

# 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 16 May 2023 in the Parish Room.**

**Present:** Cllr Chris White, Cllr Tim Sheppard, Cllr Tina Impett, and Cllr Robert Wheeler

**Attending:** District Cllr Margaret Maybury and 1 member of the Public.

### **1. Election of Chair and Signing of the Declaration of the Chair's Acceptance.**

Cllr White had previously stated that without the appointment of a Clerk he wished to hand over the Chair this year due to the fact the combined workload of Chair and acting Clerk had proved difficult to manage satisfactorily.

Cllr Sheppard volunteered to take over the Chair and there being no further nominations Cllr Wheeler proposed that Cllr Sheppard be elected as Chair, Cllr Impett seconded, and the motion was carried unanimously.

Having signed the Declaration of Acceptance Cllr Sheppard took over as Chair. He thanked Cllr White for his tenure over a very difficult period of time and his efforts to ensure the Council continued to operate competently and successfully.

### **2. Election of Vice-Chair and Signing of the Declaration of the Vice-Chair's Acceptance.**

Cllr White informed members that Cllr Foster has expressed a willingness to take over the Vice-Chair and support Cllr Sheppard should he be elected Chair.

There being no further nominations Cllr White proposed Cllr Foster be elected Vice-Chair, seconded by Cllr Sheppard and the motion was carried unanimously.

It was further agreed that Councillor Foster would sign his Declaration of Acceptance at the next meeting.

### **3. Apologies and Approval of Absences.**

Cllr Foster tendered his apologies due to work commitments and his absence was approved. The Clerk also received an apology from the newly elected Babergh Councillor Paul Clover who, as indicated below, will become the second District Councillor for the Parish.

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

No requests for dispensations were received.

### **5. Approval of Minutes of the Previous Meetings on 12 & 24 April 2023.**

The minutes of the confidential meeting held in closed session on 12 April 23 and the council meeting of 24 April 23 were reviewed by members, approved, and signed by the Chair.

### **6. Reports by the District Councillors & County Councillor.**

Cllr Margaret Maybury welcomed the incoming Chair and elected Councillors saying it would ensure the Council could continue its good work. She echoed the Chair's thanks to Cllr White stating that, as District Councillor she was very grateful he stepped in to take on the added role duties of Clerk and for his subsequent work in both roles keeping the Council working efficiently.

She informed members that Paul Clover has been elected to Babergh District Council and would replace Clive Arthey as the second District Councillor for the Parish; in future they will be working in tandem and one or other would attend Parish Council meetings.

Following the recent Babergh DC elections no party has an overall control and although discussions are continuing, as yet no agreement has been reached as to who will be running the Council, however it will be resolved at the AGM on 25 May – contd.

DCC Report contd:

She also complimented the Village on the Coronation Weekend celebrations having attended both events. In conclusion she reminded members that both District Councillors have an annual locality budget which is used to support local community projects.

The Chair asked how it would be decided which District Councillor would attend any particular meeting. Cllr Maybury replied that, before each meeting, having received the agenda it would be decided whose particular level of expertise would best suit the subject matter. All information given to and received from each meeting would be agreed and shared to ensure a consistent approach.

#### **7. Public Forum - Contributions by Members of Public**

Concern was raised regarding both undergrowth and private hedges encroaching onto pavements along The Street and Church Road. It was observed that in places they are too constricted for adults with children to walk together without walking in the road or on adjacent grass areas.

It was agreed to review the matter at the next meeting with a view to requesting the relevant land owners ensure they maintain an adequate and safe pavement width.

#### **8. Clerk's Report.**

Members reviewed the Clerk's report and noted the outstanding items in relation to ANPR cameras and speeding within the village. Following discussions it was agreed to continue gathering data and continue the dialogue with Suffolk County Council on speed reduction methods with the possibility of obtaining more effective Speed Indicator Devices.

#### **9. Planning Applications/Updates.**

There were no planning matters to consider.

