

# Little Waldingfield Parish Council

## Approved Minutes of the Council Meeting held on Thursday 10 June 2021 at 7.00pm at the Parish Room

**Present:** Cllr Chris White (Chair), Cllr Tim Sheppard (Vice-Chair), Cllr Matt Foster, Cllr Robert Wheeler

**Attendance:** Cllr Clive Arthey (District Councillor), Cllr Margaret Maybury (District Councillor), Cllr Phillip Faircloth-Mutton (County Councillor) and Claire Boyne (Locum Parish Clerk & RFO)

1. **Apologies and Approval of Absences**

An apology was noted from Cllr Stewart Braybrook.

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 6 May 2021**

Minutes of the previous meeting of the Parish Council on 6 May 2021 were received and **approved** as a true record and signed by the Chair.

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

Copies of the written report from Cllr Faircloth-Mutton and verbal reports from Cllrs Maybury and Arthey are available at Annex A to these minutes.

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

Three written submissions had been received from members of the public.

1. Request for Community Wardens to cut back the hedgerow either side of the 30mph signs and clean them.

**Action: The chair to obtain a quotation from the wardens for cutting back the hedgerow either side of the 30mph signs and cleaning the signs and put forward to the next meeting.**

Cllr Foster explained that this work used to be tackled at the village litter pick, and another pick was needed at some point.

2. Crows causing a noise nuisance. They were particularly active in the morning and would harm the songbird population. Would the council consider some form of control? After discussion, the council agreed that it was not in its remit to carry out any bird control, but the member of the public could take appropriate, lawful action on his own land if he wished.

3. Regarding parking on and blocking the pavement on The Street near Churchfields. It was often contractor's vans but also sometimes residents. It was suggested that a polite notice could be delivered to the households in this area.

**Action: The chair to draw up a form of words for the next meeting for a polite notice to be delivered to some households on The Street regarding parking on the pavement**

6. **Consideration of Planning Application Consultee Comments**

(a) DC/21/02764: Application for Reserved Matters (Comments Due 11 June 2021)

Chilton Woods Mixed Development To North Of, Woodhall Business Park, Sudbury, Suffolk

District Cllr Maybury gave an update to council regarding the views of Chilton and Acton Parish Councils. Their main concern regarding this application was flooding but also the issue of possible lack of run off into surrounding ponds and ditches. Suffolk County Council had decided that two extra Sustainable Drainage Systems (SuDS) basins needed to be added due to concerns regarding flooding further down into Sudbury.

Members agreed that they **objected** to the reserved matters application as the drainage plan did not appear to be comprehensive and the proposed drainage system may lead to flooding elsewhere and was not sufficient for the current capacity.

(b) DC/21/01460: Application Received (Comments Due 8 June 2021)

Chilton Woods Mixed Development , Land North Of, Woodhall Business Park, Sudbury Suffolk

District Cllr Maybury reported that Chilton and Acton Parish Councils were concerned that the Design Code did not cover the whole site and was split into phases. The aesthetics of the Village Centre had also been queried and the fact that a road was planned to run through the middle of the green space for the Centre.

Two issues that had now been addressed were securing a 20 mph limit for the Ring Road through Chilton Woods, and a 3.5 meter wide combined cycling/walking route.

Cllr Maybury had objected to the location of the three storey affordable housing and was also suggesting that there should be a bund built on the site to stop noise travelling.

Members agreed that they **objected** to the application for discharge of conditions as the Design Code was not fit for purpose. It was out of date, lacked detail and was not comprehensive as it needed to cover the whole development, not phase by phase. Members also asked that the Design Code is considered by the district council's full committee and not delegated to an officer decision.

Cllr Maybury offered to give a separate presentation to the council regarding the impact of the whole area. **It was agreed that this should be an item for consideration at the next meeting as to whether this would be useful.**

(c) APP/D3505/W/21/3266523:Appeal Decision Received (Comments Due N/A)

Land rear of Enniskellen Lodge, The Street, Little Waldingfeld, CO10 0SU

Members noted that the appeal had been dismissed.

(d) DC/21/03075: Application Received (Comments Due 18 June 2021)

Park Farm, The Street, Little Waldingfield, Suffolk

Members agreed that they **objected** to this retrospective application as there was no indication in the Design and Access Statement of compliance with Planning Policy, Permitted Development Rights or National Legislation for what was being proposed and the change of use to storage.

7. **Finance**

(a) Members noted the receipts for May as follows:-

Bank Account Interest £0.02

VAT Reclaim £1032.12

(b) Members noted the Lloyds Bank Balances of £25,318.53 & £2,524.33 as at 31 May 2021.

(c) The Council's internal audit report (2020/21) prepared by SALC was presented by the Locum RFO which was reviewed and **approved** by Members. The locum RFO suggested that in order to address the issue of the backup of the clerk's laptop, a backup onto a memory stick, say every two weeks, could be considered. This would need to be written into the Risk Assessment. Regarding minuting the Effectiveness of the Internal Audit, the Locum RFO believed that the council had complied with this at its meeting on 11 February 2021.

(d) The Council's Statement of Accounts (2020/21) prepared by the Locum RFO was reviewed and **approved** by Members.

(e) The Council's Asset Register (2020/21), as updated by the Locum RFO, was reviewed and **approved** by Members.

(f) The AGAR Section 1 Annual Governance Statement (2020/21), as prepared by the Locum RFO, was reviewed and **approved** by Members.

(g) The AGAR Section 2 Accounting Statements (2020/21), prepared by the Locum RFO, was reviewed and **approved** by Members.

(h) The AGAR Section 2 Significant Variances (2020/21), as prepared by the Locum RFO, was reviewed and **approved** by Members.

(i) The AGAR Part 2 Certificate of Exemption (2020/21), as prepared by the Locum RFO, was reviewed and **approved** by Members.

(j) The Council's Notice of Public Rights (2020/21), as prepared by the Locum RFO, was reviewed and **approved** by Members. The six week consultation period was due to commence on 14 June 2021

(k) Payments were authorised as follows:- C Boyne (Locum Clerking and RFO Services) £280.00, davecrimmin.co.uk (Locum Clerking Services) £140.00, Information Commissioner (Annual Registration (Jul 20 – Jun 21) £40.00, Citizen's Advice Bureau (Donation) £50.00, Go Start Community Transport Bus Service (Donation) £100.00, Suffolk Association of Local Councils ( Internal Audit 2020/21) £189.60 and Little Waldingfield Parish Room (Hire of Parish Room) £12.00. These payments were **approved** by Members.

8. **Governance**

(a) Members reviewed and **approved** the Members' Responsibilities (2021/22).

Cllr Wheeler reported that he had attended the SALC meeting where a range of subjects were discussed, including accessing funding, which it is understood had been utilised by the Playing Field Committee and the Parish Room.

- (b) Members reviewed and **approved** the Neighbourhood Plan Steering Group Terms of Reference.
- (c) It was noted that the Statement of Community Engagement Policy had not been reviewed since 2016. Members discussed having greater engagement with the village and so it was agreed that a flyer should be drafted which would include details of the council's work, would direct residents to the website and would include details of the village litter picks and the current councillor vacancies.

**Action: The Chair and Vice-Chair to draft some words for a village flyer and send round to Members for agreement before distributing.**

Members agreed that a summary of the council meetings should be published in the Box River News, and that the Councillor vacancies could also be advertised.

**Action: The Chair to ascertain the cost of publishing a summary of council meetings in the Box River news.**

Members **agreed** that the format of the Statement of Community Engagement should remain the same and be updated accordingly.

- (d) Members reviewed and reaffirmed the Council's commitment to the Suffolk Code of Conduct.
- (e) The Chair reported that the Clerk's position for both Little Waldingfield and Chilton Parish Councils was currently being advertised on the Suffolk Association of Local Council's website, and would also be circulated to surrounding parish clerks. It was stated on the advertisement that applications were being taken jointly for both councils, or could be separated. The Little Waldingfield position was being advertised as 5 hours per week.  
Regarding Co-Options, Councillors had approached three people in the village, but they had unfortunately declined.

