

Little Waldingfield Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF

Tel: 01449 674727 Email: clerk.littlewaldingfieldpc@hotmail.co.uk

Approved Minutes of the Meeting held at The Parish Room Little Waldingfield at 7.30pm on Tuesday 2 November 2021

Present: Cllrs Chris White (Chair), Tim Sheppard (Vice Chair) Matt Foster, Stewart Braybrook and Robert Wheeler

In Attendance: County Cllr Philip Faircloth-Mutton and Christine Hargan (Clerk)

1. Apologies for Absence

DCC Clive Arthey and DCC Margaret Maybury.

2. Declarations of Interests by Members and Requests for Dispensation

Cllr Sheppard declared a personal interest regarding Item 6a.

3. Agree Minutes of the Parish Council Meeting on 2 September 2021

The minutes were approved as a correct record and signed by the Chairman.

4. Reports by the District and County Councillors

A copy of the verbal report from County Cllr Philip Faircloth-Mutton and District Cllr Clive Arthey's report are contained in Annex A to these minutes.

Questions to County Cllr Faircloth-Mutton.

- a. Unannounced road closures: Recently, road closure signage on the B1115 had appeared without prior warning and appeared to be related to rolling pothole repairs. The signs lacked clarity as to where the roads were closed and essentially had isolated the village. County Cllr Faircloth-Mutton agreed to investigate the matter with the organisations responsible for the roadworks.
- b. Grass and verge cutting. Following a query from the Chair regarding self managing grass and verge cutting in the village County Cllr Faircloth-Mutton had initially contacted SCC regarding these services and with the PC's permission offered to take matters up on their behalf.
He advised that grants are available through the highways budget, provided the funds are not for general maintenance and that other villages engage the Community Wardens and are then reimbursed.

5. Public Forum

Cllr Foster asked a question in his capacity as a member of the public where he expressed concern over the lack of progress in refurbishing The Swan, and questioned if it would ever happen; a view that had been echoed by villagers.

It was agreed to raise the matter as an agenda item at the next meeting and invite the owner to inform the parish on the progress of refurbishment works.

Councillors considered that the future of The Swan is a matter for the consideration of the PC because it is listed as an Asset of Community Value, it's future is covered in the Neighbourhood Plan, and the number of parishioners that have voiced their concerns about it's future.

.....
Signed

.....
Dated

6. Planning

a. Planning Applications

DC/21/05818 - tree surgery to improve the health of two trees.
Councillors agreed to support this application.

7. Neighbourhood Plan Update

Cllr Sheppard reported that the NP is almost at the point where it is considered for referendum. Hopefully that will take place by the end of the year, but in all probability it will be January 2022.

8. Correspondence

a. Consider actions on correspondence forwarded by the Clerk.

The Chair asked that negative, or no comment responses to be sent, where appropriate – particularly in relation to Agendas & Minutes.

b. Agree what constitutes SPAM to avoid Clerk littering your inbox with junk mail.

Clerk was asked to use judgement, but generally items of local interest and those that might benefit the Parish should be circulated. Initially the Chair will assist the Clerk to establish what is appropriate to circulate.

9. Clerk's Report

The Clerk apologised for the lack of robust reporting as she is new in position and was lacking in data.

10. Finance

a. There was an issue with reporting and the Clerk will review and distribute more robust reporting and budget statements following the meeting.

b. The following payments were approved:

- i. BDC Invoice 1000127219 Litter and dog bin emptying £357.68. -
- ii. Claire Boyne (Locum Clerk) Invoice September 2021 £105.00
- iii. Claire Boyne (Locum Clerk) Final invoice October 2021 £236.00
- iv. One Suffolk Annual Website Hosting Renewal £60.00
- v. Hire of Parish Room £14.00
- vi. Gardens Arb, cutting footpaths and closed churchyard £1176.00.

c. Clerk Salary Payment via SALC Payroll Services –

The Clerk's request to use SALC Payroll Services was approved.

