

# Little Waldingfield Parish Council

## Draft Minutes of the Council Meeting held on Thursday 13 September 2018 at 7.30pm at the Parish Room, Little Waldingfield

**Present:** Cllr Barbara Campbell (Chair), Cllr Stewart Braybrook 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 Allan Wells and Cllr Chris White 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 12 July 2018**

Minutes of the previous meeting of the Parish Council on 12 July 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 Margaret Maybury (District Councillor) confirmed that she was going to stand as one of the two Councillors for the new Lavenham ward and that Cabinet members would not normally be permitted to sit on committees. She confirmed that CIL bids were available for the community's infrastructure and that a homelessness strategy was being developed. She reported redevelopment in Sudbury in the area of the bus station and that the largest BDC grant had been awarded to the Citizens Advice Bureau. Cllr Frank Lawrenson (District Councillor) 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/18/03661: Application Received (Comments Due 14 September 2018)

The Old Vicarage, Haymarket, Little Waldingfield, CO10 0SY

Members agreed that they had no comments to make about this application.

(b) BDC DC/18/02585: Application Granted (5 July 2018)

Bell House, Humble Green, Little Waldingfield, CO10 0TB

Members noted the outcome of this planning application.

(c) BDC DC/18/03475: Application Granted (24 August 2018)

Irelands Meadow, Holbrook Hall Park, Little Waldingfield, CO10 0TH

Members noted the outcome of this planning application.

**7. Neighbourhood Plan**

(a) Cllr Sheppard confirmed that a meeting of the Neighbourhood Plan Steering Group had taken place on 8 September 2018 at that the character appraisal was near completion and the site assessment was currently in draft. The housing needs assessment was confirmed to be on hold subject to the publication of information by the Office for National Statistics. A further workshop was planned to take place on 17 November 2018. A downgrade to hamlet status for the village remained a potential decision by Babergh District Council.

**8. Finance**

(a) Members noted that a payment of £887.17 had been received from HMRC for the VAT refund claim for 2017/18 on 17 August 2018.

(b) The Parish Clerk confirmed that the bank had removed the former Member as a cheque signatory and that provision had been made for view only online access to the accounts.

(c) Review of income, expenditure and budget reports of activity to 31 August 2018 were reviewed and noted. The Parish Clerk agreed to update Members on expenditure against the budget for 2018/19 at the next meeting.

(d) Approval of the bank reconciliation of activity to 31 August 2018 was proposed by Cllr Campbell, seconded by Cllr Sheppard and agreed by Members.

(e) Following a review of the risks to be covered by Business Services at CAS Ltd and reference to the Council's asset register recently verified by the Parish Clerk and Cllr Campbell, the Parish Clerk confirmed that the fidelity cover had been increased to £25,500. The Parish Clerk agreed to raise a query regarding the coverage of street furniture. Approval of the Council's insurance cover from 1 October 2018 to 30 September 2019 was proposed by Cllr Campbell, seconded by Cllr Sheppard and agreed by Members.

(f) Approval of a payment to purchase a replacement set of defibrillator pads and spares up to £100.00 was proposed by Cllr Campbell, seconded by Cllr Sheppard and agreed by Members.

(g) Approval of a payment to purchase a Poppy Appeal wreath for £17.00 was proposed by Cllr Sheppard, seconded by Cllr Braybrook and agreed by Members. Cllr Braybrook agreed to make appropriate arrangements with the local Royal British Legion representative.

(h) Approval of the Parish Clerk's salary scale of SCP20 from 1 October 2018 was proposed by Cllr Campbell, seconded by Cllr Sheppard and agreed by Members.

(i) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£412.29), Allan Wells for a reimbursement for 500 dog waste bags (£11.00), Little Waldingfield Parish Room for meeting venue hire (July to September 2018) (£24.00), Society of Local Council Clerks for an annual subscription (September 2018 to August 2019) (£42.11), Business Services at CAS Ltd for annual insurance cover (October 2018 to September 2019) (£251.26), Little Waldingfield Church for a reimbursement for the spraying of paths and strimming in the closed churchyard (£85.00) and The Poppy Appeal for a donation to the Royal British Legion's Poppy Appeal (£17.00). Approval of these payments was proposed by Cllr Campbell, seconded by Cllr Braybrook and agreed by Members.

**9. Governance**

(a) The Parish Clerk presented the Council's annual risk assessment for 2018/19 which was reviewed by Members. An amendment included had reflected the new GDPR regulations.

Approval and adoption of this document was proposed by Cllr Sheppard, seconded by Cllr Braybrook and agreed by Members.

(b) The Parish Clerk presented the Council's internal control statement for 2018/19 which was reviewed by Members. Approval and adoption of this document was proposed by Cllr Sheppard, seconded by Cllr Braybrook and agreed by Members.

(c) Cllr Campbell confirmed that 500 dog waste bags had been purchased for community use which were accessible in the telephone kiosk and that further investigation on the availability of signs which could be used in the village would take place.

(d) Cllr Campbell confirmed that Royal Mail in Sudbury had advised that the village's damaged post box would be replaced. Following discussion by Members, the Parish Clerk agreed to make contact to request that the brick housing of the original post box be reintroduced, presumably paid for by the vehicle's insurer, to fit in with the village's location in a conservation area.

(e) Cllr Campbell confirmed that further maintenance work was required in the grounds of the closed churchyard. Following discussion by Members, the Parish Clerk agreed to investigate the possibility of the inclusion of weed management on the basis of future work carried out by the existing grass cutting contractor.

(f) Cllr Campbell confirmed that there were no issues arising following the push tests carried out in the closed churchyard on 3 September 2018.

(g) Members agreed to postpone an update on the Police's Speedwatch scheme meeting on 1 August 2018. In addition, following discussion by Members, the Parish Clerk agreed to advise the SID scheme's lead Parish Clerk of reports of no or late responses by the signs.

#### **10. Consultations**

(a) The Chair confirmed that the conclusion to the Local Government Boundary Commission's electoral review had resulted in the formation of the new Lavenham ward from 2019/20 which would comprise the parishes of Lavenham, Great Waldingfield, Little Waldingfield, Chilton and Cockfield.

(b) Members agreed that they had no comments to make in connection with the BDC Gambling Act (2005) Statement of Principles (Revision) consultation by 12 October 2018.

(c) Members agreed that they had no comments to make in connection with the BDC Joint Housing Strategy consultation with comments due by 1 November 2018.

#### **11. Highways**

(a) Cllr Campbell confirmed that information received from Cllr Spence confirmed that the Haymarket traffic calming measures works were due to commence under road closure from 8 to 12 October 2018.

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

(a) Confirmation of the Receipt of the BDC Precept (2/2) (£4,207.50) (1 October 2018)

(b) Review & Approval of the Appointment of the Council's Internal Auditor (2018/19)

(c) Review, Clarification & Consideration of LWPC Communications Protocol Update

(d) Review of Any Approach & Method to Subscribe to the Suffolk Preservation Society

(e) Review of Council's Future Management of Charitable Donation Requests Received

(f) Review & Approval of the Council's Budget, Reserves & Precept Setting (2019/20)

(g) Review & Approval of Standing Orders, Financial Regulations & LTN 87 Procurement

**13. Dates of the Next Meetings**

- (a) 11 October 2018 (Urgent Items Only & Documents Received by 3 October 2018)
- (b) 8 November 2018 (Agenda Items & Documents Received by 31 October 2018)
- (c) 13 December 2018 (Urgent Items Only)
- (d) The meeting finished at 9.15pm.

Simon Ashton, Parish Clerk  
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27 September 2018

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