

Little Waldingfield Parish Council

Acting Clerk: Chris White, Walnut Lodge, Haymarket Little Waldingfield CO10 0SY.
Tel: 07541 133535. Email: clerk.littlewaldingfieldpc@hotmail.co.uk

Approved Minutes of the Council Meeting held on 1st November 2022 in the Parish Room.

Present: Cllr Chris White (Chair), Cllr Tim Sheppard (Vice Chair), Cllr Matt Foster, Cllr Tina Impett (from 8:40pm)

Attending: SCC Phillip Faircloth-Mutton, DCC Margaret Maybury, DCC Clive Arthey and 2 members of the public.

1. Apologies and approval of absences.

Apologies were received from Cllr Robert Wheeler and Cllr Stewart Braybrook and their absences were approved.

2. Declarations of Interests by Members and Requests for Dispensations.

Cllr Foster declared a pecuniary interest in Item 8a and agreed not to be present during the discussion of this item.

3. Approval of Minutes of the Previous Meeting held on 6th September 2022.

The minutes of the previous meeting were approved and signed by the Vice-Chair.

4. Reports by County Councillor and District Councillors.

Summaries of the SCC and DCC reports are attached at Annex A.

5. Public Forum.

The owner of Surprise Cottage spoke to Members and answered questions about the Planning Application and proposed extension to the property

6. Routine Correspondence.

Councillors confirmed they had reviewed the correspondence and emails sent out by the Clerk since the last meeting. It was agreed that a donation to Sudbury Citizens' Advice Bureau would be discussed at the next meeting and the Clerk would complete the Transport East Rural Mobility Survey.

7. Clerks Report.

The Clerk's report is contained in Annex B. Members agreed the following: -

- a. Village Sign:** Following discussion on various ways to restore/repaint the Village sign it was proposed by Cllr Sheppard that it should be completely renovated and made double sided, this was seconded by Cllr Foster and agreed unanimously.
- b. Footpaths:** The Footpath Working Group would continue discuss a new grass cutting schedule for 2023.
- c. Speeding:** An application be submitted for the periodic fitting of an ANPR Camera to the Speed Indicator Device on The Street.

Signed:

Date:

d. Hire Charges: The cost of hiring the Pavilion would be sought from the Playing Field Committee.

8. Planning Applications.

Members discussed application DC/22/04808 - Erection of a two storey and single storey rear extension - Surprise Cottage, Church Road, Little Waldingfield. It was agreed unanimously to support the application

9. Finances.

a. The RFO's report at Annex C was reviewed and members: -

- i. Confirmed the Lloyds Bank Balances (£31220.17p & £2524.80p)
- ii. Noted the recent Receipts (Precept £4590.50), and payments (£516.09p).
- iii. Noted the Receipts & Payments vs Budget statement.

b. The Bank Reconciliation for 30th September 2022 was approved and signed.

c. Payments presented were reviewed and approved for online authorisation.

- i. RBL Poppy Appeal - £25.00 – Wreath & Donation.
- ii. SALC Business Services - £479.09 – Parish Insurance renewal
- iii. Sudbury Town Council - £324.11 – SID deployments.
- iv. Great Waldingfield Parish Council - £128.50 – Replacement SID Batteries.
- v. Community Action Suffolk - £60.00 – Web site hosting.
- vi. Parish Room - £14.00 – Venue Hire
- vii. Gardens Arb Ltd £996.00 – Grass Cutting

d. Replacement of Council Laptop.

The Clerk informed Members the Council's laptop was now some 5 years old and extremely slow due to the increased demands of the latest software. Members agreed to replace the Council's laptop at a cost not exceeding £500.00p ex VAT.

e. Annual Budget, Reserves & Precept 2023/24.

The Clerk presented a comparison of budget figures for the last 2 years and draft figures for the 2023/24 Budget, Reserves & Precept. Following discussions on possible effects of inflation, and some minor adjustments, the figures for draft budget and reserves were agreed and are given at Annex D. It was further agreed that the Parish Council would not request any increase in the Precept. The final budget will be set at the next meeting.

10. Governance - Council Policies review dates.

The Clerk requested this item be deferred to the next meeting to allow time to produce a comprehensive schedule for reviewing each of the Council Policies.

11. Highways

a. Members reviewed the annual report from the footpath working group which will be available on the Council Website. It was agreed that the FPWG should draw up a proposed cutting schedule for next year as a basis for a new agreement with the contractor.

Signed:

Date:

b. Members reviewed the last SID data from the Haymarket site which showed that nearly 15% of all vehicles were exceeding 35 mph approaching the bend, some 2000 vehicles in a 10-day period. There followed extensive discussions with the Suffolk County Councillor covering various options to reduce speeding through the village. These included marker gates at the entrances to the village, restricted width priority passing stretches, designating Church Road a 'Quiet Lane, and reducing the overall speed limit to 20mph.

