

Little Waldingfield Parish Council

Clerk: Chris White, Walnut Lodge, Haymarket Little Waldingfield CO10 0SY.
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Approved Minutes of the Council Meeting held on 6th September 2022 in the Parish Room.

Present: Cllr Chris White (Chair), Cllr Tim Sheppard (Vice Chair), Cllr Robert Wheeler, Cllr Tina Impett.

Attending: SC Cllr Phillip Faircloth-Mutton and 2 members of the public.

1. Declaration of Acceptance of Office.

It was agreed to co-opt Tina Impett as an LWPC Councillor at the last meeting and she signed the declaration of acceptance of office accordingly.

2. Apologies and approval of absences.

Apologies were received from Cllrs Stewart Braybrook & Matt Foster and their absences were approved.

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

Cllr Sheppard declared a pecuniary interest in Item 10d and agreed not to take part in discussions on this item.

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

Minutes of the previous meeting of the Parish Council on 6th September 2022 were received, approved as a true record and signed by the Vice Chair.

5. Reports by County Councillor and District Councillors.

SCC Phillip Faircloth-Mutton reported an additional £1.3 million of additional funding for the provision of public Electric Vehicle Charging Points had been secured, and that applications were being invited.

Councillors considered where any could be located in the village and initially concluded the lack of any off-street public parking areas would prove problematical but agreed to investigate further.

He also advised that Suffolk CC have prepared a leaflet that outlines Cost of Living Support in Suffolk, a copy of the leaflet is available on the village website in the Notices section.

Further information on available support can be found on the Suffolk County Council and Suffolk Infolink websites.

6. Presentation on Plans for the future of Brookwood Manor.

The new owners of Brookwood Manor presented their plans for it's future.

Their wish is to sensitively renovate the property to its original appearance and name of Holbrook Hall, and to convert it into a family orientated boutique hotel. They also wish to encourage local business, produce and employment.

Plans are at an early stage with various feasibility studies involving architects and planners underway. They hope to have an initial planning submission ready by the end of October. Councillors welcomed the project and suggested that a public presentation of the plans, when finalised, would be met with a lot of interest within the village.

7. Public Forum.

The Chair informed the meeting he had received a message from a member of the public expressing concern regarding the possibility of dead trees, alongside Church Road and the adjacent public footpath, falling and causing injury.

Signed:

Date:

Members concluded there were many factors to be considered (wildlife & ecology, structural integrity etc) before a dead tree should be removed and that the Council has no powers to request removal.

8. Routine Correspondence.

After the councillors reviewed the correspondence and the emails circulated by the Clerk it was agreed that no further action was required from the Clerk.

9. Clerks Report.

The Clerks report is attached as Annex A, members agreed no further actions were required.

10. Planning Applications.

- a. Members noted the granting of Application DC/22/03221 - Listed Building Consent - Removal of existing render to south western and partial north western elevation in conjunction with timber frame repairs (as necessary) and re-render. The Old Vicarage Haymarket Little Waldingfield.
- b. Members noted the granting of Applications DC/22/02972 (& DC/22/02973 Listed Building Consent) - Erection pergola and water feature and alterations to driveway to include turning circle and creation of new path, landscaping, relaying existing brick terrace, changing front terrace to yorkstone. The Priory, Church Road, Little Waldingfield.
- c. Members noted that Agricultural Determination - DC/22/03403 - Erection of a Grain store located 300m south of High Street Farm, Church Road, Little Waldingfield had been determined as Permitted Development and therefor Planning Approval was not required.
- d. Members considered Application DC/22/03834 & Listed Building Consent DC/22/03835 - Erection of single storey extension to annex (following removal of attached garage) and erection of outbuilding to accommodate ground source heat pump. Location: Malting Cottage, Haymarket, Little Waldingfield.
It was agreed unanimously to support the application.

11. Finances

- a. Members confirmed the receipts for July/August 2022:
 - i. BusBank Account Interest July/August 2022: £0.10p
 - ii. Sales of Jubilee Commemoration Mugs: £144.00p
- b. Payments presented were reviewed and approved for online authorisation.
 - i. Parish Room Invoice September 2022: £12.00p.
- c. The RFO's report at Annex B was reviewed and members:-
 - i. Confirmed the Lloyds Bank Balances (£26,666.67p & £2524.69p)
 - ii. Approved the Bank Reconciliation 31 August 2022 which was duly signed.
 - iii. Noted the Receipts, Payments & Budget statement.
- d. **Parish Council Insurance Renewal 2022/23.** The Clerk informed members that the existing scheme provided had withdrawn from the market and that Community Action Suffolk had procured a new provider, however premiums had increased significantly. Two other quotes had been received but were both more expensive still. Members reviewed the new policy cover and quote from CAS and agreed to renew the insurance with them.
- e. **Remembrance Day Wreath.** Members agreed to purchase a Remembrance Wreath from the Royal British Legion (Sudbury) at a cost of £25 which included a small donation.
- f. **SALC Subscription fees.** The Clerk informed members that the SALC Subscription fees would be increasing by 9% in 2023. Members agreed to continue the subscription.
- g. It was agreed to add an additional Budget entry for Platinum Jubilee income/expenditure which had not been considered when the budget was set.

Signed:

Date:

12. Governance

- a. **Members Responsibilities.** Councillors agreed the new list of Members Responsibilities and the Clerk confirmed they would be published on the website and noticeboard.
- b. **Consideration of Clerks replacement & alternatives.** The Chair informed members he had been approached by the Chair of Lavenham PC regarding the possibility of sharing a qualified Clerk. Negotiations are at an early stage and members would be kept informed. It was agreed not to advertise further for a Clerk or Clerks Assistant until the outcome was known.