The Chair agreed to send the required application forms to SALC

d. Christmas Tree and decorations. It was decided not to undertake this in 2021.

11. Training

Following a review of Councillor Training, and a survey of training needs, it was agreed that the Council would procure those courses requested by councillors and review the Training Budget requirements for 2022/23

12. Budget and Precept Reserves

The Clerk resolved to send the 2022/23 provisional budget to councillors for consideration in advance of the next meeting.

13. Highways & Footpaths

- a.** Cllr Foster reported work has already been done to expose signs around the village, and Mr Bullard should be thanked for his work so far. It was suggested that he continues with this work of cutting back the verges and overgrowing hedges to create safer verges for pedestrians. A budget of £300 was unanimously agreed to pay for further work cutting back and restoring verges along the B1115 down to the Lavenham road. The Chair and Cllr Foster offered to assist with the work.

- b.** Footpaths Working Party.
Cllr Wheeler reported that the FpWP have held their first meeting where objectives and terms of reference were set out. Maps of the Parish rights of way/footpaths were distributed. The FpWP are conducting a series of walks to assess the condition of each of the footpaths and assess any issues. Formal meetings will take place on the 1st Wednesday of even months and Cllr Wheeler will provide updates at each PC meeting. A discussion on whether the FpWP should be a Council Sub-Committee was deferred to the next meeting.

14. Closed Churchyard

- a.** Cllrs Sheppard reported the maintenance work carried out in the closed Churchyard was a great success with 15 villagers lending a hand. The PC wishes to record its thanks to all those who undertook the clearance work.
The PCC has given permission to similarly cut back the boundaries of the cemetery area. It was agreed that the next working party will take place on Saturday morning 26th February 2022.

- b.** Cllr Sheppard will discuss with Gardens Arb Business Ltd what is expected as part of maintenance schedule, and associated billing. A decision will need to be made at the meeting in early January as to what maintenance work will be carried out.

Due to overrunning meeting time it was agreed to defer the following agenda items to an additional meeting on Thursday December 9th.

- 15.** Village Maintenance Schedule.
- 16.** Use of social media to communicate with the public.
- 17.** Suffolk PCC Consultation.
- 18.** SCC Lorry Route Map Review.
- 19.** Footpath Working Party.
- 20.** Questions to the Chair
- 21.** Agree Dates and Venue for Meetings in 2022.

The Meeting was closed at 10.15pm

Next meeting Thursday December 9th

.....
Signed

.....
Dated

Action	Who	Complete
Liaise with Monks Eleigh, Lavenham and Gt Waldingfield re Lorry Review ✓	Clerk	ongoing
Invite owner of the pub building to Parish Council Meeting on Tuesday 7 December	Chair	✓
Agenda item regarding the future of the pub	Chair	✓
Respond 'support' to Planning application DC/21/05818	Clerk	✓
To send null responses to emails asking for response	All	
Send out clearer financial reports to councillors	Clerk	✓
Liaise with Garden Arb re the contract for grass cutting and maintenance of the closed Churchyard	TS	

.....
Signed

.....
Dated

Annex A

Report from County Cllr Philip Faircloth-Mutton

2 November 2021

Boundary Review

The Local Government Boundary Commission has published its final recommendations for the future of Suffolk County Council electoral arrangements, which will take effect from May 2025. Little Waldingfield will form part of a new Cosford division, with other parishes such as Lavenham, Bildeston and Boxford. The outcome means that Little Waldingfield will join its benefice bedfellows of Groton, Edwardstone and Boxford, as hoped for by the Parish Council in its submission to the Commission's consultation.

SEND Review

The Independent Lincolnshire Report on Suffolk SEND services has been published and highlighted a series of failures in the County Council's provision of these responsibilities. The Cabinet Member who commissioned the report is now working closely with all involved stakeholders, particularly parents and those in SEND care to build a more compassionate and effective service moving forward.

Strategic Lorry Review

I was delighted to learn that Parish and Town Councils will form the basis of the ongoing Lorry Review, which was opened on 22 October and will run until 17 December. This is the first review in a decade and offers Little Waldingfield the chance to shape HGV routes in a manner that is more amenable to its local needs.

I strongly recommend that the village works closely with its neighbouring parishes, such as Great Waldingfield to ensure that a strong commonality of local interests is made clear.

Bus Back Better Plan

The County Council has submitted a bid for £50 million of a £3 billion national fund outlined by the Government, which is designed to improve bus services across the country and promote greener alternative modes of travel.

A positive part of the Suffolk bid is that Sudbury is one of two locations identified for an integrated ticketing scheme, whereby train ticket holders will be able to secure tickets to transfer onto buses more easily.

It is also hoped that the additional funds would help secure more responsive 'on demand' routes rather than traditional routes, which are often under-used and uneconomical.

B1115 Matters

I was recently contacted by a local resident, who voiced concern over the closure of the B1115 with a lack of notice and inappropriate signage provision. This matter has been taken up with our Highways Team, who are now investigating the matter.

Report from District Cllr Clive Arthey

Babergh District Council is engaging further with Parish Councils re CIL applications and Neighbourhood CIL spend.

JLP Examination hearings resumed after the summer break, but now postponed again and will resume in the spring. Well done on your Neighbourhood Plan and congratulations to Cllr Sheppard on his prediction that LWPC would beat us to plan delivery!

SWP (Suffolk Waste Partnership) new campaign to reduce glass in blue (recycling) and black (residual) bins.

SWP also continuing to work on the likely provisions of the Environment Bill -implications for separate collections, particularly food waste.

Refuse freighters now running on HVO (Hydrotreated Vegetable Oil) – timely given recent derv supply issues!

New CCTV system in Sudbury and Hadleigh now operational.

Solar carports with EV chargers on their way for Kingfisher car park in Sudbury.

Annex B
Clerk and Finance Reports

Little Waldingfield Parish Council

Clerk Christine Hargan 4 Northfield Road, Onehouse, Stowmarket IP14 3HF
Tel: 01449 674727 Email: clerk.littlewaldingfieldpc@hotmail.co.uk

Clerk's Report

Agenda item

- 2 Declarations of interest and requests for dispensation - please notify Clerk in advance
- 3 Minutes of previous meeting – please read and comment in advance of meeting
- 4 District and County Councillors please distribute reports in advance of meeting
- 8 Correspondence
Community Action Suffolk [CAS Funding opportunities](#)

- Please view the DEFRA cemeteries consultation at this link [Cemeteries Consultation](#)
- 12 Budget and precept reserves
- 17 Suffolk Police Consultation Please read and prepare comments in advance [Police Consultation](#)
- 18 Suffolk County Council Lorry Route Map Review Please read and prepare comments in advance

Little Waldingfield Village Maintenance Schedule

Item	Current State	Future Maintenance Schedule
Parish Notice Board	Requires restoration/ revarnishing.	Review condition annually. Revarnish every 2-3 years.
Bench - Croft Lea	Requires assessment (Fit for purpose?) & renovation	Review condition annually. Revarnish every 2-3 years.
Bench - Parish Room	Requires revarnishing	Review condition annually. Revarnish every 2-3 years.
Telephone Box	Requires cleaning & tidying internally. Last repainted in October 2017. (£495) Some corrosion evident on roof.	Monthly internal inspection and cleaning, annual external paintwork inspection. Repaint every 5-7 years.
Closed Churchyard	Further Tree pruning and boundary edge clearance required	Annual overgrowth clearance in February/March. Further inspection each July
Cemetery	Further Tree pruning and boundary edge clearance required	Annual overgrowth clearance in February/March. Further inspection each July
B1115 and Church Road hedges and verges.	Some initial cut back of overgrowth/undergrowth required on verges and some hedges require trimming. Extensive Litter.	Annual cutting of hedges with additional minor trimming around road signs etc as required. Roadside verges cut 3 times/year. Annual Litter pick

.....
Signed

.....
Dated

Pavements	Some initial clearing of overgrowth required to restore full width of pavement. Some weed growth on pavements.	Bi-annual trimming of encroaching overgrowth.
Village Signs and Road signs	Some cleaning required. Village sign would benefit from repainting.	Annual Cleaning of Road signs (at time of Litter Pick). Annual inspection of Village Signs etc.
Grit Bins	Require topping up	Annual pre-winter refilling

.....
Signed

.....
Dated

Little Waldingfield Footpaths Working Party

Terms of Reference

Background

The Little Waldingfield Parish Council agreed to the establishment of a Footpaths Working Party allied to the parish council in September 2021. This followed an earlier presentation on Public Rights of Way and other footpaths at a Neighbourhood Plan Public Meeting, and ongoing concerns about them.

Aims

The purposes of the working party are:

- to secure the future of the Public Rights of Way in Little Waldingfield for current and future generations;
- to ensure continuing public access to the Public Rights of Way;
- to develop the local footpaths network where possible.

Objectives

These involve:

- identifying the public rights of way and other paths;
- identifying where there are issues of access and maintenance;
- building relationships with and liaising with other bodies and individuals, including neighbouring parish councils and landowners, where that is useful and appropriate;
- informing the Parish Council of developments and issues;
- developing public information on the local Public Rights of Way;
- establishing priorities for action.

Membership

- The Footpaths Working Party shall comprise of up to six members, one of whom will be nominated to act as Chairman. The Chairman shall be elected on an annual basis.
- The Footpaths Working Party shall review its membership from time to time. Additional members may be co-opted as required.
- The Footpaths Working Party shall include at least one member of the Parish Council at any one time.
- The Footpaths Working Party shall be quorate when at least three members are present.
- In the event of an evenly split vote on an issue, the Chairman shall have the casting vote.
- If the Chairman is not present, the other members shall elect a Chairman for the meeting from amongst their number.

Clerking Arrangements

- The Footpaths Working Party shall appoint a secretary from amongst their number to keep minutes and write any required correspondence.

- Notice and associated papers for a meeting shall be circulated to the members of the Working party at least three days before the date of a meeting.
- Minutes shall be kept of meetings, which will be made available to the public through the Parish Council website.
- Copies of the minutes and any external correspondence shall be retained by or on behalf of the Footpaths Working Party.
- At each Parish Council meeting a representative of the Footpaths Working Party will present a report of the activities of the Footpaths Working Party.

Frequency of Meetings and Procedure at Meetings

- The Footpaths Working Party shall meet bimonthly. These will normally be on the first Wednesday of the 'even' months.
- There is no requirement for the public or media to be informed of meetings or to be permitted to attend.
- The Footpaths Working Party shall be conducted in accordance with the latest edition of the Good Councillor's Guide and the Suffolk Code of Conduct.
- The Footpaths Working Party will also conduct fact finding walks.

Expenditure

There is no requirement to publish accounts. Any expenditure required by the Footpaths Working Party will require approval of the Parish Council.

RW 10/21

Appendix

At the time of its inception, members of the working party are:

- Lynn Davidson
- Richard Furlonger
- Jennie Jordan
- Stephen Lister
- Michael Pease
- Robert Wheeler (Parish Council contact).