SCC recommended initially applying for a "Speed Test" to obtain further data. The Vice Chair proposed that the Council apply for an initial Speed Test near the Haymarket bends due to the number of accidents that have occurred there. The motion was carried unanimously.

12. Parish Trees, Hedgerows & Wildflower Scheme

It was agreed to identify locations on public land through the village that might benefit from additional trees, hedgerows, or wildflowers. There would then follow a public consultation in the New Year before any final decisions were taken.

13. Defibrillator pads replacement.

It was agreed the Clerk should have the Defibrillator Pads replaced before their expiry date in December 2022.

14. Questions to the Chair

There were no questions.

15. Date of Next Meeting.

The date of the next meeting was set for Tuesday 10th January 2023 at 7:30pm.

Signed:

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ANNEX A – County and District Councillors reports

SCC Phillip Faircloth-Mutton.

I will be pushing for Highways support to allow communities to best celebrate the King's Coronation in May in a similar way to the support given for this year's Platinum Jubilee celebrations.

Highlights from the October cabinet meeting were that, through the Special Educational Needs & Disability (SEND) fund, a new SEND satellite school will be created in South Suffolk which will be particularly beneficial to children in the Babergh area. Furthermore, there will be a brand-new purpose built SEND school at Morton Hall, in Bury St Edmunds which is due to be completed by September 2024.

There will be a new Digital County Wealth Fund created for Suffolk, the County Council will contribute £100,000 and it is hoped that District and Borough Councils will contribute along with the private sector with the aim to improve digitalisation across the County.

Finally, funds are still available from my Locality Budget to help with local projects.

DCC Clive Arthey.

Councils' commercial property arm continues to generate income for districts. Babergh and Mid Suffolk's commercial property company CIFCO made a £6.7m profit last year and generated £3.7m in net income for the councils to plough back into services.

Work has finally started on the old Council headquarters at Hadleigh following a number of planning problems.

The Tree Canopy survey has been published on Babergh's website. Interestingly the Lavenham Ward scored lowest out of all the wards in Babergh & Mid Suffolk for tree canopy.

The Babergh Joint Local Plan is progressing well with the recent publication of the new Local Development Scheme. The LDS outlines a 2 part approach to the Joint Local Plan, Part 1 should be completed in 2023 and Part 2 in 2024.

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Annex B – Clerks Report

Clerks Report		
Minute	Action	Completed
5. SCC report	Cost of living support leaflet added to website	✓
7. Public Forum	Dead Trees: Correspondent informed of Councils conclusions	✓
10 d. Application DC-22-03834/5	Comment submitted to BMDC Planning supporting the application	✓
11 b. Payment Authorisations	Payments set up online for authorisation	✓
11 d. PC Insurance Policy	CAS informed of acceptance of their quote with instructions to finalise policy paperwork.	✓
11 e. Remembrance Day Wreath	Order form completed and submitted.	✓
11 g. Platinum Jubilee Budget entry.	Platinum Jubilee added to budget	✓
12 a. Members Responsibilities	Updated responsibilities published on Noticeboard and website.	✓
13 b. Footpath cutting	Working group asked to discuss at next meeting	
13c. Accident & Speeding	Initial email approach to Suffolk Highways regarding fitting of ANPR Cameras. Discussions underway regarding additional signage at Haymarket bend	
15. Village sign	Quotations requested for refurbishment/repainting.	
17. Parish Room hire charge.	Parish room hire charges have been paid since my records begin in 2002. Consultations with other PC's who do not have their own premises show it is a generally accepted practice to pay hire charges for meeting venues.	
6th June Minute 9a. Streetlights Update	The new LED Lights have been fitted and initial residents' comments are generally favourable, however some concern was raised regarding the lights shining into bedrooms. The lights are controllable and can be shaded and details have been sought from SCC Highways	
Platinum Jubilee Commemorative Trees	It was too late to request a Tree Planting Pack from the Woodland Trust in March and the next planting schedule was November. A pack was requested for November delivery, but I have been informed that due to over-subscription they will not be arriving until March 2023.	

Signed:

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Minutes 1st November 2022

Annex C – RFO's Report.

