

Little Waldingfield Parish Council

Draft Minutes of the Council Meeting held on Thursday 10 January 2019 at 7.30pm at the Parish Room, Little Waldingfield

Present: Cllr Barbara Campbell (Chair), Cllr Chris White (Vice-Chair), Cllr Stewart Braybrook and Cllr Matt Foster.

Attendance: Cllr Colin Spence (County Councillor), Philip Faircloth-Mutton (South Suffolk Conservatives) and Simon Ashton (Parish Clerk)

1. **Apologies and Approval of Absences**

Apologies were received from Cllr Tim Sheppard and his absence was approved. Cllr Allan Wells 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 13 December 2018**

Minutes of the previous meeting of the Parish Council on 13 December 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) did not attend the meeting. Cllr Spence introduced Philip Faircloth-Mutton, his party's candidate for the ward's BDC District Councillor seat at the forthcoming election. Cllr Spence confirmed the planned discontinuation of an annual grant to the Citizens Advice Bureau in 2019/20 which was subject to final approval in the SCC annual budget. There was also confirmation that the deadline for primary school applications was in January 2019.

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/18/04719: Application Granted (13 December 2018)

Priory Farm, Church Road, Little Waldingfield, CO10 0SW
Members noted the outcome of this planning application.

(b) BDC DC/18/05550: Application Granted (20 December 2018)

Coach House, Rear of Wood Hall, Haymarket, Little Waldingfield, CO10 0SY
Members noted the outcome of this planning application.

7. Neighbourhood Plan

(a) (b) (c) Members reviewed and noted the minutes of the Neighbourhood Plan Steering Group's meetings on 6 October, 17 November and 13 December 2018.

(d) Cllr Campbell agreed to make arrangements with Cllr Sheppard for minutes of the Steering Group's meetings to be subsequently made available on the village's web site. The Parish Clerk agreed to contact the Council's consultant for confirmation of his outstanding costs for 2018/19. The next meeting was planned to take place on 19 January 2019.

8. Finance

(a) Members noted the receipt of the SCC Public Rights of Way grass cutting payment of £413.92 on 16 November 2018.

(b) Review of income, expenditure and budget reports of activity to 31 December 2018 were reviewed and noted.

(c) Approval of the bank reconciliation of activity to 31 December 2018 was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.

(d) Members considered donation requests received from Sudbury & District Citizens Advice Bureau and Suffolk Accident Rescue Service. Approval to make a financial contribution of £50.00 to Sudbury & District Citizens Advice Bureau at the next meeting was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.

(e) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£215.91) and Gardens Arb Business Ltd for footpaths and closed churchyard grass cutting (2018) (£1,080.00). Approval of these payments was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.

9. Governance

(a) The Parish Clerk confirmed that he would follow up the previously reported matter of the replacement of the post box with Royal Mail Sudbury.

(b) Members agreed to postpone the consideration of the attendance of the Council's representative at the Speedwatch meeting on 1 August 2018 again until the next meeting.

(c) Approval for the annual litter pick to take place on 23 March 2019 (10am) was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members. Cllr Braybrook agreed to act as local co-ordinator, Cllr Campbell agreed to arrange refreshments and the Parish Clerk agreed to make the necessary arrangements with the Parish Room (venue), Sudbury Town Council (vests, sacks, litterpickers and signs) and BDC Public Realm (rubbish collection).

(d) Approval of the Parish Clerk's attendance at the SALC Elections 2019 Briefing on 21 January 2019 was proposed by Cllr Campbell, seconded by Cllr Braybrook and agreed by Members.

(e) The Parish Clerk confirmed that the community asset value of The Swan was due to expire on 19 August 2020 and that there was no further action required at the moment.

10. Highways

(a) Members agreed that as the hedge at Churchfield was causing no obstruction, there was no course of action for the Council to pursue.

(b) Cllr Braybrook and Cllr White agreed to investigate the state of the footpath at the river's public right of way, consider a course of action and provide an update at the next meeting.

(c) The Parish Clerk agreed to contact Cllr Spence to follow up with SCC Highways on the missing reflective markings on the Haymarket bollards.

(d) Cllr Foster agreed to investigate the knocked down village entrance gate, consider a course of action and provide an update at the next meeting.

(e) Following a review by Members of the programme of grass cutting work carried out by Gardens Arb Ltd in 2018, the Parish Clerk agreed to submit a request for six footpath cuts and five closed churchyard cuts to be carried out in future with the addition of the clearance of weeds on the closed churchyard paths.

11. Matters for Future Consideration

(a) Review of (i) Income & Budget ii) Expenditure & Budget to 28 February 2019

(b) Review & Approval of the Council's Bank Reconciliation to 28 February 2019

(c) Review of Implementation of Internal Audit Recommendations (2017/18)

(d) Confirmation of the Booking of the Internal Audit (2018/19) by SALC (April 2019)

(e) Approval of the Council's External Audit Reporting Exemption Status (2018/19)

(f) Approval of the NJCLGS/NALC Parish Clerk Pay Scales (2019/20) (1 April 2019)

(g) Agreement of the Dates & Routine Agendas of Parish Council Meetings (2019/20)

(h) Agreement of the Date & Agenda of the Annual Parish Meeting (11 April 2019)

(i) Consideration of the Implementation of Matters Arising from Elections Briefing

12. Dates of the Next Meetings

(a) 14 February 2019 (Urgent Agenda Items & Documents Received by 6 February 2019)

(b) 14 March 2019 (Agenda Items & Documents Received by 6 March 2019)

(c) The meeting finished at 9.10pm.

Simon Ashton, Parish Clerk

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26 January 2019