Little Waldingfield Parish Council

Finance Report Issued 18 November 2021

LITTLE WALDINGFIELD			
Date	Details	Receipts	Payments
	Treasurers Account	£20,809.34	
06/04/2021	HMRC		£87.00
20/04/2021	Babergh District Council	£157.00	£0.00
28/04/2021	Sudbury Town Council	£0.00	£309.53
01/04/2021	SALC	£0.00	£191.19
12/04/2021	Babergh District Council	£4,334.00	£0.00
13/04/2021	Suffolk County Council	£0.00	£276.21
30/04/2021	Claire Boyne	£0.00	£280.00
07/05/2021	Dave Crimmin.co.uk	£0.00	£140.00
24/05/2021	HMRC	£1,032.12	
24/05/2021	ICO Data Protection	£0.00	£35.00
11/03/2021	Citizens Advice, Sudbury	£0.00	£50.00
11/03/2021	Go Start Community Bus Service	£0.00	£100.00
27/05/2021	SALC	£0.00	£189.80
01/06/2021	Little Waldingfield Parish Room	£0.00	£12.00
30/06/2021	Claire Boyne	£0.00	£456.80
06/07/2021	Sudbury Town Council Hedge R	£0.00	£180.00
20/07/2021	Little Waldingfield Parish Room	£0.00	£12.00
31/07/2021	Claire Boyne	£0.00	£266.60
28/08/2021	Little Waldingfield Parish Room	£0.00	£12.00
13/09/2021	Babergh District Council	£4,334.00	
01/10/2021	RSA Parish Protect insurance	£0.00	£250.04
01/11/2021	Royal British Legion Poppy App	£0.00	£20.00
01/11/2021	Claire Boyne	£0.00	£236.00
01/11/2021	Claire Boyne	£0.00	£105.00
01/11/2021	Little Waldingfield Parish room	£0.00	£14.00
01/11/2021	Babergh District Council	£0.00	£357.68
01/11/2021	Gardens Arb, cutting footpaths :	£0.00	£1,176.00
		£0.00	£0.00
		£0.00	£0.00
		£9,857.12	£4,669.85
		£30,666.46	£4,756.85
		£25,909.61	£0.00
	Business Instant		
01/04/2021	Balance Brought Forward	£2,524.29	£0.00
10/04/2021	Interest	£0.02	£0.00
09/05/2021	Interest	£0.02	£0.00
09/06/2021	Interest	£0.02	£0.00
09/07/2021	Interest	£0.02	£0.00
09/08/2021	Interest	£0.02	£0.00
09/09/2021	Interest	£0.02	£0.00
09/10/2021	Interest	£0.02	£0.00
		£0.00	£0.00
		£0.00	£0.00
	subtotal	£0.14	£0.00
	BALANCE BROUGHT FORWARD	£23,333.63	£87.00
	GRAND TOTALS	£9,857.26	£4,669.85
	Less Transfers	£0.00	£0.00
		£9,857.26	£4,669.85
	BALANCE CARRIED FORWARD	£28,434.04	£0.00

Signed

Dated

Bank Reconciliation 31/10/21

There had been no payments made since 13/9/21

Account	Statement Date	Statement Balance	Actual Balance	Unpresented payments	Credits not shown	Difference
Treasurers Account	25/10/21	£27,798.29	£25,909.61	£1,888.68	£0.00	£0.00
Business Instant	25/10/21	£2,524.43	£2,524.43	£0.00	£0.00	£0.00
Cash			£0.00			£0.00
		£30,322.72	£28,434.04	£1,888.68	£0.00	

Little Waldingfield Parish Council

Bank Reconciliation

1 April 2021 - 31 October 2021

Balance at 1 April 2021

Lloyds Bank Treasurers Account	20,809.34	
Add Receipts to 31 October 2021	9,857.12	
Less Current Year Payments to 31 October 2021	2,781.17	
Less Old Year Payments to 31 October 2021	87.00	
Sub Total		27,798.29

Lloyds Business Instant Account Balance at 1 April 2021	2,524.31	
Add Receipts to 31 October 2021	0.12	
Less Payments to 31 October 2021	0.00	
Sub Total		2,524.43

Total 30,322.72

Balance @ 31 October 2021

Lloyds Bank Treasurers Account	27,798.29	
Add Unbanked Income	0.00	
Less Postponed Online Payments	0.00	
Sub Total		27,798.29

Lloyds Business Instant Account	2,524.43	
Add Unbanked Income	0.00	
Less Unbanked Cheques	0.00	
Sub Total		2,524.43

