

# Little Waldingfield Parish Council

**Acting Clerk:** Chris White, Walnut Lodge, Haymarket Little Waldingfield CO10 0SY.  
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## **Approved Minutes of the Council Meeting held on Tuesday 04 July 2023 in the Parish Room.**

**Present:** Cllr Tim Sheppard (Chair), Cllr Matt Foster (Vice Chair), Cllr Robert Wheeler, Cllr Tina Impett, Cllr Chris White (Acting Clerk)

**Attending:** SCC Cllr Philip Faircloth-Mutton, BDC Cllrs Margaret Maybury & Paul Clover.  
There were no Members of the Public attending.

### **1. Apologies and approval of absences.**

None

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

None

### **3. Approval of Minutes of the Previous Meeting held on 06 June 2023.**

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

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

A summary of the SCC & DCC reports is given in Annex A.

### **5. Public Forum.**

No members of the public attended.

### **6. Routine Correspondence.**

Councillors reviewed the correspondence circulated by the Clerk; it was agreed to: -

- a. Publicise Babergh District Council Summer Holiday Activities and Food programme for children on the council website and via email.
- b. Publicise Babergh DC's media release regarding what support is available to those affected by the rising cost-of-living.
- c. Publicise the leaflet requesting volunteers to become 'Digital Champions' and help teach people in the local community basic digital skills.
- d. Discuss arrangements to celebrate next year's 80th anniversary of the D Day landings at the next meeting.

### **7. Clerks Report (Annex B).**

The Clerk's report was reviewed, and the following was agreed: -

- a. The costs of having a dedicated .gov.uk domain for council business were disproportionately expensive; Councillors would each set up their own LWPC email account which would be used solely for Council correspondence.
- b. To purchase stand-alone office and security software for the Council laptop.

### **8. Planning Applications and Updates.**

DC/23/02526 – Application for Tree Works – Walnut Cottage, Church Road.

Councillors noted that Consent had been granted.

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## 9. Finances

### a. RFO's Report (Annex C)

Members reviewed RFO report and noted the recent receipts and payments vs Budget and the Bank balances @ 30 June 2023 of £29441.28 (Treasurers Acct) and £2533.97 (BusBank Acct).

### b. Approval of Bank Reconciliation @ 30 June 2023.

The Bank Reconciliation prepared by the Clerk was reviewed, approved, and signed by Councillors.

### c. Review and Approval of Payments Presented & Online Authorisations.

The list of outstanding payments was presented by the RFO, and members approved the following payments: - D Kiddy £250 for verge & hedge-cutting The Street; Suffolk Association of Local Councils £144.00 for Chair's Training Courses; Parish Room £12.00 for venue hire.

## 10. Governance

### a. Internal Audit Report Action Plan.

The Clerk reported that he had considered all the recommendations and comments made in the 2022/23 Internal Audit Report and produced an action plan to address the issues arising. Members reviewed and approved the plan and agreed there should be a progress report at the next meeting.

The recommendation that a Councillor independently checks and verifies each bank reconciliation produced by the RFO prior to the meeting, was approved. It was further agreed to rotate the task between councillors every 6 months.

## 11. Highways & Footpaths.

### a. Footpath Working Group.

The FPWG reported: -

- i. It will be finalising the results of the questionnaire at its next meeting and present them to the Council at the September meeting.
- ii. The section of Footpath 4 from the playing field to the end of the bungalows is currently on the cutting schedule; however, the section beyond that, from where it turns north-west and continues to the brook is not and has become overgrown. It has now been cut by a member of the Footpaths Group and it was requested that this section be added to the contractor's cutting schedule. Members agreed the contractor would be asked to add FP4 to his schedule.
- iii. The SCC Highways reporting tool is currently much improved with reported problems on footpaths being rectified in significantly shorter time.
- iv. Dog fouling of footpaths is a constant issue, and it was recommended that the laws about dog fouling and potential fines are publicised more widely including an article in the Box River News. Councillors supported the proposition that the FPWG put such an article in the BRN.
- v. It was proposed that 50 – 100 copies of the Little Waldingfield Circular walks leaflet be printed and placed in local venues and funding requested from the Parish Council. Councillors agreed in principle however the actual costs would need be established and submitted for discussion and approval at the next meeting.

