

Little Waldingfield Parish Council

Approved Minutes of the Council Meeting held on Tuesday 20 July 2021 at 7.00pm at the Parish Room

Present: Cllr Chris White (Chair), Cllr Tim Sheppard (Vice-Chair), Cllr Stewart Braybrook, 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

There were no apologies for absence.

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 10 June 2021

Cllr Wheeler requested an amendment to Minute 8 (a) to read as follows:-

‘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.’

With this amendment, the minutes of the previous meeting of the Parish Council on 10 June 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 verbal reports from County Cllr Faircloth-Mutton and District Cllrs Maybury and Arthey are available at Annex A to these minutes.

5. Contributions by Members of the Public

There were none.

6. Consideration of Planning Application Consultee Comments

a) DC/21/01646:Application Granted (28 June 2021)

Malting Farm, Haymarket, Little Waldingfield, CO10 0SY

Erection of cartlodge (following demolition of existing outbuilding)

The granting of this application was noted.

b) DC/21/01647:Application Granted (28 June 2021)

Malting Farm, Haymarket, Little Waldingfield, CO10 0SY

Listed Building Consent. Erection of cartlodge (following demolition of existing outbuilding)

The granting of this application was noted.

c) DC/21/02491:Application Granted (23 June 2021)

High Street Farm, Church Road, Little Waldingfield CO10 0SS

Change of use of land for the siting of 2no self-contained shepherds huts on a parcel of agricultural grassland to be utilised as holiday lets

Members **agreed** this application, on the condition that the shepherd's huts are used for holiday accommodation only

d) DC/21/03510:Application Received (Comments Due 13 July 2021 (extension granted))

Gable Lodge, The Street, Little Waldingfield CO10 0SG

Erection of two bay cartlodge with hobby room/store over

Members agreed that they **objected** to this application on the grounds that the structure was disproportionate in size for its intended purpose and detracted from the main building of the existing property. No Design and Access Statement had been put forward, there was no planning justification within the Local Plan Policy or Neighbourhood Plan for such a structure of this size and proposed use. Members were concerned that it would be utilised for domestic purposes.

Members also noted that another structure had been built at the property which was not included in this application.

Action: The chair to contact Planning Enforcement to ascertain whether this structure required any planning permission or consultations.

e) DC/21/03682:Application Received (Comments Due 20 July 2021 (extension granted))

56 The Street, Little Waldingfield CO10 0SU

Erection of single storey rear extension

Members **agreed** this application, requesting that a condition is included that pedestrian access along the pavement outside the property is not obstructed by contractor vehicles.

7. Finance

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

Bank Account Interest £0.02

b) Members noted the Lloyds Bank Balances as at 30 June 2021 of £24,696.93 & £2,524.35

c) Payments were authorised as follows:- C Boyne (Locum Clerking and RFO Services) £456.80, Sudbury Town Council (Hedge Removal – Community Wardens) £180.00, Little Waldingfield Parish Room (Hire of Room) £12.00.

8. Governance

a) The chair reported that only one application had been received. The candidate had been working for another parish council since March. It was **agreed** to invite the candidate for interview and that Cllrs Sheppard and Foster would conduct the interview, with the chair sitting in. It was also **agreed** that the interview panel would be given delegated powers to offer employment, if appropriate, agree a pay level and seek references, and discuss with the candidate any mentoring support and training needs. The interview would be arranged prior to 6 August if possible. **(Action for Cllrs Sheppard, Foster and the chair)**

There had been no further interest from potential councillors. It was **agreed** that the flyer seeking new councillors should be distributed. **(Action for the chair)**

- b) Review of the decision making processes with regard to the replacement of the No Parking Posts on Church Road
- The chair had produced a report and the following recommendations were **agreed**:-
- A. All emails from Parishioners to the Clerk should be forwarded to all Councillors for information.
 - B. If there are phone discussions in relation to authorised PC business then a written resume of that discussion should be sent at least to the Clerk (and possibly other Councillors if relevant) as a matter of record.
 - C. If there is any potential change to an agreed motion, particularly if it will involve an increased expenditure, from any source, those suggested changes should be communicated with Councillors and put before a full PC Meeting for approval.
 - D. All changes to an original proposal should be recorded and minuted as part of the final approval.
 - E. Councillors should not be hesitant in pressing for fuller and broader discussions where they think appropriate or inform the meeting that agreed discussion points have not been raised.
 - F. Where external agency work is involved, particular care should be taken to ensure they are fully and accurately briefed as to what is required.
 - G. Where there is a proposition that may affect a significant number of Parishioners, they should be personally informed that it is on a forthcoming agenda and their views should be canvassed and presented as part of the discussion at PC Meetings.
- c) The chair had put forward proposed new Agenda Items as follows:-
- i. Routine Correspondence and emails received
- The chair wanted to ensure there was a mechanism of keeping all members informed regarding relevant correspondence received so that members had the opportunity to discuss these. The clerk advised that it was not good practice to include generic items on agendas which did not give the subject that was going to be discussed. There was a general discussion regarding the length of council meetings and the flow. County and District Councillor reports were very welcome at the meetings, and the councillors could be asked to submit their reports in advance so that only questions were taken on the night. After discussion, it was **agreed** that sifted correspondence received by the clerk would be emailed out to all members at the time of the draft agenda (unless time limited) to give councillors the opportunity to request agenda items in relation to the correspondence.
- ii. Questions to the Chair
- The chair explained that members may wish to raise matters that they would like discussed or for future consideration. It was **agreed** that any such matters could be addressed under the Matters for Future Consideration item on the agenda.
- iii. Matters Arising (from previous Meeting)
- The clerk suggested that if there was an update on a certain project or task, this could be referred to specifically in the agenda. There was discussion about the council's progress on projects and the perceived lack of action on certain matters. It was **agreed** that updates on specific projects or tasks would be included on the agenda as and when required.

