

Little Waldingfield Parish Council

Approved Minutes of the Council Meeting held on Thursday 8 November 2018 at 7.30pm at the Parish Room, Little Waldingfield

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

Attendance: Justin Nevison-Grainger (The Swan), Phil Branton (WKP Architects), Simon Ashton (Parish Clerk) and 13 Members of the Public

1. Apologies and Approval of Absences

Apologies were received from Cllr Matt Foster and Cllr Tim Sheppard and their absences were 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 September 2018

Minutes of the previous meeting of the Parish Council on 13 September 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 and Cllr Frank Lawrenson (District Councillors) and Cllr Colin Spence (County Councillor) did not attend the meeting.

5. Contributions by Members of the Public

Issues of the cutting of the hedge at Churchfield and the state of the footpath near the river's public right of way would be considered at the next meeting. Issues of overhanging trees and speeding vehicles were referred to the Playing Field Committee. The post Neighbourhood Plan survey circulation of flyers would take place in due course.

6. Presentation by Justin Nevison-Grainger on Plans for the Development of The Swan

Justin Nevison-Grainger and his architect Phil Branton presented plans for the development of The Swan which included land bought behind the premises. He confirmed his plans to open up the dining room and redistribute space for a country pub where patrons could dine if they wished. As he was the landlord, the business would then be subject to a tenancy arrangement. Those present had the opportunity to ask questions.

7. Consideration of Planning Applications & Decision Notices

(a) BDC DC/18/04503: Application Received (Comments Due 9 November 2018)

Priory Wood, Slough Hall, Little Waldingfield, Sudbury CO10 0SS

Members agreed that they did not object to this planning application.

- (b) BDC DC/18/04622: Application Received (Comments Due 9 November 2018)
Bramley Cottage, The Street, Little Waldingfield, CO10 0SQ
Members agreed that they did not object to this planning application.
- (c) BDC DC/18/03306: Application Granted (18 September 2018)
Priory Farm, Church Road, Little Waldingfield, CO10 0SW
Members noted the outcome of this planning application.
- (d) BDC DC/18/03661: Application Granted (4 October 2018)
The Old Vicarage, Haymarket, Little Waldingfield, CO10 0SY
Members noted the outcome of this planning application.
- (e) BDC DC/18/04290: Application Granted (22 October 2018)
Ireland's Meadow, Holbrook Hall Park, Little Waldingfield, CO10 0TH
Members noted the outcome of this planning application.

8. Neighbourhood Plan

- (a) Members reviewed and noted the Neighbourhood Plan's Site Options and Assessment report dated 22 October 2018 prepared by AECOM. It had been produced on the basis of the status of hinterland village and was prepared for the future use of the Parish Council.
- (b) A meeting of the Neighbourhood Plan Steering Group had taken place on 6 October 2018 with the next one planned for 17 November 2018. Members agreed for minutes of its meetings to be included on the agenda for review at future meetings of the Parish Council.

9. Finance

- (a) Members noted the receipt of the second half of the BDC Precept 2018/19 payment of £4,207.50 on 31 August 2018.
- (b) Review of income, expenditure and budget reports of activity to 31 October 2018 were reviewed and noted.
- (c) Approval of the bank reconciliation of activity to 31 October 2018 was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.
- (d) Following a discussion by Members, approval to appoint Suffolk Association of Local Councils as the Council's Internal Auditor for 2018/19 was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.
- (e) Following a review by Members, approval to pay any future subscription payments to Suffolk Preservation Society by cheque and cancel the standing order in place and to consider the situation on an annual basis was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.
- (f) Following a discussion by Members, approval for the Council to consider the authorisation of donation payments to requesting organisations as they are received in the future was proposed by Cllr Braybrook, seconded by Cllr White and agreed by Members.
- (g) A draft budget was presented to Members by the Parish Clerk which was then discussed and concluded with the setting of an unchanged precept of £8,415.00 for 2019/20 to be requested from Babergh District Council. Approval of the final budget and setting of the precept was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.
- (h) Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£526.60).

Payments were also authorised in favour of Tim Sheppard for reimbursement for Neighbourhood Plan village history book (£18.00), Richard Furlonger for reimbursement for Neighbourhood Plan gift cards, printing and rosettes (£40.50), Community Action Suffolk for web site hosting (November 2018 to October 2019) (£60.00), Business Services at CAS Ltd for annual insurance top up cover (£20.14), Little Waldingfield Parish Room for Village Hall hire (October to November 2018) (£84.00) and Ladywell Accountancy Services for the payroll service (2018/19) (£72.00). Approval of these payments was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.

10. Governance

(a) After a lengthy debate by Members, it was agreed to continue the discussion on the Council's Communications Protocol at the next meeting.

(b) Members agreed to postpone the annual review and approval of Standing Orders, Financial Regulations and a review of LTN 87 Procurement until the next meeting.

(c) After a lengthy debate by Members, it was agreed to continue the discussion on official communications at the next meeting.

(d) Members agreed to postpone the consideration of the replacement of the post box by Royal Mail Sudbury until the next meeting.

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

11. Correspondence

(a) Following discussion by Members, approval for the Parish Clerk to submit a message of support to the Leader and Chief Executive of Suffolk County Council, in favour of allowing Trustees of the Soper Collection more time with their development plans, was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members,

12. Highways

(a) Cllr Braybrook confirmed that the reflective markings on the bollards at the Haymarket's traffic calming measures were missing. The Parish Clerk agreed to advise Cllr Spence (County Councillor) of the situation. There was also a report of the village gate having been knocked down at the entrance to the village. Cllr White agreed to report this matter to SCC Highways.

13. Matters for Future Consideration

(a) Confirmation of Receipt of PRow Grass Cutting Payment (£413.92) (November 2018)

(b) Review of (i) Income & Budget ii) Expenditure & Budget to 31 December 2018

(c) Review & Approval of the Council's Bank Reconciliation to 31 December 2018

(d) Consideration of a Date & Arrangements for the Annual Litter Pick (March 2019)

14. Dates of the Next Meetings

(a) 13 December 2018 (Urgent Items Only & Documents Received by 5 December 2018)

(b) 10 January 2019 (Agenda Items & Documents Received by 2 January 2019)

(c) 14 February 2019 (Urgent Items Only)

(d) The meeting finished at 10.25pm.

Simon Ashton, Parish Clerk
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13 December 2018