

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 Meeting of Little Waldingfield Parish Council held in the Parish Room on Tuesday 14 March 2023

PRESENT: Councillor C White (Chair) Councillor T Sheppard (Vice Chair) Councillor M Foster Councillor T Impett Councillor R Wheeler

Also present: The Parish Clerk, Suffolk County Councillor P Faircloth-Mutton, Babergh District Councillor C Arthey, and Babergh District Councillor M Maybury. There were also 9 members of the public in attendance.

1. Apologies and Absences- None

2. Declarations of interest and requests for dispensations - None

3. Minutes of Previous Meetings.

(i) To approve and sign the Minutes of the Meeting of the Parish Council held on Tuesday 10 January 2023.

It was resolved to approve the Minutes of the Council meeting held on Tuesday 10 January 2023. All agreed.

(ii) To approve and sign the Minutes of the Meeting of the Parish Council held on Tuesday 07 March 2023.

It was resolved to approve the Minutes of the Council meeting held on Tuesday 07 March 2023. All agreed.

4. To receive Reports from the County and District Councillors

a. SCC Cllr Faircloth-Mutton reported SCC decision not to increase council tax by further 1%. Bury St Edmunds investment 2025, Highways assessment due to be completed.

Responding to queries from residents and members regarding state of the highway, potholes, flooding, road safety, speed testing, SCC finances - Cllr Faircloth-Mutton reported Kier was no longer Highways provide due to substandard work; there was an ongoing SCC transformation programme to spend wisely with adult and social care the biggest spend, the installation of sensors enabling residents to stay independent in own homes; looking at £93 million efficiency savings.

b. BDC Cllr Maybury provided a written report. Increase in Babergh District Council tax of 2.99%. The need photo ID to vote. Council rents to rise by 7%. Substantial outstanding repairs to Council housing due to lack of contractors. Minor adaptations - private work going well, social housing delays of 12-18 months. A new surveyor for damp and mould has been appointed. Concerns at local waste transport facilities moving to Mid-Suffolk. Phase 2 Chiltern Woods, Westland Heath, future consultation.

Responding to questions from members regarding loss of waste facilities, social housing rent, Community Pantry scheme, Cllr Maybury clarified just transportation depot for waste facilities moving; residents on low income affected by social rent rise.

c. BDC Cllr Arthey gave an update to recent Town and Parish Council briefings regarding progress on housing inspection figures, which continue to fall, and inspections for asbestos and carbon monoxide detectors, all now completed; he spoke about the Town and Parish liaison event with presentations providing updates on planning, BDC budget process, elections - including photo ID requirements, and the role of 'localities officers'. The Cabinet approved the Culture, Leisure and Visitor Economy Strategy, and will be considering tenders received for Belle Vue House in Sudbury. The Joint Local Plan (Part 1) Modifications document is also due to be published for consultation. Questions to BDC Cllr Arthey. Nil.

5. To receive an Update on Development Plans for Brookwood Manor

The developer gave a brief history since acquiring the property April 2022 with the intention to change use to a boutique hotel. The building had been in receivership since 2020, and hadn't been adequately maintained over past 40 years and issues with sewerage encroaching onto neighbouring water courses. He informed the Council on restoration plans, including water and sewerage treatment, carbon efficient heating system, an Orangery extension and further outbuilding, showing samples of proposed replacement lead light windows.

The developer responded to questions from residents and members about completion date, treatment room, parking spaces, access road and footpaths, number of staff, visitors and groups.

His replies included: a maximum of 36 staff including part time workers on shift pattern, with quarters for 3 live in staff; the possibility of using a minibus to pick up local staff to mitigate and manage parking of vehicles on site; advice to provide 79 parking spaces but only had 59 restaurant covers, and expected that visitors would car share; group bookings were welcome but the intention was for a family-oriented business not party venue; total cost was around £3 million with an estimated 12 -18 month restoration time and therefore it was a long term investment with a financial return estimated in 10 years; as a business it will both support, and need the support of, the local community; will consider how to link footpaths and bridleways within the village and widen privately owned access road.

Signed by Chair of the Council:

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Residents raised issues about feasibility of widening the road, having to reverse a long way 200m-300m to get to passing place. Road not wide enough for 2 cars, concerns about delivery lorries, 30-40 cars a day is significant increase. Looking into widening road, plan to re-lay and Asphalt due to predecessor water leak damage.

Cllr Faircloth-Mutton noted the need to establish which land adjacent to the access road is owned by SCC or private owners, some local land is leased by farmers; it might take time if seeking to buy SCC land for access, and that leasing may be a consideration.

Neighbouring residents said they would welcome further conversations with the developer about a number of concerns around the plans to which the developer agreed and both parties would arrange a meeting date.

There was a discussion around the 30 March deadline for comment and the need to consider possible deferment to allow for residents comments following their meeting, and a further planning meeting.