#### **10. Finance:**

##### **a. Appointment of RFO.**

Cllr White was appointed RFO to the Council for 2023/24

##### **b. To approve the Bank Reconciliation as of 31 March 2023.**

The bank reconciliation was reviewed, approved, and signed by members.

##### **c. To approve the RFO's Report.**

The Clerk presented the RFO's reports for March & April which were approved.

##### **d. Review & Approval of AGAR Part 2 Certificate of Exemption (2022/23)**

The Clerk presented the AGAR Certificate indicating income and expenditure were below the threshold (£25,000) for external audit, members approved the submission of the Certificate of Exemption.

##### **e. Note receipt of 1st Precept payment 2022/23 of £4,552 from BDC.**

The receipt was noted by members.

##### **f. Note Receipt of BMSDC CIL payment of £397.60.**

The receipt was noted by members.

##### **g. Note receipt of Grass Cutting 2023 Purchase Order from SCC.**

The receipt was noted by members.

##### **h. Consider cost sharing of Coronation Celebration with Playing Field Committee & Parish Room.**

At the Coronation Day Event free face and pottery painting was arranged for the children and it was suggested that the costs of the raw materials be shared between the Parish Council and Playing Field Committee. Member agreed to a donation of £50.

Signed:

Date:

**i. Review & Approval of Payments Presented & Online Authorisations.**

The list of payments due was presented by the Clerk and members approved the authorisation of the following payments: - Suffolk County Council £183.35 for Street Lighting; Suffolk Association of Local Councils £202.80 for Internal Audit Fee; Parish Room £24.00 for Venue Hire May 2023; J Jordan £176.40 for Platinum Jubilee Childrens' Signboard; Playing Field Committee £50.00 - \$137 Donation for Coronation Celebrations; Babergh District Council £494.36 Litter & Dog Bin emptying 2023/24.

**11. Governance.**

**a. Completion of Declaration of Acceptance (DoA) Forms by Attendees.**

Declarations were completed and countersigned for all members present

**b. Agreement of Completion of DoA Forms by Non-Attendees by the Next Meeting.**

Members agreed that Cllr Foster would complete his forms by the next meeting.

**c. Agreement by Members of Requirement to Complete BMSDC Register of Interests**

The Clerk advised members that there was a revised Register of Interests that required completion and submission to Babergh DC by 1 June 23.

**d. Review & Approval of the Parish Council's Members' Responsibilities.**

Members agreed to defer this item to the next meeting.

**12. Highways & Footpaths:**

**a. FPWG Update.**

Cllr Wheeler reported that 2 new bridges have now been installed on FP2 (Park Farm) which are a great improvement on the previous ones. He also stated there has been an observation from a villager that FP2 was somewhat overgrown particularly with nettles around the gates. As a result, a member of the FPWG has cut back the nettles, the landowner has been contacted, and the villager appraised of the outcomes.

Dog fouling remains an issue and there is evidence of bikes being ridden illegally on some footpaths. Suggestions have been made that additional signage is put up to address these issues and Suffolk County Council will be approached to see if there are any generic signs that could be used.

Finally, there has been a good response to the Footpath Questionnaire and the results are currently being analysed.

**b. Provision of disabled parking space Grove Avenue.**

Cllr Impett informed members of a family with a severely disabled child who currently have great difficulty getting from their car to the house and suggested the Council investigate the provision of a dedicated disabled parking bay to allow them easier access. Following discussions and advice from the District Councillor it was agreed to identify the owner of the land in question and open discussions on feasibility with them; it was also decided to investigate whether any grants or funding may be available and report further at the next meeting.

**13. Questions to the Chair.**

a. It was suggested that to reduce the Clerks workload some routine communications could be handled by members according to their responsibilities; it was agreed to review the Communications Protocol at the next meeting.

b. The Clerk suggested that the Council purchase its own office and security software as currently it is operating on a shared basis with the Clerks personal software. It was agreed that the Clerk would present options and costs at the next meeting.

**14. Date of next meeting.**

The date of the next meeting, primarily to cover financial year-end matters was set for Tuesday 6 June 23 at 7:30pm and the subsequent full Council meeting on Tuesday 4 July 2023.