

Little Waldingfield Parish Council

Approved Minutes of the Council Meeting held on Thursday 2 September 2021 at 7.30pm at the Parish Room

Present: Cllr Chris White (Chair), Cllr Stewart Braybrook, Cllr Matt Foster, Cllr Robert Wheeler

Attendance: Cllr Phillip Faircloth-Mutton (County Councillor), Claire Boyne (Locum Parish Clerk & RFO), Christine Hargen (New Parish Clerk) and four members of the public

1. Apologies and Approval of Absences

An apology for absence was received and approved from Cllr Tim Sheppard (Vice Chair).

2. Declarations of Interests by Members and Requests for Dispensation

There were no interests declared or requests received by any of the Members.

3. Approval of Minutes of the Previous Meeting on 20 July 2021

The minutes of the previous meeting of the Parish Council on 20 July 2021 were received and **approved** as a true record and signed by the Chair.

4. Reports by the District Councillors and County Councillor

A copy of the verbal report from County Cllr Faircloth-Mutton is available at Annex A to these minutes.

5. Contributions by Members of the Public

Members of public spoke regarding item 10 on the agenda in respect of the establishment of a footpaths subcommittee/working group. They had been liaising with the County Council on the issue of unmaintained paths around 18 months ago. Some permissive paths had been established, with the permission of land owners. The County Council had said that it would cost £4,000 per pathway to formally reinstate them as Public Rights of Way. The County Council ultimately had responsibility for the maintenance of Public Rights of Way, but could choose to delegate this responsibility to Parish Councils. Members of the public supported the establishment of a working group to address the issues.

There were comments from members of the public regarding the Swan Inn, which is registered as an Asset of Community Value, and there was discussion as to whether the owner should be invited to an informal meeting. This would be added as an item for future consideration.

6. Clerk's Report

a) The summary of the last council meeting on 20 July 2021 had been circulated to all councillors, and after suggested amendments had been made, had been submitted to the Box River News for publication.

- b) The letters to residents living on The Street had been distributed, and the flyers regarding the co-option of councillors had also been distributed.

7. Consideration of Planning Application Consultee Comments a)
DC/21/03682:Application Granted (10 August 2021)

56 The Street, Little Waldingfield, CO10 0SU

Erection of single storey rear extension

Members noted that this application had been granted and the conditions attached, which required that the pavement was not obstructed during construction, and placed limits on construction times.

b) DC/20/05781:Application Granted (9 August 2021)

Park House, The Street, Little Waldingfield, CO10 0SG

Listed Building Consent. Works to facilitate conversion of outbuilding to form additional annex living accommodation

Members noted that this application had been granted and the condition attached, which restricted the outbuilding's use to residential only. c)

DC/20/05780:Application Granted (9 August 2021)

Park House, The Street, Little Waldingfield CO10 0SG

Conversion of outbuilding to form additional annex living accommodation As (b) above.

d) New construction - Gable Lodge, The Street, Little Waldingfield CO10 0SG

Correspondence received from Planning Enforcement Officer for information

The Enforcement Officer had confirmed that the new building in the corner of the site had been constructed legally under Permitted Development Rights. e)

DC/21/03510:Application Granted (16 August 2021) Gable Lodge, The Street, Little Waldingfield CO10 0SG

Erection of two bay cart-lodge with hobby room/store over

Members noted that this application had been granted with the conditions that the lodge was not used for residential purposes and the all trees on the site had effectively been given Tree Preservation Orders.

f) DC/21/03959: Discharge of Conditions – Condition 3 (details of Bricks) and Condition 4 (Details of Roof Covering)

Malting Farm, Haymarket, Little Waldingfield CO10 0SY

Members noted the discharge of conditions.

8. Finance

- a) Members noted the receipts for July as follows:-

Bank Account Interest £0.02

- b) Members noted the Lloyds Bank Balances as 31 July 2021 as £24,013.13 & £2,524.37

- c) The receipts and budget and payments and budget reports to 31 July 2021 were reviewed and the Council's latest budgetary position was noted by Members. It was also noted that the grants income budget included the allowance for a grant relating to the maintenance of footpaths. There was one amendment required to the payments list, as the payment to Sudbury Town Council had been incorrectly coded to 'Professional fees', and needed to be moved to 'SID Scheme'. **Locum Clerk to Action.** There was discussion regarding new Councillor training and whether there was a budget for this. It was agreed that this should be an item for the next agenda.

- d) The bank reconciliation of activity to 31 July 2021 was reviewed and approved by Members, subject to two Councillors checking invoices to payments made.
- e) Following a review by Members of the risks included in the insurance policy compared against the asset register, Members **agreed** the property insured cover of £20,000, fidelity cover of £50,000 and the overall insurance cover arrangements from 1 October 2021. Members noted that the three year agreement for the insurance cover came to an end on 30 September 2022.
- f) Members **agreed** the purchase of an annual Remembrance Sunday wreath and to make a small donation on top of the cost of the wreath. The cost of the wreath was £17.00, with a donation of £3.00, totalling £20.00.
- g) Payments were authorised as follows:- C Boyne (Locum Clerking and RFO Services) £266.80,
Little Waldingfield Parish Room (Hire of Room) £12.00, Community Action Suffolk (Annual Insurance Premium) £250.04 and Royal British Legion (Purchase of Wreath and Donation) £20.00.