6. Public Participation

Public - To receive comments on items on the agenda, or raise issues for consideration of inclusion at future meetings (*each allowed up to 5 minutes - to a total maximum of 10 minutes - subject to discretion of the Chair*).

A member of the public voiced concerns about having to walk in the road due to ivy overgrowing on the pavement. The Chair responded to a query from a resident regarding news on the Pub, stating the owners were keen to get the Pub up and running however finding a tenant was proving difficult.

Eight members of public left the meeting.

7. To receive Progress Reports

a. Clerks Report – The Chair reported no further news on the ANPR camera availability and that the litter pick had to be cancelled due to inclement weather, a new date of 1st April was agreed.

b. Footpaths Working Group – A revised footpath cutting schedule had been sent to the contractor who returned a quote for £395 for the season. An increase in reports of dog excrement on footpaths have been received; the group will explore ways to make dog walkers aware of civic responsibilities in this respect. Contact has been established with the County Footpaths Officer for the area who is able to assist in providing way markers. The group plan to speak to landowners with information about putting posts and markers in place. Aspirations to connect footpaths to provide a safe circular route on northwest side of the village, may include seeking a new right of way across SCC land and private farmland. A questionnaire was presented for consideration, to be circulated amongst parish residents.

It was resolved to adopt the Footpaths questionnaire, All agreed.

c. Village sign restoration – The Chair reported all scroll work within the sign had been replaced, taking patterns of original scrolls, at a cost of £140 (exc. vat). Further work was required to finish the sign, including powder coat and paint. Costs may exceed original estimate £400-£500. SCC Cllr Faircloth-Mutton offered to contribute towards cost from County budget. The Chair thanked Cllr Faircloth-Mutton and put forward a motion to equally share the final cost.

It was resolved that the Council will match County funding. Agreed by all.

d. Closed Churchyard and Cemetery upkeep - To consider volunteer working party dates –

It was agreed to assemble a closed churchyard and cemetery volunteer working party on 01 April 2023 following the litter pick.

e. Verge and Hedgerow cutting - The Street - To consider costs - Cllr White reported difficulties finding a replacement contractor and Cllr Foster said he would make further enquiries with a local farmer. Previous costs were £300. Due to the short timescale in which to get the hedgerows cut it was agreed to authorise expenditure up to that amount should a suitable contractor be found.

f. King Charles III Coronation Celebrations - Councillor Impett provided an update from the Playing Fields Committee meeting and informed the Council on ideas for the event to be held Saturday 07 May in the afternoon/evening on the playing fields.

SCC Cllr Faircloth-Mutton, BDC Cllr Arthey, BDC Cllr Maybury and a member of the public left the meeting.

8. Planning Matters

To determine the Parish Council response to the following applications:

(i) **DC/23/00918/FUL - Change of use of Care Home (C2) to Hotel and Restaurant (C1/A3) with kitchen and orangery extensions and new carpark area. Erection of detached building to provide additional accommodation, erection of new storage building and associated landscaping, Brookwood Manor Residential Care Home, Holbrook Hall Park - BDC consultation deadline 30 March 2023.**

Full application details available at: <https://www.babergh.gov.uk/planning/application-search-and-comment/>

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In light of the proposed discussions between residents and the developer it was RESOLVED to request an consultation extension of one calendar month to enable all parties concerned to make further representations to the Parish Council. All agreed.

Once the length of the extension was known, the date of a further planning meeting would be agreed.

9. Finances

- a. To receive RFO report - reviewed and accepted by all.
- b. To receive and confirm Bank Reconciliation @ 28 Feb 2023 - accepted and signed by Cllr Impett and Cllr Wheeler.
- c. To receive and approve Accounts for Payment
Payments were presented, reviewed and approved for online authorisation :
 - I. K Elliott – £189.96 – January Salary (paid 1 Feb as per contract)
 - II. K Elliott – £356.38 - February Salary (Paid 28 Feb by Standing Order)
 - III. K Elliott - £293.85 – Overtime, Training & milage allowances, office expenses 16 Jan – 12 Mar 2023
 - IV. Suffolk Association of Local Councils (SALC) - £187.20 – Clerk Training Modules
 - V. SALC - £31.20 – Councillor Training Module.
 - VI. SALC - £27.00 – Payroll services
 - VII. SALC - £72.00 – Clerk Financial Training Module.
 - VIII. Society for Local Council Clerks - £109.00 – Clerk Membership fee.
 - IX. Parish Room - £28.00 – Venue Hire
 - X. Phillips Engineering - £168.00 – Village sign restoration.
- d. To consider renewal of footpath and closed churchyard grass cutting contract with D Gotts for 2023
It was resolved to renew the footpath and closed churchyard cutting contract with D Gotts for 2023. All agreed.

10. Governance

To consider:

- (i) Date of Annual Parish Meeting.
It was resolved to hold the Annual Parish Meeting on Tuesday 25 April 2023. All agreed.
- (ii) Meeting dates 2023/2024.
The 2023/24 meeting dates were agreed to be 16 May, 06 June, 04 July, 05 September, 07 November 2023, 09 January, 05 March 2024.
- (iii) Internal Controls Statement 2022/2023 –
The Internal Controls statement was reviewed and approved.
- (iv) Internal Controls Checklist 2022/2023 –
The Internal Controls check carried out by Cllr Impett in January 2023 was reviewed and approved.
- (v) Establishment of Personnel Committee and Terms of Reference.
It was agreed to defer this item for consideration at the first meeting of the new Council in May
- (vi) Staff annual leave dates.
It was agreed to defer this item for consideration at the next meeting.

11. Questions to the Chair

None

12. Date of next meeting

The next meeting will be held on Tuesday 16th May at 7:30pm.

There being no further business the meeting closed at 22.15

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ANNEX A to Minutes 14 Mar 23
RFO Report

RFO REPORT - 14 March 2023				
Receipts				
Account	Date	Details	Power	Amount
BusBank	28/02/23	Balance		£2,528.13
	09/01/23	Interest		£1.08
	09/02/23	Interest		£1.29
Treasurers	28/02/23	Balance		£27,210.52
Payments				
BusBank Account				
		NIL		£0.00
Treasurers Account				
	04/01/23	Community H'beat Trust - Defib Pads	LG Act 1972 (s 111)	£115.20
	10/01/23	SCC - Street Light Replacement	PC Act 1957 (s 3)	£1,147.43
	10/01/23	C.White Laptop replacement (Currys)	LG Act 1972 (s 111)	£599.00
	10/01/23	Parish Room - Room Hire	LG Act 1972 (s133)	£14.00
	01/02/23	Clerk Salary Jan 23 Paid 01 Feb 23as per contact.	LG Act 1972 (s111-2)	£189.86
	28/02/23	Clerk Salary Feb 23 Paid by Standing Order	LG Act 1972 (s111-2)	£356.38
			Total	£2,421.87
Outstanding				
	14/03/23	SALC Invoice 26678 - Clerk Training	LG Act 1972(sect 111)	£187.20
	14/03/23	SALC Invoice 26680 - Cllr Training	LG Act 1972(sect 111)	£31.20
	14/03/23	SALC Invoice 26781 - Payroll Services	LG Act 1972(sect 111)	£27.00
	14/03/23	SALC Invoice26683 - RFO Training	LG Act 1972(sect 111)	£72.00
	14/03/23	SLCC Membership	LG Act 1972(sect 143)	£109.00
	14/03/23	Parish Room - Room Hire	LG Act 1972 (s133)	£28.00
	14/03/23	Clerk Additional Salary & Allowances	LG Act 1972 (s111-2)	£293.85
			TOTAL	£748.25
Reconciliation 01 January 23 - 28 February 2023				
Account	Opening Balance	Receipts	Paymen	Closing Balance
BusBank	£2,525.76	£2.37	Nil	£2,528.13
Treasurers	£29,632.39		£2,421.87	£27,210.52

Signed by Chair of the Council:

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RFO Report 14 Mar 23 Contd.

Actual vs Budget							
Income				Expenditure			
	Budget	Actual	Difference		Budget	Actual	Difference
Precept	£9,181.00	£9,181.00	£0.00	Office Exp	£100.00	£585.03	-£485.03
Grants Received	£550.00	£413.92	-£136.08	Insurance	£425.00	£479.09	-£54.09
Donations Receiv	£0.00	£0.00	£0.00	Audit expe	£160.00	£161.00	-£1.00
VAT Refunds	£1,100.00	£512.47	-£587.53	Maintenan	£0.00	£300.00	-£300.00
Bank Interest	£1.00	£3.60	£2.60	Prof Fees & Subscripti	£380.00	£416.00	-£36.00
Miscellaneous	£0.00	£0.00	£0.00	Parish Roo	£180.00	£120.00	£60.00
N'bourhood Plan	£0.00	£485.23	£485.23	Training	£600.00	£304.50	£295.50
Jubilee Mugs	£0.00	£408.00	£408.00	Donations	£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
				Defibrillato	£300.00	£96.00	£204.00
				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 Ligh	£350.00	£1,192.21	-£842.21
				N'hood Pla	£0.00	£1,174.16	-£1,174.16
				Miscellane	£0.00	£0.00	£0.00
				VAT Paid	£1,100.00	£1,184.62	-£84.62
				Platinum J	£1,000.00	£1,417.40	-£417.40
				Clerk Salary	£3,250.00	£752.00	£2,498.00
				Clerks Exp	£520.00	£34.03	£485.97
Totals	£10,832.00	£11,004.22	£172.22	Totals	£10,225.00	£9,954.68	£270.32

Signed by Chair of the Council:

Date: