

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 6 June 2023 in the Parish Room.

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

Attending: BDC Cllr Margaret Maybury, BDC Cllr Paul Clover.

1. Apologies and approval of absences.

Apologies were received from Cllr Foster whose absence was approved; and from SCC Cllr Faircloth-Mutton

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

None

3. Approval of Minutes of the Previous Meeting.

The Minutes of the previous meeting held on 16 May 2023 were approved and signed by the Chair.

4. Reports by County Councillor and District Councillors.

- a. Cllr Maybury reported that following extensive negotiations the Green Party, Liberal Democrat Party and Independent Councillors agreed to form a coalition to run Babergh DC. As there were many new Councillors elected there would be an initial training programme at Babergh, and the first meeting would take place in July. She also wished to promote the Mens Shed project in Long Melford which is attended by men of all ages from the surrounding villages. It is a place to both practice and learn new skills as well as somewhere to talk and share problems.
- b. Cllr Clover looked forward to working with the Parish, his particular interests being in environmental projects and issues. He also asked that the Suffolk County Council Rural Transport Survey be advertised as widely as possible.

5. Public Forum.

There were no members of the Public in attendance.

6. Finance.

a. Review & Approval of RFO's report 31 May 23.

The Acting Clerk discussed the RFO's report given at Annex A which was approved by members.

b. Review and Approval Bank Reconciliation 31 May 23.

The Bank Reconciliation was approved by members and signed.

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: - Information Commissions Office £35.00 for Data Protection Annual Fee; Suffolk Association of Local Councils £0.72 for underpayment of previous invoice; Parish Room £12.00 for venue hire.

d. Review and Approval Bank Reconciliation 31 Mar 23 for AGAR 2022/23.

Members approved the March 2023 Bank Reconciliation.

e. Review and Approval of the Councils Statement of Accounts (2022/23).

The RFO presented the statement of accounts for 2022/23 which was approved and signed.

f. Review & Approval of AGAR Section 1 Annual Governance Statement (2022/23).

The Annual Governance and Accountability Return (AGAR) Annual Governance Statement was approved and signed by the Chair and Acting Clerk

g. Review & Approval of AGAR Section 2 Accounting Statements (2022/23).

The AGAR Accounting Statements were approved and signed by the RFO and Chair.

h. Review & Approval of AGAR Section 2 Significant Variances (2022/23).

The RFO explained the significant variances from last year's AGAR which were approved by Members.

i. Review & Approval of the Council's Notice of Public Rights (2022/23).

The Acting Clerk Informed Members of the requirements to publish the AGAR documents and the public's rights to inspect them. The inspection dates were agreed as 12 June – 21 July 2023 and the Notice approved.

NOTE: All the relevant documents have now been published on the Council website in the Audits & Finances section.

j. Review & Approval of the Council's Internal Audit Report (2022/23).

The AGAR Annual Audit Report completed by the Internal Auditor was reviewed and approved. The Acting Clerk informed Members of the comments made by Internal Auditor in their full report and would prepare a response and action plan for the next meeting.

k. Review & Approve Asset Register Update.

The Asset Register was updated to include the Village Sign and approved by Members.

7. Planning Application & Updates.

a. Application DC/23/0256 – Consent to carry out works (reduce crown by 30%) to tree protected by Tree Preservation Order- Walnut Cottage, Church Road, CO10 0SP.

Members discussed the application and noted there were currently some 15 rooks' nests in the tree. It was agreed to approve the application with the comment that work should not start until after all the nests become inactive.

8. Governance:

a. Review of Members Responsibilities.

Following the elections Members responsibilities were reviewed and updated. The new list at Annex B will be published on the website and noticeboard.

9. Highways & Footpaths:

a. Measures to Reduce Speeding – update.

The Chair informed members that a new report from Suffolk Highways had been received but needed further debate. He proposed any further discussion be deferred until the next meeting and Members agreed.

b. FPWG -update.