9. Highways

- a) There was discussion regarding the merits of implementing a Service Level Agreement with the Community Wardens and whether this offered a value for money solution.

The chair explained that currently there was a long delay between deciding work needed doing to it actually being carried out. After further discussion, it was **agreed** to draw up an annual schedule for maintenance tasks around the village, and allocate these to either the Community Wardens or councillors and residents and to press for Suffolk County Council to maintain signage properly, given that it was a County responsibility. **(Action for members)**

- b) The chair had drafted a letter regarding pavement obstruction on The Street. It was **agreed** that this would be distributed to affected houses along The Street. **(Action for the chair)**
- c) The chair had obtained a quotation of £117 for improving visibility of signs, as requested at the last meeting. Members **agreed** not to accept this quotation and to incorporate this work into the maintenance schedule, as agreed at item 9a).

10. Closed Churchyard

- a) Cllr Sheppard reported on the upkeep of the Closed Churchyard and Cemetery. Only the Closed Churchyard was the responsibility of the council. Following a complaint received regarding the condition of a grave in the Cemetery, members had visited the Closed Churchyard and noted that certain areas were not being cut by the contractor, who clarified that it was to allow the flowers to seed. The maintenance of the Closed Churchyard required a review and advice was needed as to how much pruning could take place of trees that came under Tree Preservation Orders, and so it was **agreed** that Cllr Sheppard would draft a maintenance policy for the Closed Churchyard and Cllr Foster would seek written advice from the tree officer at Babergh District Council regarding the pruning of the trees. **(Actions for Cllrs Sheppard and Foster)**

11. Matters for Future Consideration

- a) Quotation for publishing a summary of council meetings in the Box River news. The chair reported that there would be no cost and so it was **agreed** that the clerk and the chair would produce a summary of the meeting for publication. **(Action for the clerk and chair)**
- b) Quotations for more suitable 'No Parking' plaques for the seven posts on Church Road. It was **agreed** that quotations should be sought for brass plaques rather than oak plaques stating 'On Verge' **(Action for the chair)**
- c) Quiet Lanes Designation.
- d) Registration of unofficial footpaths.
- e) Annual schedule for maintenance tasks around the village.
- f) Maintenance schedule for the Closed Churchyard.

12. Dates of the Next Meetings

- a) 9th September 2021
- b) 7th October 2021 (Only if required by urgent items.)
- c) 11th November 2021

ANNEX A

County Councillor's Report

Cllr Faircloth-Mutton

The most recent full council meeting had been cancelled as an appropriate venue for social distancing was unavailable. The meeting would now take place in September.

A Special Education Needs Review is currently being carried out and the Auditor's conclusions will be available in 12 to 18 months.

The current Highways maintenance contract with Kier is coming to an end and tenders will be sought for one provider, multi-market contracts or a hybrid of the two.

The council was asked to consider if any roads in Little Waldingfield should be put forward as 'Quiet Lanes' It was pointed out that the council had already put forward Washmere Green the previous year for consideration, but nothing further had been heard. Cllr Faircloth-Mutton suggested that the council would need to consult with residents and suggest roads that may be appropriate. Responses could then be put forward to Highways for consideration and the council could apply to his Locality Budget for funding for any consultations or signage. It was **agreed** that this should be an agenda item for the next meeting.

There was a question regarding crops overhanging footpaths and who to contact and Cllr Faircloth-Mutton agreed to assist with addressing this. It was pointed out that a lot of footpaths were still unofficial and that there was a deadline for these to be registered by and so this needed to be followed up.

District Councillor Reports

Cllr Maybury

The Active Travel Consultation ends Thursday.

Funding is available from Suffolk CC for creating new footways. The council may want to put forward roads such as Church Road, from the Parish Room to the top.

There has been positive progress regarding White Coach House.

Anglian Water has taken responsibility for the leak at Brookwood Manor Care Home and it will be repaired in three weeks' time.

The Chilton Wood development had the potential to be an ecological success. The developer is not proposing to include as many ponds, and is sponsoring nearby farmers to create ponds instead. There is still no formal design code for the site or Community Woodland. Boxes will be provided for birds and bees within the development and the numbers of protected species on the site are being assessed.

Cllr Arthey

There is currently a Government consultation on Resource and Waste Strategy. There are implications for BDC if it has to introduce household collection of glass and food waste.

There is a new project to further reduce the Council's carbon emissions (following changing waste freighter fleet to Hydrotreated Vegetable Oil) by saving and treating pool back-wash water at Kingfisher Leisure centre.

A tree canopy survey is being carried out this summer. It will include both Suffolk Wildlife Trust surveys and satellite imaging. The comprehensive survey results will be available online.

Business Restart Grants (most Village Halls were eligible) applications closed at the end of June and successful applications have now been paid.

Joint Local Plan Examination hearings had to be postponed due to problems with participation in a 'hybrid' format. Stage 1 sessions had been programmed for June/July and Stage 2 for September/October. We are now expecting Stage 1 and Stage 2 to take place in a more concentrated schedule in September and October. We are hoping this will not delay the Inspector's final report and we are still hoping for adoption early in 2022.

Little Waldingfield Neighbourhood Plan went through Cabinet earlier this month and progresses to referendum. Well done to all involved.

A 2021 refresh of Leisure, Sport and Physical Activity Strategy is under way. Details available on the website.

In answer to a question, I have provided a link to end destination data for Suffolk's recyclables by separate email.