## 9. Highways

- (a) The Chair confirmed that the cutting back of the roadside growth on The Street opposite the path to the Playing Fields would be taking place on Thursday 17 June.
- (b) The Chair reported that the SCC Highways' version of the plaques on the No Parking Posts on Church Road were not acceptable and they would not be attached. Highways would now only remove the one agreed post and tidy and reseed the bases of the rest. He would be obtaining quotations locally for more suitable plaques for the seven posts.

## 10. Matters for Future Consideration

- (a) The Chair reported that with regards to the review of capital expenditure processes, the main point here was that if assets were being replaced, any changes in budget needed to be reported back to council.
- (b) The Chair would be providing a report reviewing the decision making processes with regard to the replacement of the No Parking Posts on Church Road, and this would contain short, salient points for the Council to note and learn from

## 11. Dates of the Next Meetings

- (a) Tuesday 20<sup>th</sup> July 2021 at 7pm



20 July 21

## **ANNEX A**

### **County Councillor's Report to Little Waldingfield Parish Council Thursday 10 June 2021**

#### **Inaugural Full Council Meeting**

The first meeting of the County Council of the new term took place on 27 May. The substance of the meeting was largely procedural in nature, with the election of Chairman, Vice Chairman and Leader of the Council.

The Council now consists of the following three groups:

- Conservatives: 55 (+3)
- Green Party, Liberal Democrats and Independents: 15 (+3)
- Labour: 5 (-6)

(change on 2017 elections)

Re-elected Leader of the Council, Matthew Hicks, has pledged to deliver a four year administration committed to the key themes of the Conservative manifesto, namely to build back stronger, greener and better.

#### **Better Broadband**

Phase three of the roll-out across Suffolk is set to commence in the coming months. I have sought information from officers as to how this will impact Little Waldingfield and surrounding parishes, and will issue an update in due course.

#### **School Transport**

Following a query from a parishioner, I have made inquiries and understand the school transport policy is part of the newly created Education and Children's Services Scrutiny Committee's full work programme and will be discussed in due course.

#### **Highways**

Following the successful reporting of a pavement issue in Croft Lea, I am pleased to report that work is scheduled to take place in the summer.

Philip Faircloth-Mutton  
June 2021

## **District Councillor Reports**

### **Cllr Arthey**

Cllr Arthey reported on the following:-

#### Neighbourhood Plan

Little Waldingfield's Neighbourhood Plan is due to be put before cabinet next month and is well aligned with the Planning Policy view. The Joint Local Plan examination is due to take place the week after next.

#### Fly Tipping

There has been an increase across Suffolk, particularly in Babergh.

#### Recycling

Blue bin contamination is an issue and there is going to be an awareness raising campaign. The Government is going to be consulting on the consistency of waste collection and the responses may lead to changes over the coming years. The main issue is encouraging producers to use easily recyclable containers. Certain materials, such as tetra packs and glass, are difficult to recycle. Tetra packs, nappies and plastic film are usually incinerated. Food waste is also a problem, and there are investigations as to how this can be recycled cost effectively.

It was noted that the county council is responsible for disposal and that the district council was responsible for recycling. It was important for waste that was put in the blue bin to be clean, dry and loose to enable it to be mechanically sorted. Every household is being leaflet dropped. Only a very small amount of waste went to landfill (about 1% in weight).

### **Cllr Maybury**

Cllr Maybury reported that she was very pleased to see the alterations to the pavilion on the playing field.

#### Planning Application for Hot Food Takeaway at Great Waldingfield Post Office

Cllr Maybury suggested that the council may wish to view this application given the possible impact on the road and congestion.

#### Water Leakage at Brookwood Manor Care Home

Anglian Water was being persuaded to fix the leak, but the chair reported that all parties seemed to be denying responsibility. It has been suggested to residents that they report the matter to the press.

#### Noise Pollution – Grove Avenue

The Environmental Health Officer who was investigating this was following the appropriate procedures.