Total 30,322.72

Prepared by Christine Hargan Date 11/11/2021

Reviewed by Date

Reviewed by Date

.....
Signed

.....
Dated

Actual Budget v Spend Budget v Spend

Actual Budget v Spend			Budget v Spend		
Income			Expenditure		
Precept	£8,668.00	£8,668.00	Clerks Salary	£3,250.00	£0.00
Bank Interest	£0.00	£0.12	Clerk's Expenses	£200.00	£87.00
Grants	£571.00	£157.00	Office Expenses	£425.00	£0.00
Donation	£0.00	£0.00	Prof Fees	£425.00	£1,484.40
Other	£0.00	£0.00	Insurance	£275.00	£250.04
VAT Repayment	£1,071.00	£1,032.12	Parish Room	£180.00	£50.00
			Audit Inspections	£300.00	£158.00
			Annual Subscriptions	£270.00	£191.19
			Training	£50.00	£0.00
			Donations	£150.00	£170.00
			Closed Churchyard	£550.00	£0.00
			Dog & Litter Bins	£380.00	£357.68
			Grass Cutting	£470.00	£1,326.00
			Elections	£0.00	£0.00
			Closed Churchyard	£550.00	£0.00
			SID	£200.00	£257.94
Total	£10,310.00	£9,857.24	Community Led Plan/Neighbourhood	£0.00	£0.00
			Street Lighting	£220.00	£230.18
			Other	£0.00	£35.00
Total		£9,857.24	VAT Paid	£0.00	£159.42
			Total	£0.00	£7,895.00
					£4,756.85
			Assets Carried Forward		£28,669.52
			Total		£33,426.37

Potential Budget which is up for discussion in the next meeting

	2020 / 21		2021 / 22			Budget
	Budget	Actual	Budget	Actual to Date	To year end	
Income						
Bank Interest			0.00	0.14		1.00
Grants			571.00	157.00		550.00
Donation			0.00	0.00		0.00
Other			0.00	0.00		0.00
VAT Repayment			1,071.00	1,032.12		1,000.00
Total Income	0.00	0.00	1,642.00	1,189.26	0.00	1,551.00
Precept			8668	8,668.00		8,668.00
Expenditure						
Clerks Salary			3,250.00	0.00		3,250.00
Clerks Expenses			87.00	87.00		330.00
Office Expenses			425.00	0.00		400.00
Prof Fees			425.00	1,484.40	?	
Insurance			275.00	250.04		425.00
Parish Room				50.00		100.00
Audit Inspections			300.00	158.00		158.00
Annual Subscriptions			270.00	191.19		270.00
Training						500.00
Donations			150.00	170.00		170.00
Dog & Litter Bins			380.00	357.68		380.00
Grass Cutting			470.00	1,326.00		470.00
Elections			0.00	0.00		0.00
Closed Churchyard			550.00	0.00		550.00
Defibrillator						300.00
SID			200.00	257.94		260.00
Community Led Plan/Neighbourhood plan			0.00	0.00		0.00
Street Lighting			220.00	230.18		250.00
Other			0.00	35.00		0.00
VAT Paid			0.00	159.42		1,000.00
Total Expenditure	0.00	0.00	7,002.00	4,756.85	0.00	8,813.00

Notes on Budget Next Year

VAT Unknown how much is likely to be reclaimed but £1000 any large planned expenditure?

Do you wish to increase precept?

Signed

Dated

Clerk Salary 5 hours x £12 x52 = £3120

Clerk expenses £4x52 WFHA+ 8 x £13.50 mileage = £108

Professional fees - I think these need to be moved to Clerks Salary as the fees were due to Claire who was working as the clerk.

CAS is no longer offering insurance and the fee is equivalent from Assington's insurance policy

Assuming that we use the same auditor

What are these annual subs?

figure comes from the training audit

Is there a specific rule for donations?

duplicate of previous budget

Closed Churchyard (14 cuts @ £50) £700 / Footpaths £450. This is offset by the grass cutting budget from BMSDC

has an inspection of the churchyard been done

Defibrillator rounded from this year's figures

What is this community action plan?

electricity prices are rising so increase street lighting

Contingency / Discretionary / SID operation £150

Budget for Vat payment equal to reclaim budget

.....
Signed

.....
Dated