

# Little Waldingfield Parish Council

## Approved Minutes of the Annual General Meeting held on Thursday 13 June 2019 at 7.30pm at the Parish Room

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

**Attendance:** Simon Ashton (Parish Clerk) and one Member of the Public

**1. Election of Chair and Signing of the Declaration of the Chair's Acceptance**

Cllr Campbell confirmed that she would stand for election as Chair. There were no other contenders declared by the Members present, or in advance by those not present. Members then voted in Cllr Campbell's favour who was then appointed as Chair until the Annual General Meeting in May 2020. Cllr Campbell signed the Declaration of the Chair's Acceptance.

**2. Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance**

Cllr White confirmed that he would stand for election as Vice-Chair. There were no other contenders declared by the Members present, or in advance by those not present. Members then voted in Cllr White's favour who was then appointed as Vice-Chair until the Annual General Meeting in May 2020. Cllr White signed the Declaration of the Vice-Chair's Acceptance.

**3. Apologies and Approval of Absences**

(a) Cllr Campbell confirmed that the Council's Annual General Meeting planned for 9 May 2019 had been cancelled as it had not been quorate. She confirmed that this also had an impact on the completion of the Council's Annual Governance Statement for 2019/20 as the meeting had been required to take place in May 2019.

(b) Apologies were received from Cllr Matt Foster and his absence was approved.

(c) The Parish Clerk presented a SALC briefing note on apologies and non-attendance at meetings. Members were requested to advise the Parish Clerk of an absence in advance of any future meetings with sufficient information to enable Members to consider approval of their absence at the start of the meeting. Members also understood that they would be disqualified, without any discretion, following a six-month period of unapproved absence.

**4. Declarations of Pecuniary or Non-Pecuniary Interests by Members**

There were no interests declared by any of the Members.

**5. Approval of Minutes of the Previous Meeting on 11 April 2019**

Minutes of the previous meeting of the Parish Council on 11 April 2019 were received and approved as a true record and signed by the Chair.

**6. Contributions by Members of the Public**

A concern was raised about the proposed discontinuation of the 112 bus service.

**7. Consideration of Planning Applications and Decision Notices**

(a) BDC DC/19/00604: Application Granted (11 April 2019)

Wood Hall, Haymarket, Little Waldingfield, C010 0SY

Members noted the outcome of this planning application.

(b) There was confirmation that work was being carried out to The Swan, following water leakage, with the blessing of BDC Heritage in connection with its listed building status.

**8. Neighbourhood Plan**

(a) Members approved the minutes of the Neighbourhood Plan Steering Committee's meeting on 10 April 2019.

(b) Following discussion, Members approved the Little Waldingfield Design Guide prepared by AECOM in April 2019.

(c) A Neighbourhood Plan consultation took place in the village in two well-attended sessions on 4 May 2019. Responses were received from those in attendance which would be analysed. There would be a need for a further consultation later in the year.

**9. Finance**

(a) Approval of the Council's Internal Audit 2018/19 report by SALC, presented by the Parish Clerk and reviewed by Members, was proposed by Cllr White, seconded by Cllr Braybrook and agreed by Members.

(b) Approval of the Statement of Accounts 2018/19, supported by receipts and payments budget reports, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr White, seconded by Cllr Campbell and agreed by Members.

(c) Approval of the Bank Reconciliation 2018/19, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Sheppard, seconded by Cllr White and agreed by Members.

(d) Approval of the Asset Register 2018/19, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Campbell, seconded by Cllr Sheppard and agreed by Members.

(e) Approval of the AGAR Section 1 Governance Statement 2018/19, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Braybrook, seconded by Cllr Campbell and agreed by Members.

(f) Approval of the AGAR Section 2 Accounting Statements and Explanation of Variances 2018/19, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr Braybrook, seconded by Cllr Sheppard and agreed by Members.

(g) Approval of the AGAR Part 2 Certificate of Exemption 2018/19, prepared by the Parish Clerk and reviewed by Members, was proposed by Cllr White, seconded by Cllr Campbell and agreed by Members.

(h) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£579.83), Suffolk Association of Local Councils for the Internal Audit (2018/19) (£225.60), Information Commissioner for annual registration (July 2019 to June 2020) (£35.00), Places4People Ltd for Neighbourhood Plan consultation fees (£3,934.32), Babergh District Council for emptying dog and litter bins (2018/19)

(£433.44), Sudbury Town Council for SID six-weekly changes (2019/20) (£216.00) and HMRC for income tax and national insurance contributions (April to June 2019) (£34.80). Approval of these payments was proposed by Cllr Campbell, seconded by Cllr White and agreed by Members.

#### **10. Governance**

- (a) The Parish Clerk confirmed that Members attending the meeting had completed a Declaration of Acceptance Form in advance of the meeting.
- (b) Members agreed that Cllr Foster would need to sign a Declaration of Acceptance Form before his next attendance at a meeting.
- (c) Members agreed that Cllr Foster would need to complete the BDC Register of Interests before his next attendance at a meeting.
- (d) A list of Members' Responsibilities 2019/20 was presented by the Parish Clerk for discussion by Members who approved a final version for publication on the web site.
- (e) Members discussed the need for a Speedwatch Co-Ordinator which would need to be advertised. Cllr White agreed to lead on the production of appropriate leaflets for delivery in the village. Following discussion, Members agreed that SID functionality issues needed to be referred to the scheme's lead promptly and that data of its use in the village could be obtained for review.
- (f) Following discussion by Members, Cllr Braybrook agreed to lead on the temporary relocation of the Council's bench from in front of The Swan to outside the Parish Room.
- (g) Members agreed to give thought to the co-option of additional Members to the Parish Council for further consideration at the next meeting.

#### **11. Highways**

- (a) Cllr Foster had advised in advance of the meeting that the work to re-build the knocked down village gate had still to commence and that an update would be provided at the next meeting.
- (b) The Parish Clerk confirmed that a response had been received from SCC Highways following the request made for a traffic monitoring device on Water Street in Lavenham. There was confirmation that the cost of a traffic survey could be advised but there was no previous data against which it could be compared. Members agreed that a further submission should be made. Cllr Sheppard agreed to prepare the text for the submission for approval at the Council's next meeting.

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

- (a) Confirmation of the Receipt of the BDC Precept (1/2) (£4,207.50) (15 April 2019)
- (b) Consideration of Parish Room Venue Hire, Advance Payments & Cancellation Costs
- (c) Consideration of the Use of the Council's Projector & Charges to Hiring Parties
- (d) Consideration of Local Post Box Restoration BDC Heritage Contact & Update
- (e) Consideration of Rural Crime & Recent Burglaries in Little Waldingfield
- (f) Consideration of Provision of 30-mph Haymarket Roundel SCC Highways Update
- (g) Consideration of Overgrown Hedge & Dropped Kerb SCC Highways Update
- (h) Consideration of a Local Public Rights of Way Presentation & Course of Action
- (i) Consideration of SCC Highways Surface Clearance Programme 2019 Arrangements
- (j) Consideration of the Proposed Discontinuation of the Village's Bus Service 112

**13. Dates of the Next Meetings**

- (a) 11 July 2019 (Agenda Items & Documents Received by 3 July 2019)
- (b) 8 August 2019 (Urgent Items Only)
- (c) 12 September 2019
- (d) The meeting finished at 9.50pm.

Simon Ashton, Parish Clerk  
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11 July 2019