

LITTLE WALDINGFIELD PARISH COUNCIL

Minutes of Meeting held on Tuesday 21st March 2017 at 7.30pm in the Parish Room

- Present:** Councillors Andy Sheppard (Chairman), Stewart Braybrook, Barbara Campbell, Jeremy Coomber and Matt Foster.
- Attending:** Colin Spence (Suffolk County Councillor), Margaret Maybury (Babergh District Councillor), Dave Crimmin (Clerk) and 9 residents.

17/031 Apologies for Absence

Cllrs Tim Sheppard (work) and White (holiday) sent their apologies as did Frank Lawrenson (Babergh District Councillor).

17/032 Declaration of Interest and Requests for Dispensation

Cllr Campbell declared a pecuniary interest in Item 17/038b as she is a neighbour of the property who has raised objections to the proposal and left the room while the item was discussed. No requests for dispensation had been received.

17/033 Minutes of Meeting held on 26th January 2017

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

17/034 Public Forum

Colin Spence updated councillors on end of term of the current SCC and of the forthcoming election on the 4th May 2017, the increase in council tax of 3% due to the cost of care for older residents and the support of projects in the parish during his term. He also outlined his support for the Speed Indicator Device scheme that he hoped would be implemented after the forthcoming election. Margaret Maybury updated residents on her previously circulated report to councillors which included Babergh's recommendation to the Boundary Commission to reduce the number of District Councillors from 43 to 31.

Residents raised issues on a skip in the road without lights which Cllr Braybrook will raise with the skip company, bird-scarer noise from the fields around the parish for which they were advised to contact the farmer(s) directly and the revised plan for an application at Wood Hall. Alan Campbell outlined his objections to the planning application for 1 Priory Cottage.

17/035 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.

17/036 Clerk's Report (Appendix B)

Following a review of the Clerk's report the councillors agreed that due to the impending sale of the pub that the Welcome Card be put on hold until the sale was complete. The councillors discussed the outcomes of the SALC Planning Conference attended by Cllr White.

17/037 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.
- b. The councillors resolved to complete a standing order for the annual membership to the Suffolk Preservation Society for the £30 fee due at the start of 2018.
- c. The councillors resolved that the £30 contribution towards the LW Parish Room's electricity costs to cover the worst case annual electrical costs of the defibrillator, should be regularised by an invoice rather than a donation and the councillors authorised the payment to the LWPR. There were no other donation requests for councillors to consider.
- d. The councillors resolved that the following Earmarked Reserves be carried forward to 2017 / 2018:

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	2017 / 18
	Start of year
Asset Replacement	500.00
Closed Churchyard	2,500.00
Street Lights	600.00
Election Costs	600.00
Total Earmarked Reserves	4,200.00

17/038 Planning

- a. The councillors reviewed **Planning Application 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 and resolved to support the application.
- b. The councillors reviewed **Planning Application B/17/00170 1 Priory Cottages, Church Road** - Erection of attached single garage (amended scheme to application B/16/01687/FHA) and resolved that as the application had not been materially changed from the previous application, they continue to object to the application on the following grounds:
 - i. The scale of the garage in terms of its height and mass, is out of keeping to both the dwelling and the neighbouring property
 - ii. The garage creates an unacceptable loss of light and residential amenity for the neighbouring property on the shared boundary
 - iii. Building materials specified for the roof not being sympathetic to the setting.
- c. The councillors reviewed **Planning Application B/17/00189 Wood Hall Lodge, Haymarket** - Erection of two-storey and single storey side extensions to form granny annexe and resolved to support the application which they considered to be for a new dwelling rather than an extension to the existing.
- d. No further planning application had been received since the agenda was posted.
- e. 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	Objected	
B/16/01637	Harvest Barn, Haymarket	Application for Listed Building Consent - 1) Insertion of window into former opening in garage outbuilding 2) Insertion of glazed doors in garage outbuilding 3) Insertion of connecting fire door between garage and kitchen 4) Installation of thermal/acoustic insulation to interior of garage outbuilding.	17/005b	Supported	Approved 16/02/2017
B/16/01687	1 Priory Cottages, Church Road	Erection of attached single garage.	17/005c	Objected	Withdrawn

17/039 Neighbourhood Plan

The councillors reviewed the update from Babergh that the Little Waldingfield Neighbourhood Plan area had been designated. The councillors asked the Clerk to circulate the NP road maps by My Community for them to review an outline of the NP process ahead of a meeting with Cllr Tim Sheppard when his work commitments allow. Babergh's attendance at this meeting to be left at the discretion of Cllr Tim Sheppard.

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17/040 Closed Churchyard

The Clerk confirmed that despite writing on 2 occasions to the Diocese to check on the status of the faculty to undertake the works on the lime trees since the last meeting, no response had been received. This has meant that LWPC is unable to maintain the lime trees in the closed churchyard this Spring and the earliest that this could now be undertaken would be in the Autumn, if the necessary faculty is received. The councillors felt that this is an untenable situation as the maintenance of the closed churchyard is LWPC's responsibility but are unable to act upon its tree surgeon advice because the faculty has not been forthcoming despite this matter being discussed with the Parochial Church Council since July 2016. The councillors resolved that the Clerk write to the Bishop and Archdeacon of the Diocese on the impact that this lack of response is having on LWPC's ability to manage the duty of care it has for the churchyard.

With permission now being received to repair the closed churchyard wall from both the Diocese and Babergh, the councillors heard from the Clerk that no response had been received from the person responsible for the damage in terms of settling the £560 bill for the repairs. The Clerk was asked to write again to the person requesting that a payment is made to LWPC in this regard so that instructions can be given to the contractor to undertake the work.

17/041 Speed Indicator Device (SID) Scheme

The Clerk updated councillors that SCC had turned down the request to modify the Memorandum of Understanding (MoU), to operate the SID scheme, despite concerns from the 3 councils involved. LWPC's insurer Zurich, as well as the other parish councils' broker Came & Co, have echoed these concerns over the MoU clause which have again been forwarded to SCC. Today, SCC has come back with some alternative wording for the clause which will now be forwarded to the insurers for their consideration. The three SID locations within Little Waldingfield have now been agreed by SCC's contractor.

17/042 Highways and Footpaths

No issues raised.

17/043 Defibrillator

The councillors were extremely pleased that the defibrillator installation was complete and the unit is now live with the Ambulance Service. As part of the installation process of the defibrillator with the ambulance service, Cllr Braybrook has been set up to be responsible for the governance of the equipment. The Clerk of LWPC is also set-up as part of this process so that if any issues occur over time with the Governance, LWPC will be kept up to date with the situation. The councillors agreed that Cllr Braybrook now co-ordinates an Awareness session for residents on Saturday 6th May 2017 subject to the availability of the instructor.

17/044 Open Space Survey

Cllr Campbell will liaise with the Playing Field Committee on a response to Babergh's Open Space survey.

17/045 Risk Register

The councillors reviewed the risk management register and resolved that it adequately covered the risks associated with the operations of the council.

17/046 Questions to Chair

The Clerk was asked to contact Babergh over the provision of replacement "No Parking" signage for the verges in Church Road.

17/047 Clerk Vacancy

The councillors agreed that the Chairman to contact other Clerk's in the area to see if they will be interested in the Clerk's position when it becomes vacant.

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17/048 Next Meeting

The date of the next scheduled meeting will be Tuesday 16th May 2017.

The meeting closed at 9.50pm.

Appendix A Correspondence

Apart from correspondence contained in agenda items no further correspondence has been received since the last meeting.

Appendix B Clerk's Report

Minute	Action	Complete
16/129 b	Defibrillator installed by contractor.	✓
17/006	Churchyard wall damage notified to CAS.	✓
17/008	Cllr Braybrook to check on the power supply in the telephone kiosk.	
17/012	Minutes circulated to councillors, placed on website and sent to BRN.	✓
17/014	Wrote to PFC Chairman with request regarding beacon in the playing field.	✓
17/016 c	Babergh has undertaken an NP area designation consultation on Little Waldingfield's application.	✓
17/017 a	Payments made to suppliers.	✓
17/017 b	Precept Demand sent to Babergh.	✓
17/017 c	D Gotts notified on award of grass cutting contracts.	✓
17/019	Written on 2 occasions to Diocese regarding tree cutting with no response.	✓
17/019	Informed person responsible for damage to Churchyard wall that the work has been approved by the Diocese and PCC. No response.	✓
17/026	All actions undertaken regarding litter pick.	✓
17/027	Still awaiting modified Welcome Booklet from Cllr Foster.	
	Using delegated power I booked Cllr White on the SALC Planning Conference and Cllrs A Sheppard and Campbell on the SPS Heritage Training.	✓
	Speed Watch	
	First surveys to be undertaken in March.	
	Clerk Hours	
	As at 12th March 2017 - 268.5 hours worked / 200 hours paid.	

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Appendix C RFO Report
Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
13/02/17	Donation from History Society			5.00	0.00
21/03/17	Stewart Braybrook Electrical - Defibrillator installation	475	LA 2011 ss 1 to 8	0.00	325.01
21/03/17	S Braybrook - Telephone box expenses	476	LA 2011 ss 1 to 8	0.00	6.07
21/03/17	SPS - Heritage Training	477	LA 2011 ss 1 to 8	0.00	40.00
21/03/17	SCC - Street Lighting	478	LA 2011 ss 1 to 8	0.00	219.53
21/03/17	BDC - Dog & Litter bin emptying	479	LA 2011 ss 1 to 8	0.00	334.34
21/03/17	LW Parish Room - Hall Hire	480	LA 2011 ss 1 to 8	0.00	132.00
21/03/17	SALC - Planning Conference	481	LA 2011 ss 1 to 8	0.00	90.00
21/03/17	DF Crimmin - Expenses Sep to Feb	481	LA 2011 ss 1 to 8	0.00	165.68
28/03/17	DF Crimmin - Salary Jan to Mar	482	LA 2011 ss 1 to 8	0.00	570.37
28/03/17	DF Crimmin - WFHA Jan to Mar	482	LA 2011 ss 1 to 8	0.00	39.00
28/03/17	HMRC - Clerk Tax	483	LA 2011 ss 1 to 8	0.00	142.60

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	28/02/17	£11,454.90	£9,390.30	£2,064.60	£0.00	£0.00
Business Instant	20/05/16	£2,518.78	£2,518.78	£0.00	£0.00	£0.00
Cash	14/03/17	£0.00	£0.00			£0.00
		£13,973.68	£11,909.08	£2,064.60	£0.00	

Statement of Accounts vs Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£10,014.00			
Income			Expenditure		
Precept	£8,000.00	£8,000.00	Clerks Salary	£2,330.00	£2,329.58
Bank Interest	£2.00	£0.21	Admin	£1,200.00	£802.26
Grants	£412.00	£2,521.08	Insurance	£250.00	£294.24
Donation	£0.00	£15.00	Audit Inspections	£75.00	£66.00
Other	£0.00	£76.08	Annual Subscriptions	£215.00	£169.36
VAT Repayment	£0.00	£85.74	Donations	£50.00	£50.00
			Dog & Litter Bins	£375.00	£278.62
			Grass Cutting	£1,150.00	£1,150.00
			Maintenance	£100.00	£5.06
			Closed Churchyard	£950.00	£100.00
			Clive Memorial	£2,800.00	£0.00
			Speed Watch	£100.00	£50.00
			Community Led Plan	£0.00	£0.00
			Street Lighting	£290.00	£182.94
			Other	£300.00	£2,193.04
			VAT Paid	£0.00	£806.92
Total	£8,414.00	£10,698.11	Total	£2,800.00	£7,385.00
					£8,803.03
			Assets Carried Forward		£11,909.08
Total		£20,712.11	Total		£20,712.11

Unclaimed VAT = £ 806.92

End of Appendices.

Signed _____ Date _____