### b. Overgrown Pavements.

At the meeting in May a member of the public raised concerns about both undergrowth and private hedges encroaching on the pavements, restricting their width such that parents with children were forced to walk in the road or on adjacent grass verges.

The Clerk presented the results of a survey of all the pavements in the village identifying a number of instances where vegetation or hedges were restricting their width.

Following discussions Councillors agreed that a volunteer working party could be raised to clear the areas of overgrown vegetation.

It was further agreed that a polite request be sent to all properties with hedges adjacent to pavements requesting the owners ensure their hedges are not overhanging the pavement and offering volunteer assistance if necessary.

**c. Speeding.**

The Chair suggested that this item be postponed until a comprehensive review is carried out of all the relevant information and data regarding speeding through the village. This review would determine whether further measures are merited and if so, what they should be.

The Clerk reported that the Speed Indicator Devices are now over 7 years old and are currently only giving reliable data for 65% of the time. He suggested that costs of replacing the SID's and the merits of the Council owning its own device, rather than sharing, be part of the review.

Councillors agreed to review all aspect of the speeding issue before the next meeting. Any further measures, including the possible replacement of the SIDs with Council owned device(s) would be discussed at the next meeting.

**d. Disabled Parking Bay.**

It was established that the land in question is owned by Babergh DC, permission to establish a bay would need to be sought from them and a design approved.

It was agreed to initially identify the precise requirements for the bay and then formulate a proposal to be submitted to Babergh at the next meeting.

**12. Expanding Community Engagement.**

It was decided to defer this item to the next meeting to allow time to exchange ideas with the other village organisations.

**13. Questions to The Chair.**

No matters were raised.

**14. Date of next Meeting.**

The date of the next meeting was set for Tuesday 05 September 2023 at 7:30pm.

## **Annex A to Minutes 04 July 2023 – SCC/DCC Reports.**

### **1. SCC Philip Faircloth-Mutton: -**

The County Libraries contract is due for renewal in 2025 and has been put out to tender. As part of contract the mobile library service will be preserved along with the use of more environmentally friendly vehicles.

A new Highways Maintenance contract has been placed with Milestone Infrastructure from October 2023. Part of the contract called for the provision of 10 apprenticeships in Suffolk of which 5 are already in place. It is planned to cut carbon emissions from highway work from its present 12,500 tonnes/year to 4000 tonnes/year by 2030.

The new contractor will also have quicker processes to consider speeding issues and speed reduction systems.

Work on identifying drainage problems and preventing potential flooding issues has been increased ahead of the winter season.

### **2. DCC Margaret Maybury: -**

There have been no Babergh District Council meetings to report on.

The latest Parish Briefing notes give details of planned Summer Holiday Activities and free family fun days throughout the district. She requested the details be published

The road name sign at the entrance to Grove Avenue has been reported for repair.

There have been no replies from BT & Openreach to enquiries regarding fixing the broken telegraph pole and downed wires.

### **3. DCC Paul Clover**

Babergh have put out a media release giving information on what help is available from both Babergh and Citizens Advice to anyone suffering with issues to do with the rising cost-of-living. He requested Councils publicise it as widely as possible.

## Annex B to Minutes 04 July 2023 – Clerks Report.

### Clerks Report 04 July 2023

Minute / Query	Action	Completed
Nov 22 - 7c ANPR Camera	No further information received from Suffolk Road Safety Team.	
Nov 22 - 11b. Speeding - Speed test Haymarket Bend	Completed - results to be discussed	✓
Is there a higher interest Bank Acct available?	Investigated: Lloyds Business Accts require minimum balance of £10,000. Best easy access account Sainsburys Bank 4% (max 3 withdrawals/year) however this is not a business account which may be a requirement.	
Use of .gov.uk email domain.	Enquiry to Lavenham - they are considering using Microsoft 365 Business system - costs up to £800/year. Possibility to obtain domain through GovUK approved registrars. More investigation required as to fees.	
Office and security software costs.	Office 365 cost £59.99/year. Bitdefender Total Security currently on offer @ £29.99 for year; full renewal costs up to £75/year	✓
Minute 6 (j) Internal Audit Report.	Action plan to address recommendations/comments produced for consideration	✓
Minute 7 (a) Planning application.	Comments submitted to BDC Planning Officer	✓
Minute 8 (a) Members Responsibilities	Revised Members Responsibilities published on website.	✓

