and, subject to the changes agreed being incorporated, resolved that Cllr Andy Sheppard was authorised to sign on behalf of LWPC.
- g. As there is an underspend of £500 by LWPC on the project to install Speed Indicator Devices in the parish, the councillors resolved that the Administrative budget for the NP be increased from £200 to £700.

17/095 Electoral Review of Babergh's Warding arrangements

The councillors reviewed The Local Government Boundary Commission for England consultation on new warding arrangements for Babergh. The Councillors resolved that a two-councillor ward covering Little and Great Waldingfield, Acton and Lavenham would be their suggestion.

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17/096 Closed Churchyard

The Clerk confirmed that the person responsible for the damage to the church wall has agreed to settle the repair bill with the contractor and that the insurance claim has been withdrawn. The councillors requested the Clerk to seek help from LWPC's insurers CAS in valuing the churchyard wall so that an accurate quotation could be obtained for insurance cover. The works on the churchyard trees has now been commissioned with STS which will be paid for by LWPC and the PCC.

17/097 Speed Indicator Device (SID) Scheme

The councillors were updated that SCC has now agreed to the change of wording to clause 10 of the legal agreement proposed by the council's insurers and resolved that Cllr Andy Sheppard sign this on behalf of LWPC. With £10,000 being provided via Colin Spence's Highway budget, 3 SID devices, padlocks and a tablet for capturing data are being purchased by Great Waldingfield Parish Council who will administer the scheme on behalf of the three councils involved. With all costs covered by the grant, LWPC was no longer required to pay £500 towards the costs of the third SID. The councillors resolved that the Sudbury Town Community Wardens install and remove the SID's on approximately 8 occasions each year and agreed a budget of up to £200 for this expense. The Clerk to agree a formal agreement with STC for the engagement of the wardens.

17/098 Standing Orders and Financial Regulations

After reviewing LWPC's Standing Orders and Financial Regulations the councillors resolved that no changes were required at this time.

17/099 Highways and Footpaths

The councillors resolved that the Clerk purchase 2 cans of eco-friendly Orange Chalk Spray Paint to temporary mark areas when dog mess is left in the village.

17/100 Defibrillator VETS scheme

With Cllr Braybrook being absent this item was deferred.

17/101 Questions to Chair

There were no issues raised.

17/102 Standing Order 3d

In accordance to LWPC's Standing Order 3d the councillors resolved the exclusion of the public and press from the meeting due to the confidential nature of the of recruiting a new Clerk and considering applications for co-option of a councillor.

17/103 Clerk Vacancy

Cllrs Andy Sheppard and Campbell had interviewed a candidate who is currently clerk to 2 councils in the Ipswich area where he lives. Both councillors recommended that, subject to suitable references being obtained, he should be offered the position of Clerk and RFO to LWPC. The councillors resolved that he be offered the job at SCP 19 for 4 hours per week, plus up to 1 hour per week overtime for the duration of his probationary period. At the end of the probationary period a review of the hours required per week would be undertaken. With Dave Crimmin offering to leave either on the 30th September or the 31st December 2017 Cllr Andy Sheppard will confirm the new clerk's joining date.

17/104 Councillor Vacancy

Following the resignation of Jeremy Coomber and Babergh's confirmation that LWPC could now co-opt to fill the vacancy, the councillors reviewed the application made by Allan Wells. The councillors resolved unanimously that Allan Wells be co-opted to the council and requested the Clerk to make the necessary arrangements.

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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
10/04/17	Interest			0.11	0.00
09/05/17	Interest			0.10	0.00
11/05/17	HMRC VAT Repayment			806.92	0.00
05/07/17	ICO - Data Protection Registraion	490	LA 2011 ss 1 to 8	0.00	35.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	28/04/17	£14,056.53	£13,438.24	£618.29	£0.00	£0.00
Business Instant	18/05/17	£2,520.05	£2,520.05	£0.00	£0.00	£0.00
Cash	12/07/17	£0.00	£0.00			£0.00
		£16,576.58	£15,958.29	£618.29	£0.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£11,885.14			
Income			Expenditure		
Precept	£8,250.00	£4,125.00	Clerks Salary	£2,353.00	£544.29
Bank Interest	£2.00	£0.21	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	£209.69
VAT Repayment	£0.00	£806.92	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
			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	£4,932.13	Total	£2,474.99	£7,693.00
			Assets Carried Forward		£15,958.29
Total		£16,817.27	Total		£16,817.27

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Appendix D NPSC Terms of Reference

Little Waldingfield Parish Council

NEIGHBOURHOOD PLAN STEERING COMMITTEE TERMS OF REFERENCE

Background

1. Little Waldingfield Parish Council (the 'PC') has established a Neighbourhood Plan Steering Committee (the 'SC'), following overwhelming support from the residents of the Parish of Little Waldingfield ('Residents'), for the establishment of a Neighbourhood Plan for Little Waldingfield ('NP').

Purpose

2. The purpose of the SC is to oversee the preparation of the NP.
3. The objective of the NP is: *"To preserve and enhance the quality of life, the environment and local economy of Little Waldingfield in a sustainable way".*

Tasks

4. The SC will:
 - (a) Prepare an outline process and costing for the production of the NP;
 - (b) Access existing evidence about the needs and aspirations of the Residents;
 - (c) To promote the process of preparing the NP and to encourage participation in the process, including the submission of views and proposals by Residents;
 - (d) To organise meetings and appoint sub-groups to gather views and to consult on proposals;
 - (e) Analyse the views and proposals received during the consultation process into the NP and use the data to prepare a draft of the NP;
 - (f) Keep the PC and Residents fully informed of the progress of the NP, by way of a regular agenda item.

Membership and Quorum

5.
 - (a) The SC shall comprise up to 5 members, one of whom will be nominated to act as Chairman;
 - (b) The SC shall review its membership from time to time. Additional members may be co-opted if required;
 - (c) The SC shall include at least 2 members of the PC at any one time;
 - (d) The SC shall be quorate when 3 members are present of whom 1 must be a member of the PC.;
 - (e) In the event of a split vote on an issue, the Chairman shall have the casting vote;
 - (f) If the Chairman is not present, the other members of the SC shall elect a Chairman for the meeting from amongst their number.

Clerking Arrangements

6.
 - (a) The SC may appoint a non-voting, clerk to the SC (the 'Clerk');
 - (b) Notice and associated papers for a meeting shall be circulated to the SC at least 3 days before the date of a meeting by email;
 - (c) Minutes shall be kept of meetings, which will be made available to the public;
 - (d) Copies of the minutes shall be retained by or on behalf of the SC.

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Frequency and Procedure at Meetings

7. (a) The SC shall meet at least every 6 weeks;
- (b) Any changes to the SC and/or its terms of reference shall require the approval of the PC;
- (c) Meetings of the SC shall be conducted in accordance with the latest addition of the 'The good councillor's guide'.

Expenditure in Relation to the NP

8. (a) The PC shall hold on behalf of the SC, all funding for the purpose of advancing the NP. This will include funds allocated for the NP by the PC and any sums awarded by external bodies by way of grant funding.
- (b) Following consultation with the Chair of the PC, the SC will ensure that the payment of any such funds for the purpose of the NP is made through the auspices of the Clerk to the PC.

End of Appendices.

Signed _____ Date _____