13. Highways & Footpaths

- a. **Update from Footpath Working Group.** The FPWG have taken a break over the summer holidays and work will resume this autumn.
- b. **Review of Footpath Grass Cutting contract.** Members were informed that the contract for the cutting of footpaths would need to be reviewed for next year. The contractor had expressed concern regarding access restrictions to some footpaths because of sub-standard bridges and overhanging hedges. Following discussions it was agreed to liaise with the relevant landowners and the contractor to resolve these problems, and further agreed to review the scope and frequency of footpath cutting for next year's contract.
- c. **Accident at Haymarket bend.** The ongoing problem of excessive speeding through the village was raised following another recent incident of a vehicle travelling too fast to negotiate the bend by Haymarket Farm, crossing the oncoming lane, and leaving the road. Recent data from the Speed Indicator Devices (SID's) showed that during a 1 week period in August more than 9900 vehicles (48%) travelling through the village were exceeding the speed limit. Various measures to reduce speeding were discussed and it was decided in the short term to request ANPR cameras be fitted to the SID's and to have regular visits by mobile camera vans. Ways to improve safety at the Haymarket end of the village and reduce speeding in general will be investigated.

14. Review of BDC Parish Trees, Hedgerows and Wildflowers Scheme 2022.

It was agreed to defer this item to the next meeting

15. Village maintenance.

Members agreed the village sign was in need of repainting, the clerk will obtain quotes before the next meeting..

16. Playing Field Committee Grant Application

Members agreed to support for a grant application to Babergh DC for the provision of Adult Gym equipment at the playing field.

17. Questions to the Chair.

A question was raised regarding the principle of being charged for the use of the Parish Room for meetings. It was agreed that current costs and possible alternatives would be discussed at the next meeting.

18. Date of Next Meeting.

The date of the next meeting was set for Tuesday 1st November at 7:30pm.

The meeting closed at 10:00pm



Chris White.

Chair/Acting Clerk

Signed:

Date:

ANNEX A - CLERKS REPORT

Clerks Report 6th September 2022	
Matters arising from Meeting 5th July 2022	
Minute	Action
6. Co-option of new Member	Acceptance of Office form will be signed and witnessed at this meeting. BDC Register of Interests form completed and uploaded.
9 d.	Authorised payments set up online and were authorised by 2 Councillors.
10 a. Asset Register	Asset Register uploaded to Council website
10 b. Members Responsibilities	Members Responsibilities updated and will be published on website and noticeboard following final approval.
11a. Footpaths	Email sent to David Gotts (Gardens Arb Ltd) requesting costings. Reply received which will be discussed under Item 13b.

Signed:

Date:

ANNEX B**RFO REPORT - 5th July - 6th September 2022****Receipts**

	Date	Details	Power	Amount
BusBank Account				
	11/07/22	Interest		£0.02
	09/08/22	Interest		£0.08
Treasurers Account				
	30/08/22	C White - Sales of Commemoration Mugs		£144.00

Payments

BusBank Account				
		NIL		£0.00
Treasurers Account				
	05/07/22	Babergh DC - Dog & Litter Bin Emptying	Litter Act 1983 Sect 5-6	£462.06
	05/07/22	Insignia UK - Commemorative Mugs	Loc Gov't Act 1972 s111	£372.38
	05/07/22	Parish Room - Room Hire	Loc Gov't Act 1972 s133	£24.00
	05/07/22	SALC - Internal Audit 2021-22	Loc Gov't Act 1972 s111	£193.20
	05/07/22	ICO (Direct Debit)	Loc Gov't Act 1972 s111	£35.00
			Total	£1,086.64
		Outstanding		
	06/09/22	Parish Room - Room Hire	Loc Gov't Act 1972 s133	£12.00

Reconciliation 30 June 2022 - 31 August 2022

Account	Opening Balance	Receipts	Payments	Closing Balance
BusBank	£2,524.59	£0.10	£0.00	£2,524.69
Treasurers Account	£27,609.31	£144.00	£1,086.64	£26,666.67

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Date:

Actual vs Budget

Income				Expenditure			
	Budget	Actual	Difference		Budget	Actual	Difference
Precept	£9,181.00	£4,590.50	-£4,590.50	Office Expenses	£100.00	£31.80	£68.20
Grants Received	£550.00	£0.00	-£550.00	Insurance	£425.00	£0.00	£425.00
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	£0.16	-£0.84	Prof' Fees & Subscriptions	£380.00	£257.00	£123.00
Miscellaneous	£0.00	£0.00	£0.00	Parish Room	£180.00	£52.00	£128.00
N'bourhood Plan	£0.00	£485.23	£485.23	Training	£600.00	£40.00	£560.00
Jubilee Mugs	£0.00	£408.00	£408.00	Donations Made	£200.00	£100.00	£100.00
				S137 Donations	£20.00	£0.00	£20.00
				Dog & Litter Bins	£380.00	£385.05	-£5.05
				Grass Cutting PRow	£450.00	£0.00	£450.00
				Defibrillator	£300.00	£0.00	£300.00
				Closed Ch'yard Grass Cutting	£550.00	£0.00	£550.00
				SID Scheme	£260.00	£0.00	£260.00
				Elections	£0.00	£0.00	£0.00
				Street Lighting	£350.00	£236.02	£113.98
				N'bourhood Plan	£0.00	£758.48	-£758.48
				Miscellaneous	£0.00	£0.00	£0.00
				VAT Paid	£1,100.00	£508.29	£591.71
				Platinum Jubilee	£0.00	£1,417.40	-£1,417.40
				Clerk Salary & Expenses	£3,770.00	£0.00	£3,770.00
Totals	£10,832.00	£5,996.36	-£4,835.64	Totals	£9,225.00	£4,247.04	£4,977.96

Signed:

Date: