

# Little Waldingfield Parish Council

## Approved Minutes of the Council Meeting held on Thursday 12 July 2018 at 7.30pm at the Parish Room, Little Waldingfield

**Present:** Cllr Barbara Campbell (Chair), Cllr Chris White (Vice-Chair) and Cllr Allan Wells

**Attendance:** Simon Ashton (Parish Clerk)

**1. Apologies and Approval of Absences**

Apologies were received from Cllr Stewart Braybrook and Cllr Tim Sheppard and their absences were approved. Cllr Matt Foster did not attend the meeting.

**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 10 May 2018**

Minutes of the previous meeting of the Parish Council on 10 May 2018 were received and approved as a true record and signed by the Chair.

**4. Consideration of Reports by the District Councillors & County Councillor**

Cllr Frank Lawrenson and Cllr Margaret Maybury (District Councillors) and Cllr Colin Spence (County Councillor) did not attend the meeting.

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

There were no issues raised by members of the public.

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

- (a) BDC DC/18/01099: Application Refused (9 May 2018)  
The Grange, The Street, Little Waldingfield, CO10 OSG  
Members noted the outcome of this planning application.
- (b) BDC DC/18/01018: Application Granted (22 May 2018)  
Bell House, Humble Green, Little Waldingfield, CO10 OTB  
Members noted the outcome of this planning application.
- (c) BDC DC/18/02587: Application Granted (2 July 2018)  
Bell House, Humble Green, Little Waldingfield, CO10 OTB  
Members noted the outcome of this planning application.

**7. Neighbourhood Plan**

- (a) Members noted the Neighbourhood Plan funding receipt of £8,012.00 for 2018/19 on 22 June 2018.

(b) Cllr White updated Members on the work of the Neighbourhood Plan Steering Group following its meeting on 24 May 2018 and workshop on 9 June 2018. Aecom had considered site assessment eligibility and further funding had been discussed. The well attended workshop focused on the landscape character appraisal. Cllr Sheppard was to get in touch with the contacts advised. The site assessment was expected in September 2018.

**8. Finance**

(a) Members noted the receipt of the first half of the BDC Precept 2018/19 payment of £4,207.50 on 9 April 2018.

(b) The Parish Clerk confirmed that the inclusion of the Internal Audit report would conclude the Council's compliance with the Transparency Code 2017/18 by publishing required documents on the Council's web site.

(c) The Parish Clerk confirmed that the annual submission to the external auditors for 2017/18 had taken place on 25 May 2018.

(d) Approval of the Council's Internal Audit 2017/18 report by Heelis & Lodge, presented by the Parish Clerk and reviewed by Members, was proposed by Cllr White, seconded by Cllr Wells and agreed by Members. The auditor's appreciation of the quality of the documentation presented for review was noted by Members. The Council also expressed its thanks and appreciation to the Parish Clerk for his professionalism and the work put into preparing the audit for presentation to Heelis & Lodge.

(e) Members noted the response and action plan presented by the Parish Clerk arising from the recommendations made by Heelis & Lodge following its completion of the Internal Audit 2017/18. A review of the progress made during the year was planned to take place at the meeting in March 2019.

(f) Approval of the removal of the Council's former Member's signatory from the bank mandate was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.

(g) Approval for the Parish Clerk to gain online read-only access to the Council's bank accounts was proposed by Cllr White, seconded by Cllr Wells and agreed by Members.

(h) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£489.31), Little Waldingfield Parish Room for meeting venue hire (May & June 2018) (£24.00), Sudbury Town Council for six-weekly SID changes (2018) (£216.00), Heelis & Lodge for the Internal Audit (2017/18) (£80.00) and Information Commissioner for the annual registration fee to July 2019 (£40.00). Approval of these payments was proposed by Cllr White, seconded by Cllr Campbell and agreed by Members.

**9. Governance**

(a) Approval to add an agreed GDPR statement on the web site was proposed by Cllr Wells, seconded by Cllr White and agreed by Members. Approval to add an agreed privacy notice on the web site was proposed by Cllr White, seconded by Cllr Wells and agreed by Members. Approval to include an agreed disclaimer in email correspondence was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.

(b) Following discontinued support from Babergh District Council, approval to spend £10.00 on 500 dog waste bags was proposed by Cllr Campbell, seconded by Cllr Wells and agreed by Members. Members agreed to review the situation again later in the year.

(c) Approval to accept a quotation for £85.00 to clear the pathway of weeds from the pavement to the entrance to the open churchyard, and to request a price for weeds maintenance from David Gotts when his contract next comes up for renewal, was proposed by Cllr Wells, seconded by Cllr White and agreed by Members.

(d) Approval for Cllr Campbell and Cllr Wells to carry out push tests in the closed churchyard in September 2018 was proposed by Cllr Wells, seconded by Cllr White and agreed by Members.

(e) Cllr Wells provided an update on The Swan, including plans for additional land and the other slow processes involved, following the receipt of correspondence from its operator. Details would also be made available to access on the village's web site.

(f) Members agreed to consider a review and update of the LWPC Communications Protocol at the meeting in September 2018.

(g) Cllr Wells confirmed his planned attendance at Bury St Edmunds police station on 1 August 2018 to receive an update on the village's Speedwatch scheme and was also in the process of arranging for the attendance of a police car and new equipment. Cllr Wells and Cllr Campbell had attended a meeting with the Police & Crime Commissioner in Hadleigh when the opportunity for funding was discussed.

#### **10. Consultations**

(a) Following its consideration, approval for Members not to submit any comments to the SCC Suffolk Minerals & Waste Local Plan Consultation was proposed by Cllr Campbell, seconded by Cllr Wells and agreed by Members.

(b) Approval to submit agreed comments to the BDC Community Involvement Statement Consultation by 30 July 2018 was proposed by Cllr White, seconded by Cllr Campbell and agreed by Members.

#### **11. Highways**

(a) Cllr Campbell presented a copy of a map of local footpaths for information purposes. Cllr Wells also shared with Members that grass along these footpaths had been cut.

(b) Cllr Campbell confirmed that she was awaiting a response from Cllr Spence (County Councillor) regarding an update on the village's Haymarket traffic calming measures.

#### **12. Matters for Future Consideration**

(a) Review of (i) Income & Budget ii) Expenditure & Budget to 31 July 2018

(b) Review & Approval of the Council's Bank Reconciliation to 31 July 2018

(c) Confirmation of the Receipt of VAT Refund Claim to 31 March 2018 (£887.17)

(d) Review & Approval of the Council's Annual Insurance Cover & Asset Register Checks

(e) Approval of the Parish Clerk's Salary Scale Change from 1 October 2018 (SCP20)

(f) Review & Approval of the Parish Council's Annual Risk Assessment 2018/19

(g) Review & Approval of the Parish Council's Internal Control Statement 2018/19

**13. Dates of the Next Meetings**

- (a) 9 August 2018 (Urgent Items Only & Documents Received by 1 August 2018)
- (b) 13 September 2018 (Agenda Items & Documents Received by 5 September 2018)
- (c) 11 October 2018 (Urgent Items Only)
- (d) The meeting finished at 9.40pm.

Simon Ashton, Parish Clerk

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

13 September 2018