9. Governance

- a) The chair reported that Christine Hargen had been offered and accepted the position of Parish Clerk. A contract would be agreed shortly. Her start date would be 1 October 2021.
The flyer had been posted through doors around the village in the last couple of days, advertising for new councillors.

10. Highways

- a) The following were considered for inclusion in the Annual Maintenance Schedule:- Cutting around and washing all signs (to take place in April at the same time as annual litter pick), cutting back of lower limbs on trees (the Tree Officer had confirmed that routine maintenance can be carried out on trees with Tree Preservation Orders as long as branches can be cut with a set of loppers), painting of phone box, varnishing of notice board, sanding down and varnishing/oiling of benches, weeding of pathways, replenishment of grit in grit bins. Maintenance of footpaths would be considered by the newly established working party (see item 10(b) below). It was **agreed** that the chair would draw up a maintenance schedule for consideration at the next meeting (**Action Point for the Chair**).
- b) Members discussed the establishment of a footpaths subcommittee/working group. It was suggested site visits to the various footpaths could be useful. The chair suggested that a working group would give shared responsibility and could involve members of the public. It could prioritise the most important footpaths and ascertain whether these were currently being maintained. The Locum Clerk clarified that subcommittees and working groups were less formal than committees and agendas and meeting dates did not need to be publicised. It was therefore **agreed** that a Footpaths Working Group would be established, with the members as follows:- Cllr Wheeler (Parish Council), Lynn Davidson, Richard Furlonger, Mick Pease and Steven Lister (all members of the public). Cllr Wheeler would act as the contact for any issues from members of the public regarding footpaths.

Action: The Chair to draw up simple terms of reference for the Footpaths Working Group.

- c) Members noted the implementation of Parking Restrictions in relation to the Women's Tour Event on Saturday 9 October 2021. 'No Parking' cones would be placed along a section of The Street. The County Council would be putting up signs two weeks before the race. **Action Point: Chair to notify the Playing Field Committee and the Parish Room and publicise on Social Media the date of the event and the restrictions.**

11. Closed Churchyard

- a) Members discussed a maintenance schedule of the Closed Churchyard. It was **agreed** that maintenance of both the open and closed churchyards would take place on Saturday 30 October. This would involve cutting back overgrowth on the boundaries. A decision could then be made as to whether to let the wildflowers grow up in the spring or obtain a quotation from the contractor for strimming the edges. Trees would be trimmed with loppers. This work would be a village initiative, with the Parish Council encouraging villagers to carry out these works. The contractor would be approached regarding keeping the graves clear. **Action Points: Cllr Sheppard to inform church of this work and Cllr Foster to seek support for a volunteer working party on 12th September at the pop-up pub.**

12. Community Facilities

- a) Members considered the closure of the Sudbury Sports Centre and its impact on the wider community. It was suggested that the Parish Council should send a letter asking the school's Governing Committee to reconsider the decision. There was discussion as to whether the District Councillors should be approached before such a letter was sent, but after further discussion, it was **agreed** that the Chair would send a letter on behalf of the Parish Council, asking the Ormiston Sudbury Academy's Governing Body to reconsider the closure of the Sudbury Sports Centre, given the negative impact that this decision would have on the health and well-being of the wider community (**Action Point for the Chair**)

13. Matters for Future Consideration

- a) To consider arranging an informal progress meeting with the owner of the Swan Inn
b) To agree a budget for New Councillor Training
c) To agree a Maintenance Schedule around the village
d) To receive an update regarding noise pollution in Grove Avenue

14. Dates of the Next Meetings

- a) It was agreed that, moving forward, council meetings would take place on the 1st Tuesday of the month, usually bi-monthly. The date of the next meeting was therefore **agreed** as Tuesday 2 November 2021. **Action Point: The Chair to update the village website**

ANNEX A

County Councillor's Report

Cllr Faircloth-Mutton

1. There would soon be clarity from the Boundary Commission regarding the new County divisions. Little Waldingfield was likely to be in a more rural division along with Lavenham, Cockfield, Bildeston and Boxford. A copy of the decision will be forwarded to the Parish Council when available.
2. The results of the SEND review will be publicised in the next few weeks and the Strategic Lorry Review will be commencing soon. The Chair asked that the Parish Council is involved in any consultation regarding the review.
3. Regarding the issue of maintenance of footpaths that was raised at the last meeting, the County Council has recommended that the Parish Council liaises directly with the land owners concerned. He asked the council to revert back to him if there were any problems. Cllr Wheeler pointed out that two of the pathways concerned were Public Rights of Way.

District Councillor Reports

Cllrs Maybury and Arthey had given their apologies for this meeting.