## Annex C to Minutes 04 July 2023 – RFO's Report.

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<b>RFO REPORT - 30 June 2023</b>				
<b>Bank Balances @ 30 June 23</b>				
<b>Treasurers Account</b>	<b>£29,441.28</b>	<b>BusBank Acct</b>	<b>£2,533.97</b>	
<b>Receipts</b>				
	Date	Details	Power	Amount
BusBank Account				
	09-Jun-23	Interest		£1.61
			<b>Total</b>	<b>£1.61</b>
Treasurers Account	30-Apr-23			
	31-May-23	VAT Repayment Claim		£1,159.71
			<b>Total</b>	<b>£1,159.71</b>
<b>Payments</b>				
BusBank Account				
		NIL		£0.00
Treasurers Account				
	06-Jun-23	Parish Room	LG Act 1972 (s133)	£12.00
	06-Jun-23	SALC - Internal Audit Fee underpayment	LG Act 1972 (s111)	£0.72
			<b>Total</b>	<b>£12.72</b>
<b>Outstanding</b>				
	05-Jul-23	Information Commissioners Office (D/dbt)	LG Act 1972 (s111)	£35.00
	04-Jul-23	D Kiddy - Hedge & verge cutting	Highways Act 1970 S96	£250.00
	04-Jul-23	SALC - Training Modules Chair	LG Act 1972 (s111)	£144.00
	04-Jul-23	LW Parish Room - Venue Hire	LG Act 1972 (s133)	
			<b>Total</b>	<b>£429.00</b>
<b>Reconciliation 01 June 23 - 30 June 23</b>				
Account	Opening Balance	Receipts	Payments	Closing Balance
BusBank	£2,532.36	£1.61	£0.00	£2,533.97
Treasurers Account	£28,294.29	£1,159.71	£12.72	£29,441.28

Signed: - .....

**RFO Report Page 2**

<b>Actual vs Budget</b>							
<b>Income</b>				<b>Expenditure</b>			
	Budget	Actual	Difference		Budget	Actual	Difference
Precept	£9,104.00	£4,552.00	-£4,552.00	Clerk's Salary	£4,500.00	£450.60	£4,049.40
Grants Received	£414.00	£397.60	-£16.40	Clerk Expenses	£200.00	£22.34	£177.66
Donations Received	£0.00		£0.00	Office Expenses	£200.00	£28.95	£171.05
VAT Refunds	£600.00	£1,159.71	£559.71	Insurance	£530.00		£530.00
Bank Interest	£10.00	£4.65	-£5.35	Audit expenses	£180.00	£169.00	£11.00
Miscellaneous	£0.00		£0.00	Maintenance	£600.00	£730.00	-£130.00
				Professional Fees/Subscitions	£380.00	£240.18	£139.82
<b>Total</b>	<b>£10,128.00</b>	<b>£6,113.96</b>	<b>-£4,014.04</b>				£0.00
				Parish Room	£100.00	£104.00	-£4.00
				Training	£1,500.00	£120.00	£1,380.00
				Donations Made	£250.00		£250.00
				S137 Donations	£25.00	£50.00	-£25.00
				Dog & Litter Bins	£420.00	£411.97	£8.03
				Grass Cutting PRow	£725.00		£725.00
				Closed Ch'yard Grass Cutting	£550.00		£550.00
				Defibrillator	£200.00		£200.00
				SID Scheme	£290.00		£290.00
				Elections	£125.00		£125.00
				Street Lighting	£350.00		£350.00
				Miscellaneous	£0.00		£0.00
				Plat Jubilee	£0.00	£176.40	£176.40
				VAT Paid	£800.00	£160.19	£639.81
<b>Totals</b>	<b>£10,128.00</b>	<b>£6,113.96</b>	<b>-£4,014.04</b>	<b>Totals</b>	<b>£11,925.00</b>	<b>£2,663.63</b>	<b>£9,261.37</b>

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