

Little Waldingfield Parish Council

Approved Minutes of the Council Meeting held on Thursday 14 March 2019 at 7.30pm at the Parish Room, Little Waldingfield

Present: Cllr Chris White (Chair), Cllr Stewart Braybrook, Cllr Matt Foster and Cllr Tim Sheppard

Attendance: Cllr Margaret Maybury (District Councillor) and Simon Ashton (Parish Clerk)

1. Apologies and Approval of Absences

Apologies were received from Cllr Barbara Campbell and Cllr Allan Wells and their absence was approved.

2. Declarations of Pecuniary or Non-Pecuniary Interests by Members

A non-pecuniary interest was declared by Cllr White (Item 8g) who agreed not to participate in the discussion of this item.

3. Approval of Minutes of the Previous Meeting on 10 January 2019

Minutes of the previous meeting of the Parish Council on 10 January 2019 were received and approved as a true record and signed by the Chair.

4. Reports by the District Councillor and County Councillor

Cllr Frank Lawrenson (District Councillor) and Cllr Colin Spence (County Councillor) did not attend the meeting. Cllr Maybury confirmed that Babergh District Council (BDC) had finalised its budget for 2019/20 and that plans for the Sudbury Silk Festival had been announced. In addition, BDC's award winning Community Infrastructure Levy (CIL) online database was available to the public to identify available funds for community infrastructure projects. BDC had also successfully secured a fly tipping conviction in Acton.

5. Contributions by Members of the Public

There were no issues raised by members of the public. Cllr Braybrook raised the issue of littering on the B1115 in Chilton on the Great Waldingfield Airfield road. Cllr Maybury agreed to take this matter to the appropriate BDC officer.

6. Consideration of Planning Applications and Decision Notices

(a) BDC DC/18/00604: Application Received (Comments Due 15 March 2019)
Wood Hall, Haymarket, Little Waldingfield, CO10 0SY

Members agreed to object to this planning application. They agreed that it was unacceptable for gravel, stones and mud to be transferred on to the busy road.

(b) BDC DC/18/04730: Discharge of Conditions (11 January 2019)

The Grange, The Street, Little Waldingfield, CO10 0SG

Members noted the outcome of this planning application.

7. Neighbourhood Plan

- (a) Following review by Members, approval of the minutes of the Neighbourhood Plan Steering Committee's meeting on 19 January 2019 was proposed by Cllr Sheppard, seconded by Cllr Braybrook and agreed by Members.
- (a) Following review by Members, approval of the minutes of the Neighbourhood Plan Steering Committee's meeting on 2 March 2019 was proposed by Cllr Sheppard, seconded by Cllr Braybrook and agreed by Members.
- (b) Cllr Sheppard confirmed that a workshop, with two sessions, would be taking place on 4 May 2019. Consideration is going to be given to the type of housing, allocation and Neighbourhood Plan policies. He also confirmed that the draft housing needs assessment received from AECOM would be shared with Members in due course.

8. Finance

- (a) Receipts, payments and budget reports of activity to 28 February 2019 were reviewed and noted.
- (b) Approval of the bank reconciliation of activity to 28 February 2019 was proposed by Cllr White, seconded by Cllr Sheppard and agreed by Members.
- (c) Members approved the action taken by the Parish Clerk following the previously reviewed issues included in the Internal Audit Report Action Plan (2017/18).
- (d) The Parish Clerk confirmed that the Council's Internal Audit (2018/19) had been booked with SALC for the week commencing 8 April 2019.
- (e) As the Council's receipts and payments were not expected to exceed £25,000, the Parish Clerk sought agreement to submit an exemption certificate to the external auditors (2018/19) which would not attract any costs. Approval of exemption status was proposed by Cllr Braybrook, seconded by Cllr Sheppard and agreed by Members.
- (f) Approval of the NJCLGS/NALC Parish Clerk Pay Scales (2019/20) was proposed by Cllr Sheppard, seconded by Cllr White and agreed by Members.
- (g) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£460.15), C White for meeting preparation stationery and printing costs (April 2018 to January 2019) (£46.62), Sudbury & District Citizens Advice Bureau for a financial contribution (£50.00), Suffolk Association of Local Councils for the Parish Clerk's attendance at the SALC Elections Briefing (£15.00), Little Waldingfield Parish Room for Council meetings venue hire (December 2018 to March 2019) (£56.00), Sudbury Town Council for six-weekly SID changes (January to March 2019) (£48.00) and Suffolk County Council for annual street lighting maintenance and energy costs (2018/19) (£252.79). Approval of these payments was proposed by Cllr Braybrook, seconded by Cllr Foster and agreed by Members.

9. Governance

- (a) The Parish Clerk confirmed that a response had been received from Royal Mail Sudbury confirming that the desired type of post box was no longer available. Following discussion by Members, the Parish Clerk agreed to seek support from BDC Heritage.
- (b) Cllr Wells had prepared a report in advance of the meeting following his attendance at the Police's Speedwatch meeting in Bury St Edmunds on 1 August 2018. Various local communities represented were advised of a new system from October 2018.

This involved the passing of information on a daily basis and earlier Police visits. Attendees were also given details of CCTV police vehicles and the county's hotspots.

- (c) The Parish Clerk confirmed that the contractor had quoted the same unit costs for the closed churchyard and footpaths grass cutting for 2019 with an additional £60.00 for three visits of weed control for the season. Members agreed to proceed on this basis and that he agreed that he would use non-toxic weed killer for this purpose.
- (d) The Parish Clerk confirmed that arrangements for the delivery of equipment and signs by Sudbury Town Council for the annual litter pick on 23 March 2019 were in place. Approval of the risk assessment presented by the Parish Clerk was proposed by Cllr Foster, seconded by Cllr Braybrook and agreed by Members.
- (e) Members agreed to hold the Annual Parish Meeting (APM) on 11 April 2019 at 7.30pm, or later, immediately following the Council's urgent matters only meeting at 7.00pm. Subject to minor amendments, the agenda for the APM was agreed by Members. The Parish Clerk agreed to book the Parish Room and send out an invitation to all the participating attendees.
- (f) Members agreed to hold the Council's ordinary meetings at 7.30pm on the second Thursday evening of odd-numbered months and urgent matters only meetings in the even-numbered months of 2019/20. The Parish Clerk agreed to book the Parish Room. Draft routine agendas for ordinary meetings in 2019/20 presented by the Parish Clerk were agreed by Members.
- (g) Members had been briefed on the elections process in advance of the meeting by the Parish Clerk following his attendance at the SALC Elections Briefing 2019. He also confirmed that any completed parish council election nomination forms received would be handed in to BDC Electoral Services at his revised appointment on 18 March 2019.

10. Highways

- (a) Members had been made aware of two residents who were undergoing an investigation into public rights of way map discrepancies, including the footpath at the river under consideration. Following agreement by Members, the Parish Clerk agreed to invite them to make a presentation of their findings at a Council's future meeting.
- (b) Members noted that reflective markings had been added to the Haymarket bollards. Following discussion by Members, the Parish Clerk agreed to contact Cllr Spence to follow up the outstanding agreement for the provision of a 30-mph roundel at the north east entrance to the village.
- (c) Following discussion by Members, approval for Cllr Foster to lead on the purchase of materials up to £150.00 to make repairs to the knocked down village entrance gate was proposed by Cllr Sheppard, seconded by Cllr Braybrook, and approved by Members.
- (d) Members noted the 7.5-ton weight limit trial eastwards along Water Street in Lavenham. Concerns were expressed about the resulting increase in lorry traffic through the village. Following agreement by Members, the Parish Clerk agreed to contact SCC Highways to investigate the installation of a traffic monitoring device on The Street.
- (e) A matter of the lack of visibility when crossing The Street opposite the entrance to the playing field had been raised by a resident in advance of the meeting. Following agreement by Members, the Parish Clerk agreed to contact SCC Highways to ask the owner to cut the overgrown hedge on the grounds of the lack of visibility of oncoming

traffic and to investigate the relocation of the dropped kerb further along The Street to increase the safety of pedestrians crossing the road at this location.

- (f) Following discussion by Members on the lack of functionality of the speed indicator devices, the Parish Clerk agreed to bring this matter to the attention of the scheme's lead requesting the future availability of useful data collected on activity in the village.

11. Matters for Future Consideration

- (a) Consideration of Parish Room, Costs & Any Payment in Advance Requirements
- (b) Consideration of the Use of the Council's Projector & Charges to Hiring Parties

12. Dates of the Next Meetings

- (a) 11 April 2019 (7.00pm) (Urgent Items & Documents Received by 3 April 2019)
- (b) 11 April 2019 (7.30pm) (Annual Parish Meeting)
- (c) 9 May 2019 (AGM) (Agenda Items & Documents Received by 1 May 2019)
- (d) The meeting finished at 10.15pm.

Simon Ashton, Parish Clerk
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11 April 2019