

Little Waldingfield Parish Council

Approved Minutes of the Council Meeting held on Thursday 14 November 2019 at 7.30pm at the Parish Room, Little Waldingfield

Present: Cllr Barbara Campbell (Chair), Cllr Chris White (Vice-Chair), Cllr Stewart Braybrook, Cllr Matt Foster and Cllr Delme Thompson (arrived 7.45pm)

Attendance: Cllr Clive Arthey (District Councillor), Cllr Margaret Maybury (District Councillor), Cllr Clive Spence (County Councillor), Richard Furlonger (Little Waldingfield Rights of Way), Simon Ashton (Parish Clerk) and six Members of the Public

1. Apologies and Approval of Absences

Apologies were received from Cllr Tim Sheppard and his absence was approved.

2. Declarations of Interests by Members and Requests for Dispensation

There were no interests declared by any of the Members.

3. Approval of Minutes of the Previous Meetings on 10 and 21 October 2019

Minutes of the previous meetings of the Parish Council on 10 and 21 October 2019 were received and approved as a true record and signed by the Chair.

4. Reports by the District Councillors and County Councillor

Cllr Spence delivered his county council report and Cllr Maybury delivered her district council report at the meeting. Copies of these reports have been made available at the end of these minutes for information. Cllr Arthey reported that responses received from the Joint Local Plan consultation had been made available on the District Council's web site and that the Materials Recycling Facility (MRF) at Blakenham was coming to the end of its refit which was planned to be fully operational in December.

5. Contributions by Members of the Public

There was an update on the 112 bus service to Sudbury, which had reportedly been used by 18 passengers, and further discussions with the lead at Suffolk County Council.

6. Consideration of Planning Applications and Decision Notices

(a) BDC DC/19/04324: Application Received (Comments Due 22 November 2019)

Barns at Slough Hall, Church Road, Little Waldingfield, CO10 0SS

Members agreed that they did not object to this application.

(b) BDC DC/19/04325: Application Received (Comments Due 22 November 2019)

Barns at Slough Hall, Church Road, Little Waldingfield, CO10 0SS

Members agreed that they did not object to this application.

- (c) BDC DC/19/04923: Application Received (Comments Due 26 November 2019)
Land North of Second Pits, Highlands Road, Monks Eleigh, Suffolk
Members noted that LWPC was not a formal consultee and agreed not to submit any comments relating to this application.
- (d) BDC/19/04202: Application BDC Does Not Object (17 October 2019)
Harvest Barn, Haymarket, Little Waldingfield, CO10 0SY
Members noted the outcome of this planning application.
- (e) BDC/19/04420: Application Granted (5 November 2019)
The Grange, The Street, Little Waldingfield, CO10 0SG
Members noted the outcome of this planning application.
- (f) BDC/19/04438: Application Granted (7 November 2019)
The Grange, The Street, Little Waldingfield, CO10 0SG
Members noted the outcome of this planning application.

7. Neighbourhood Plan

- (a) Following review and discussion, Members approved the minutes of the Neighbourhood Plan Steering Group's meeting on 12 October 2019.
- (b) There were plans for the group's next meeting to take place on 23 November 2019.

8. Finance

- (a) Members noted the receipt of the BDC Precept (1/2) for £4,207.50 on 15 April 2019.
- (b) Members noted the receipt of the BDC Precept (2/2) for £4,207.50 on 9 September 2019.
- (c) Members noted the receipt of the interest payments totalling £0.73 during the period from April to October 2019.
- (d) Members noted the receipt of the SCC grass cutting payment for £413.92 on 14 October 2019.
- (e) Members noted the Lloyds Bank Treasurers account balance of £24,114.99 and the Business Instant account balance of £2,523.11 as at 31 October 2019.
- (f) The receipts and budget reports and payments and budget reports to 31 October 2019 were reviewed and noted by Members.
- (g) The bank reconciliation of activity to 31 October 2019 was reviewed and approved by Members.
- (h) Members reviewed and approved the response and action plan prepared by the Parish Clerk arising from the recommendations made by SALC following its completion of the Internal Audit 2018/19. A review of the progress made during the year was planned to take place at the meeting in March 2019.
- (i) Following a recommendation made in the Internal Audit 2018/19 report and discussion by Members, the Parish Clerk agreed to share a checklist previously prepared by another parish council, for appropriate modification, for the Council to assess the effectiveness of internal audit in 2019/20. Members agreed to finalise the document and appoint a lead at the next meeting to undertake the checks later in the year.
- (j) Members approved the appointment of the Parish Clerk as the Responsible Financial Officer for 2019/20.
- (k) Following discussion, Members approved the appointment of SALC as the Council's Internal Auditor for 2019/20.