Cllr Wheeler informed Members that it has been agreed with Great Waldingfield Parish Council to increase cooperation on footpaths that link the two parishes. The Footpath Questionnaire results are due to be discussed at the next FWPG meeting.

c. Disabled Parking Bay Grove Avenue – update.

Cllr Impett reported that the land in question is most likely owned by Babergh DC. She had had further discussions with the family to establish their precise needs and preferred location of the bay. The Chair suggested that once the land ownership had been positively established, a report on the precise needs and optimum location, could be discussed together with funding options at the next meeting.

10. Questions to the Chair.

None

11. Date of next meeting.

The date of the next meeting was set for Tuesday 4 July at 7:30 pm

The meeting closed at 8:50 pm.

Annex A to Minutes 6 June 2023

RFO REPORT - 31 May 2023				
Bank Balances @ 31 May 23				
Treasurers Account	£28,294.24		BusBank Acct	£2,532.36
Receipts				
	Date	Details	Power	Amount
BusBank Account				
	09-May-23	Interest		£1.44
			Total	£1.44
Treasurers Account	30-Apr-23			
		None		
			Total	£0.00
Payments				
BusBank Account				
		NIL		£0.00
Treasurers Account				
	28-Mar-23	Suffolk C Council - Street Lighting 2022/23	PC Act 1957 (s3)	£185.35
	30-Apr-23	SALC - Internal Audit Fee	LG Act 1972 (s111)	£202.08
	02-May-23	Babergh DC - Dog & Litter Bin Svcs 23/24	Litter Act 1983 Sect 5-6	£494.36
	11-May-23	LW Parish Room - Venue Hire	LG Act 1972 (s111)	£24.00
	12-May-23	J Jordan - Jubilee Childrens' Signboard	LG Act 1972 (s111)	£176.40
	12-May-23	LW Playing Field - Coronation Donation	LG Act 1972 (s 137)	£50.00
			Total	£1,132.19
Outstanding				
	06-Jun-23	Parish Room	LG Act 1972 (s111)	£12.00
	06-Jun-23	SALC - Internal Audit Fee underpayment	LG Act 1972 (s111)	£0.72
	05-Jul-23	Information Commissioners Office (D/dbt)	LG Act 1972 (s111)	£35.00
			Total	£47.72
Reconciliation 01 May 23 - 31 May 23				
Account	Opening Balance	Receipts	Payments	Closing Balance
BusBank	£2,530.92	£1.44	£0.00	£2,532.36
Treasurers Account	£29,426.48	£0.00	£1,132.19	£28,294.29

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Signed: -

Date 04 Jul 23

Actual vs Budget

Income				Expenditure			
	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		£600.00	Insurance	£530.00		£530.00
Bank Interest	£10.00	£3.04	£6.96	Audit expenses	£180.00	£169.00	£11.00
Miscellaneous	£0.00		£0.00	Maintenance	£600.00	£480.00	£120.00
				Professional Fees/Subscitions	£380.00	£240.81	£139.19
							£0.00
				Parish Room	£100.00	£92.00	£8.00
				Training	£1,500.00		£1,500.00
				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	£136.19	£663.81
Totals	£10,128.00	£4,952.64	-£5,175.36	Totals	£11,925.00	£2,258.26	£9,666.74

Annex A page 2

Signed: -

Date 04 Jul 23

Annex B to Minutes 6 June 2023

Little Waldingfield Parish Council

Members & Responsibilities 2023/24

Cllr Tim Sheppard

Chair

Employment,
Church & Closed Churchyard

Cllr Matt Foster

Vice Chair

Playing Field Committee,
Employment & Litter Pick

Cllr Chris White

Member

Highways, Noticeboard,
Defibrillator, Projector & Wreath

Cllr Robert Wheeler

Member

GDPR, SALC & Footpaths

Cllr Tina Impett

Member

Playing Field Committee.
Telephone Box

Chris White, Acting Parish Clerk

clerk.littlewalingfieldpc@hotmail.co.uk

6 July 2023