

# Little Waldingfield Parish Council

## Approved Minutes of the Council Meeting held on Thursday 9 January 2020 at 7.30pm at the Parish Room, Little Waldingfield

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

**Attendance:** Cllr Clive Arthey (District Councillor), Cllr Margaret Maybury (District Councillor), Simon Ashton (Parish Clerk) and two Members of the Public

**1. Apologies and Approval of Absences**

Apologies were received from Cllr Tim Sheppard and Cllr Delme Thompson and their 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 Meeting on 14 November 2019**

Minutes of the previous meeting of the Parish Council on 14 November 2019 were received and approved as a true record and signed by the Chair.

**4. Reports by the District Councillors and County Councillor**

Cllr Maybury (District Councillor) reported that grants for home adaptations had increased and that funding was available for local Citizens Advice Bureaux for a period of three years. Cllr Arthey (District Councillor) also shared information about the Tree for Life scheme and that an increase in council tax for the new year was subject to formal approval. Cllr Colin Spence (County Councillor) had sent his apologies and did not attend the meeting.

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

Observations on the amount of fly tipping outside the parish and an encouraging number of users of the local bus service were reported. The applicant for the planning application to be considered on the agenda confirmed his attendance (see 6a).

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

(a) BDC DC/19/05953: Application Received (Comments Due 14 January 2020)

Badger Cottage, 54 The Street, Little Waldingfield, CO10 0SU

Members agreed that they supported this planning application.

(b) BDC DC/19/03986: Application Refused (29 November 2019)

Land to Rear of Enniskillen Lodge, The Street, Little Waldingfield, CO10 0SU

Members noted the outcome of this planning application.

- (c) BDC DC/19/04324: Application Granted (5 December 2019)  
Barns at Slough Hall, Church Road, Little Waldingfield, CO10 0SS  
Members noted the outcome of this planning application.
- (d) BDC DC/19/04325: Application Granted (5 December 2019)  
Barns at Slough Hall, Church Road, Little Waldingfield, CO10 0SS  
Members noted the outcome of this planning application.
- (e) BDC DC/19/04322: Application Granted (10 December 2019)  
Barn at Slough Hall, Church Road, Little Waldingfield, CO10 0SS  
Members noted the outcome of this planning application.
- (f) BDC DC/19/04323: Application Granted (10 December 2019)  
Barn at Slough Hall, Church Road, Little Waldingfield, CO10 0SS  
Members noted the outcome of this planning application.

## 7. Neighbourhood Plan

- (a) Following review and discussion, Members approved for publication the minutes of the Neighbourhood Plan Steering Group's meeting on 23 November 2019.
- (b) Members were advised that unused funding of £1,366 was expected to be remain in the NP grant reserves at the end of 2019/20.

## 8. Finance

- (a) Members noted the receipt of interest payments totalling £0.21 during the period from November to December 2019.
- (b) Members noted the receipt of an HMRC VAT Refund (2018/19) for £353.44 on 27 December 2019.
- (c) Members noted the Lloyds Bank Treasurers account balance of £23,724.35 and the Business Instant account balance of £2,523.32 as at 31 December 2019.
- (d) The receipts and budget report and payments and budget report to 31 December 2019 were reviewed and noted by Members.
- (e) The bank reconciliation of activity to 31 December 2019 was reviewed and approved by Members.
- (f) Following approval of the items on the checklist, which was subject to minor amendments and the appointment of a lead by Members, the Parish Clerk agreed to contact Cllr Thompson to secure his agreement and book time for the completion of the internal controls checklist for 2019/20. It was agreed to report the findings of the review to Members at the Council's meeting in March 2020.
- (g) An amended draft budget was presented to Members by the Parish Clerk which was reviewed and discussed and subject to further amendments. Members approved the final budget, reserves and setting of a precept of £8,668 for 2020/21.
- (h) The official form to request the approved precept of £8,668 from Babergh District Council for 2020/21 by 31 January 2020 was signed by the Chair, Cllr White, Cllr Braybrook and the Parish Clerk.
- (i) Members agreed not to approve the donation request received from Headway Suffolk.
- (j) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£433.58), Little Waldingfield Parish Room for venue hire (January 2020) (£54.00), Ladywell Accountancy Services for a payroll service (2019/20) (£75.00) and

Gardens Arb Business Ltd for footpaths and closed churchyard grass cutting and weed spraying (£1,176.00). These payments were approved by Members.

**9. Governance**

- (a) Following discussion, the Parish Clerk agreed to provide Cllr White with the GDPR documentation previously shared for review and to inform further discussion and recommendations at the next meeting.
- (b) Cllr Maybury confirmed that she was still monitoring the situation with the restoration of the local post box.
- (c) Members were advised that there was no update to report in connection with the SID Lead and the availability of SID data.
- (d) Members were advised of the push tests which had taken place in the closed churchyard on 6 January 2020. There had been one headstone which had been laid down. Following approval, the Parish Clerk agreed to make contact with Phil Scott to request suitable repairs.
- (e) A member of the public had reported an encouraging number of passengers using the local bus service.
- (f) Members were advised that the maintenance of the bench at the entrance to Croft Lea had been raised with Ivan Carter who planned the required treatment in the spring.
- (g) The Council's Standing Orders and Financial Regulations presented by the Parish Clerk were reviewed, discussed, approved and adopted by Members.
- (h) Members gave their approval for the annual litter pick to take place on 21 March 2020. Cllr Braybrook agreed to act as local co-ordinator and the Parish Clerk agreed to make the necessary arrangements to book the Parish Room and with Sudbury Town Council for the use of vests, sacks, litter pickers and signs and to arrange the collection of rubbish. Members agreed to finalise the risk assessment at the next meeting.

**10. Highways**

- (a) Cllr White confirmed that he would continue to monitor the situation at SCC Highways regarding the overgrown hedge and consideration of a dropped kerb.
- (b) Cllr Foster confirmed that he would provide an update on the rebuilding of the knocked down village entrance gate at the next meeting.
- (c) There was no further update on the recently raised local public rights of ways issues.
- (d) Confirmation had been received from SCC Highways that the experiment at Water Street, Lavenham was to continue to 15 July 2020 when an update would be provided.
- (e) Following discussion and uncertain of the source of the previous funding of the no parking posts on Church Road, Cllr Braybrook agreed to look into the matter.

**11. Consultations**

- (a) Following discussion, Members agreed not to submit a response to the SALC Planning Questionnaire consultation by the due date of 31 January 2020.

**12. Matters for Future Consideration**

- (a) Review of Implementation of Internal Audit Report Action Plan (2018/19)
- (b) Confirmation of the Booking of the Internal Audit (2019/20) (April 2020)
- (c) Approval of the Council's External Audit Reporting Exemption Status (2019/20)

- (d) Approval of RFO's Attendance at SALC Preparing for Audit Course (21 January 2020)
- (e) Review & Approval of the Parish Council's Annual Risk Assessment (2019/20)
- (f) Review & Approval of the Parish Council's Internal Control Statement (2019/20)
- (g) Agreement of the Dates of the Council's Meetings & Draft Agendas (2020/21)
- (h) Agreement of the Date of the Annual Parish Meeting & Draft Agenda (April 2020)

**13. Dates of the Next Meetings**

- (a) 13 February 2020 (Urgent Items Only & Documents Received by 5 February 2020)
- (b) 12 March 2020 (Agenda Items & Documents Received by 4 March 2020)
- (c) The meeting finished at 9.45pm.

Simon Ashton, Parish Clerk  
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12 March 2020