- (l) A draft budget was presented to Members by the Parish Clerk which was reviewed and discussed and subject to minor amendments. Members planned to approve the final budget, reserves and setting of a precept for 2020/21 at the next meeting following the further investigation of planned Neighbourhood Plan expenditure.
- (m) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£641.08), Suffolk Accident Rescue Service for a Section 137 financial contribution (£25.00), Sudbury & District Citizens Advice for a Section 137 financial contribution (£50.00) and Little Waldingfield Parish Room for venue hire (October & November 2019) (£28.00). These payments were approved by Members.

9. Governance

- (a) Following discussion, Members agreed to review the GDPR documentation previously shared with the GDPR representative to inform further discussion and the making of plans at the next meeting.
- (b) Cllr Maybury confirmed that she was still monitoring the situation with the restoration of the local post box and that the situation with Royal Mail's position had not changed.
- (c) Following discussion, Cllr Campbell agreed to approach Great Waldingfield Parish Council to ask for the name of the SID lead and enquire about the availability of data.
- (d) Cllr Campbell confirmed that an update on the results of the closed churchyard push tests would be provided at the next meeting.
- (e) Members discussed the provision of current meeting venue hire arrangements and agreed that there were no outstanding issues.
- (f) There was no need for further discussion about the village's 112 bus service following the update covered earlier in the meeting (see 5).
- (g) Members noted that there was no evidence of ownership of the bench at the entrance to Croft Lea and agreed to seek assistance to estimate any future maintenance costs.
- (h) Members considered the merits of meeting minutes publishing alternatives in addition to their availability on the web site. Following approval, the Parish Clerk agreed to contact the Box River News to request an amendment to the Council's contact information to advise readers that copies of the Council's minutes would be available in the phone box or on request from the Chair.

10. Highways

- (a) Cllr White updated Members on the progress with the overgrown hedge and dropped kerb on The Street including the identification of a problem with the selection of options on the SCC Highways web site in order to seek an update on the situation.
- (b) Cllr Foster confirmed that he would provide Members with an update on the rebuilding of the knocked down village gateway at the next meeting.
- (c) Mr Furlonger made a presentation on the local existing and historic public rights of way and discussed whether they met the village's needs due to their current condition. Use was made of a definitive map and a local drawing. Members approved Mr Furlonger's offer to meet with interested local residents and present proposals at a future meeting.
- (d) Following discussion, the Parish Clerk agreed to seek an update from SCC Highways on the Lavenham Water Street lorry traffic redirection situation.

- (e) Members discussed the matter of the potential replacement of the no parking posts on Church Road and agreed that the Council would support their replacement with the possible benefit of locality funding.

11. Consultations

- (a) Following discussion, Members agreed not to submit a response to the Suffolk Minerals and Waste Local Plan consultation by the due date of 18 November 2019.
- (b) Following discussion, Members agreed to submit a response to the SCC Division Boundaries consultation by the due date of 2 January 2020. The Parish Clerk agreed to convey the wish of Members for the parish of Little Waldingfield to be neighbours with other rural communities within the division rather than with the urban area of Sudbury.

12. Matters for Future Consideration

- (a) Consideration of the Parish Council's VAT Claim Submission Update (2018/19)
- (b) Review & Approval of Council's Standing Orders & Financial Regulations (2019/20)
- (c) Review & Approval of the Parish Council's Annual Risk Assessment (2019/20)
- (d) Consideration of Date, Arrangements & Risk Assessment for Litter Pick (March 2020)

13. Dates of the Next Meetings

- (a) 12 December 2019 (Urgent Items Only & Documents Received by 4 December 2019)
- (b) 9 January 2020 (Agenda Items & Documents Received by 1 January 2020)
- (c) 13 February 2020 (Urgent Items Only)
- (d) The meeting finished at 10.15pm.

Simon Ashton, Parish Clerk
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9 January 2020