

# Little Waldingfield Parish Council

## Approved Minutes of the Council Meeting held on Thursday 12 April 2018 at 7.00pm at the Parish Room, Little Waldingfield

**Present:** Cllr Barbara Campbell (Incoming Chair), Cllr Stewart Braybrook, Cllr Matt Foster, Cllr Tim Sheppard, Cllr Allan Wells and Cllr Chris White

**Attendance:** Cllr Margaret Maybury (District Councillor), Cllr Colin Spence (County Councillor), Simon Ashton (Parish Clerk) and seven Members of the Public

- 1. The Vice-Chair Introduces the Election of a Chair up to the AGM on 10 May 2018**  
Cllr Campbell confirmed that she would stand for election as Chair. There were no other contenders declared by the Members present who then voted in Cllr Campbell's favour who was then appointed as Chair until the Annual General Meeting on 10 May 2018.
- 2. Apologies and Approval of Absences**  
There were no apologies received as all Members were present at the meeting.
- 3. Declarations of Pecuniary or Non-Pecuniary Interests by Members**  
There were no interests declared by any of the Members.
- 4. Approval of Minutes of the Previous Meeting on 8 March 2018**  
Minutes of the previous meeting of the Parish Council on 8 March 2018 were received and approved as a true record and signed by the Chair.
- 5. Contributions by Members of the Public**  
The issue regarding the front wall was raised and it was understood that this would now be subject to contact with the builder and enforcement by Babergh District Council.
- 6. Consideration of Planning Applications & Decision Notices**  
There were no planning applications requiring comment and there were no decision notices for noting by Members.
- 7. Consideration of the Work of the Neighbourhood Plan Steering Group Update**  
Cllr Sheppard confirmed that arrangements were being made to repay the unused part of the grant awarded in 2017/18 and for an application for further funding for 2018/19. He confirmed that workshops were planned for June and July 2018 in the Parish Room.
- 8. Review of Payments & Authorisation of Cheques by Cheque Signatories**  
Payments were authorised in favour of the Parish Clerk's wages, office and personal expenses (£458.49).

Payments were also authorised in favour of J M Jordan for reimbursement for photographic competition flyers (£34.95), Places 4 People Ltd for Neighbourhood Plan Phases 1 & 2 consultation fees (£5,160.00), Little Waldingfield Parish Room for Parish Council, Annual Parish, annual litter pick and Neighbourhood Plan meetings (£310.00), Babergh District Council for emptying dog and litter bins (2017) (£334.34), Suffolk Association of Local Councils for annual subscription (2018/19) (£179.46) and Groundwork UK for end of grant 2017/18 partial repayment (£1,573.85). Approval of these payments was proposed by Cllr Braybrook, seconded by Cllr White and agreed by Members.

**9. Approval of the Parish Clerk's Appointment from 1 April 2018**

The Parish Clerk's appointment from 1 April 2018 was proposed by Cllr White, seconded by Cllr Wells and agreed by Members. It was also agreed that two representatives would be appointed to take a lead on the Parish Clerk's employment at the Council's next meeting.

**10. Consideration of a Response to the LGBC's Electoral Review of Babergh District**

The Chair introduced a request for the Council's response to the Local Boundary Commission's electoral review of the district by 30 April 2018. Members agreed to support Little Waldingfield being part of a ward with Great Waldingfield, Acton and Lavenham in accordance with the Council's initial consultation response. This would make a more cohesive combination with all parishes having connections with the old airfield than the ward proposed in this round of consultations comprising Little Waldingfield, Great Waldingfield, Lavenham and Cockfield, which, due to the geographical features, would be very elongated and lack cohesion. In addition, if Acton was to join Long Melford to make up a neighbouring ward, the A134 would become a natural barrier between the two parishes. The Council's response was proposed by Cllr Sheppard, seconded by Cllr Braybrook and agreed by Members.

**11. Matters for Future Consideration**

- (a) Election of Chair 2018/19 and Signing of the Declaration of the Chair's Acceptance
- (b) Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance
- (c) Apologies, Reporting & Approval of Absences & Non-Attendance at Meetings
- (d) Review & Approval of Draft Statement of Accounts, Income & Expenditure 2017/18
- (e) Review & Approval of Draft Bank Reconciliation & Asset Register 2017/18
- (f) Approval of Governance & Accounting Statements & Significant Variances 2017/18
- (g) Consideration of Internal Audit 2017/18 by Heelis & Lodge in April 2018 Update
- (h) Review & Approval of the Parish Council's Members' Responsibilities 2018/19
- (i) Consideration of the Appointment of the Council's Personnel Representatives
- (j) Consideration of Council's GDPR Working Group's Conclusions & Recommendations
- (k) Consideration of Haymarket Traffic Calming Measures SCC Highways Work Update

**12. Dates of the Next Meetings**

- (a) 12 April 2018 (7.30pm) (Annual Parish Meeting)
- (b) 10 May 2018 (AGM Agenda Items & Documents Received by 2 May 2018)
- (c) 14 June 2018 (Urgent Items Only or Cancellation)
- (d) 12 July 2018
- (e) The meeting finished at 7.30pm.

Simon Ashton, Parish Clerk  
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10 May 2018