RFO REPORT - November 2022				
Receipts				
	Date	Details	Power	Amount
BusBank Ac	30/09/22	Balance		£2,524.80
	09/09/22	Interest		£0.11
Treasurers A	30/09/22	Balance		£31,220.17
	12/09/22	Precept 2nd Payment		£4,590.50
Payments				
BusBank Account				
		NIL		£0.00
Treasurers Account				
	07/09/22	Parish Room - Room Hire	Loc Gov't Act 1972 s133	£12.00
	07/09/22	RBL Poppy Appeal	Loc Gov't Act 1972 s137	£25.00
	12/10/22	CAS Business Services (Parish Insurance)	Loc Gov't Act 1972 s112	£479.09
			Total	£516.09
Outstanding				
	01/11/22	Sudbury Town Council(SID Deployment)	LG & R Act 1997 (s26)	£324.11
	01/11/22	Gt Waldingfield PC (SID Batteries)	LG & R Act 1997 (s26)	£128.50
	01/11/22	CAS (Website Hosting)	LG Act 1972 s111	£60.00
	01/11/22	Parish Room - Room Hire	LG Act 1972 s133	£14.00
	01/11/22	Gardens Arb Ltd - Grass Cutting	LG Act 1972 (s215)	£996.00
			Total	£1,522.61
Reconciliation 01 Sept 22 - 26 Oct 22				
Account	Opening Balance	Receipts	Payments	Closing Balance
BusBank	£2,424.69	£0.11	£0.00	£2,424.80
Treasurers Ac	£26,666.67	£4,590.50	£1,522.61	£29,734.56

Signed:

Date:

Annex C Contd.

Actual vs Budget							
Income				Expenditure			
	Budget	Actual	Difference		Budget	Actual	Difference
Precept	£9,181.00	£9,181.00	£0.00	Office Expenses	£100.00	£31.80	£68.20
Grants Received	£550.00	£0.00	-£550.00	Insurance	£425.00	£479.09	-£54.09
Donations Received	£0.00	£0.00	£0.00	Audit expenses	£160.00	£161.00	-£1.00
VAT Refunds	£1,100.00	£512.47	-£587.53	Maintenance	£0.00	£300.00	-£300.00
Bank Interest	£1.00	£0.38	-£0.62	Prof Fees & Subscriptions	£380.00	£307.00	£73.00
Miscellaneous	£0.00	£0.00	£0.00	Parish Room	£180.00	£78.00	£102.00
N'bourhood Plan	£0.00	£485.23	£485.23	Training	£600.00	£40.00	£560.00
Platinum Jubilee Mugs	£0.00	£408.00	£408.00	Donations Made	£200.00	£100.00	£100.00
				S137 Donations	£20.00	£25.00	-£5.00
				Dog & Litter Bins	£380.00	£385.05	-£5.05
				Grass Cutting PRow	£450.00	£300.00	£150.00
				Defibrillator	£300.00	£0.00	£300.00
				Closed Ch'yard Grass Cutting	£550.00	£530.00	£20.00
				SID Scheme	£260.00	£398.59	-£138.59
				Elections	£0.00	£0.00	£0.00
				Street Lighting	£350.00	£236.02	£113.98
				N'bourhood Plan	£0.00	£1,174.16	-£1,174.16
				Miscellaneous	£0.00	£0.00	£0.00
				VAT Paid	£1,100.00	£821.45	£278.55
				Platinum Jubilee	£1,000.00	£1,417.40	-£417.40
				Clerk Salary & Expenses	£3,770.00	£0.00	£3,770.00
Totals	£10,832.00	£10,587.08	-£244.92	Totals	£10,225.00	£6,784.56	£3,440.44
							U'spend

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Annex D – Draft Budget 2023/24

Little Waldingfield Parish Council Proposed Budget 2023/24

2021/22 Budget	2021/22 Actual	2022/23 Budget	2022/23 Forecast		2023/24 Draft	Notes
Receipts						
8,668.00	8,668.00	9,181.00	9,181.00	Precept	9200.00	Actual figure not known until Jan 23
571.00	571.00	550.00	485.00	Grants	414.00	Grass Cutting
0.00	0.00	0.00	0.00	Donations	0.00	
1,071.00	1,071.00	1,100.00	512.00	VAT Refunds	600.00	
1.00	1.00	1.00	1.00	Bank Interest	1.00	
0.00	0.00	0.00	0.00	Miscellaneous	0.00	
0.00	0.00	0.00	408.00	Platinum Jubilee	0.00	
10,311.00	10,311.00	10,832.00	10,587.00	Totals	10,215.00	
Payments						
3,250.00	3,250.00	3,250.00	0.00	Clerk's Salary	3900.00	270 hrs (5 hrs/week @£15.00/hr) SCP 24)
0.00	200.00	520.00	0.00	Clerk Expenses	200.00	Average figures from 2017 - 2021
425.00	425.00	100.00	700.00	Office Expenses	200.00	
275.00	275.00	425.00	479.09	Insurance	530.00	10% increase
Included in Prof. Fees		160.00	161.00	Audit expenses	180.00	10% increase
0.00	0.00	0.00	1,300.00	Maintenance	600.00	Roadside verge & Hedgecutting
300.00	300.00	380.00	307.00	Professional Fees/Subscriptions	380.00	
180.00	88.00	180.00	120.00	Parish Room Hire	100.00	
50.00	50.00	600.00	40.00	Training	500.00	Councillor Training
50.00	50.00	200.00	200.00	Donations Made	250.00	
17.00		20.00	25.00	S137 Donations	25.00	
380.00	380.00	380.00	385.00	Dog & Litter Bins	420.00	10% Increase
470.00	470.00	450.00	300.00	Grass Cutting PRow	500.00	10% Increase
280.00	280.00	300.00	130.00	Defibrillator	200.00	
550.00	550.00	550.00	530.00	Closed Churchyard Grass Cutting	600.00	10% Increase
200.00	200.00	260.00	398.59	SID Scheme	290.00	
0.00	0.00	0.00	0.00	Elections	125.00	Uncontested :- For Contested election £1125 (Reserves)
220.00	220.00	350.00	283.00	Street Lighting	350.00	New LED Lighting costs???
0.00		0.00	1,174.00	Neighbourhood Plan	0.00	
0.00	0.00	0.00	0.00	Miscellaneous	0.00	
490.00		1,100.00	821.00	VAT Paid	900.00	
		1,000.00	1,417.00	Platinum Jubilee	0.00	
7,137.00	6,738.00	10,225.00	8,770.68	Totals	£10,250.00	
	Underspend	2022/23	1454.32			
Reserves						
2020/21 Actual	2021/22 Actual	2022/23 Budget	2022/23 forecast		2023/24 Suggested	Notes
13231.00	13,144.00	15,000.00	16,500.00	General	TBD	Dependent on final expenditure 22/23
1000.00	2,000.00	2,000.00	2,000.00	Asset Relacement	4000.00	To include Village Sign?
3500.00	4,000.00	4,000.00	4,000.00	Closed Churchyard	6000.00	
3000.00	3,500.00	3,500.00	3,500.00	Street Lighting	4000.00	
1000.00	1,000.00	1,000.00	1,000.00	Elections	1200.00	
2474.99	2,474.99	2,475.00	2,475.00	Clive Memorial	2475.00	
0.00	0.00	0.00	0.00	Neighbourhood Grant	0.00	
24205.99	26,118.99	27,975.00	29,475.00	Totals	????	Current Bank balances forecast Apr 2023 circa £30000

Signed:

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Annex E - Footpaths Working Group Annual Report

The Footpaths Group first met in September 2021, so a year later would seem a good time to reflect on the work of the group.

The group consisted of Lynn Davidson, Richard Furlonger, Jennie Jordan, Stephen Lister, Mick Pease and Robert Wheeler. At the first meeting Robert Wheeler was elected Chair, and Jennie Jordan took on the role of Secretary, with Richard Furlonger taking on the role later. There are many other walkers in the village, but it was decided that six was a good number for such a group. The group meets formally five or six times a year. The establishment of the Group was supported by the Parish Council.

Terms of reference were agreed. 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.

One of our first tasks was to familiarise ourselves with the local Public Rights of Way network and, in so doing, identify any issues. We did this using maps with the assigned identification numbers of the paths and by going on a series of fact-finding walks of the network.

We have become familiar with the Definitive Maps of Public Rights of Way and the Definitive Statements of Public Rights of Way for Little Waldingfield. We have gained some knowledge of paths in adjoining parishes, especially where they are continuations of, or connections with, those of Little Waldingfield parish. We have also shared with each other, historical knowledge of local path routes.

We have a positive relationship with Little Waldingfield Parish Council. The work of the group, and current issues are reported at Parish Council meetings. One of our group sits on the Parish Council.

We have established contact with appropriate people in neighbouring parishes so that we would be in a position to work together with other parishes where that could be useful. We have also established contact with the Definitive Maps Officer, whose advice and knowledge is always useful. Through her, and with the understanding that there is a deadline for registering Public Rights of Way, we have established that our network is legally secure.

We have established the identities of landowners and tenant farmers, to the best of our knowledge, for the whole parish, and drawn up a map to this effect. We have initiated contact with some of these landowners and tenant farmers.

We have drawn up a spreadsheet as a working document for future planning and a spreadsheet identifying where better signage is needed, along with possible bridge repairs, to pass on to the Suffolk County Council Footpaths Officer.

We are in the process of other initiatives, including examining the annual footpaths cuts, liaising with the Ramblers Association and considering further public engagement.

Signed:

Date: