

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 Tuesday 10 January 2023 in the Parish Room.

Present: Cllr Chris White (Chair), Cllr Robert Wheeler, Cllr Matt Foster, Cllr Tina Impett

Attending: DCC Clive Arthey and one member of the public

The meeting opened with the announcement of the resignation of Cllr Braybrook, the longest serving member of the Council, having been a Councillor for more than 10 years. The Chair and Council wish to record a vote of thanks for all his hard work and dedication to the village, particularly in his desire to retain its historical character.

1. Apologies and approval of absences.

Apologies were received from Cllr Tim Sheppard and his absence was approved. SCC Phillip Faircloth-Mutton and DCC Margaret Maybury also tendered their apologies.

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

None.

3. Approval of Minutes of the Previous Meeting held on 1 November 2022.

The minutes of meeting on 1 November 2022 were approved and signed

4. Reports by County Councillor and District Councillors.

a. SCC Phillip Faircloth-Mutton requested the Council be informed of the following: -

- i. Suffolk County Council Proposed Budget 2023/24 to be debated in early February: - It is proposed that Frontline services would be protected with 2% increase in base rate and there would be a 2% increase in Adult Social Care Precept. The proposed combined 4% increase would add £1.10 per week to an average band D property, which is a below inflationary increase, and is less than numerous other authorities providing social care, who are expected to raise rates by a combined 5%.
- ii. £500,000 funding for an eco-friendly alternative to glyphosate to treat weeds on highways, following the Conservative Administration's earlier ban of the substance.
- iii. £45,000 extra funding for Citizens Advice Centres, including our local Sudbury office and an additional £700,000 for SEND recruitment.

b. DCC Clive Arthey referred to BMSDC's monthly Town & Parish Briefing. Details are given at Annex A. Of note were the devolution deal for Suffolk, the new Council fees and charges for 2023/24, and the new tenancy policy. He also advised that Cabinet agreed lease arrangements to help support the provision of the new Hardwicke House doctor's surgery'.

5. Public Forum.

There were no public contributions.

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6. Routine Correspondence.

Councillors confirmed they had reviewed the correspondence and emails sent out by the Clerk since the last meeting and there were no matters arising.

7. Clerk's Report.

Councillors discussed the Clerk's report contained in Annex B and noted the ongoing actions in respect to the village sign restoration, speeding data and ANPR camera.

8. Planning.

a. The approval of application DC/22/04808 - Erection of a two storey and single storey rear extension - Surprise Cottage, Church Road was noted.

b. Members discussed application DC/22/06324 - Discharge of Conditions – Chilton Wood Mixed Development and resolved not to comment.

9. Recruitment of new Clerk.

The contract and remuneration details for the new Clerk were discussed and approved.

10. Finances.

a. **The RFO's report** at Annex C was reviewed and members: -

i. Confirmed the Lloyds Bank Balances (£29632.39p & £2525.76p)

ii. Noted the recent Receipts of £414.77, and payments of £1522.61p.

iii. Noted the Receipts & Payments vs Budget statement.

b. **The Bank Reconciliation** for 30th September 2022 was approved and signed.

c. **Payments presented** were reviewed and approved for online authorisation:

i. Community Heartbeat trust - £115.20 – Defibrillator pads

ii. Suffolk County Council - £1147.43 – Street Light Replacement

iii. C White (Currys Invoice) - £599.00 – Laptop replacement

iv. Parish Room - £14.00 – Venue Hire

d. Budget 2023/24

The final Budget, Precept, and Reserves figures for 2023/24 in Annex D were approved.

e. Precept Request

Following the previous decision not to increase the Parish Precept this year the BDC Precept 2023/24 Request Form was completed and signed.

f. Charity Donations.

The donation request from Headway Suffolk to help fund a mobile charity shop was discussed. It was agreed to obtain further information on the direct benefit to the Parish before proceeding further.

11. Governance

a. Internal Controls Checklist

The Internal Controls Checklist was reviewed, and a Councillor appointed to carry out the check. The report will be presented at the next meeting.

b. Risk Assessments Review.

The Council's Risk Assessment and Litter Pick Risk Assessment were reviewed and approved without change.

c. Standing Orders & Financial Regulations review.

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The Clerk presented the changes to Standing Orders prompted by an update to NALC Model Standing Orders. The revised Standing Orders will be sent to Councillors and published on the Council website. The Clerk reported there were no changes required to the Financial Regulations.

12. Highways & Footpaths.

Following extensive documenting of Public Rights of Way in the Parish, the Footpath Working Group presented a very comprehensive set of proposals for a revised cutting schedule for 2023 and the Chair thanked Cllr Wheeler and the FPWG members for their work. Members agreed that footpaths are an essential fundamental feature of the Parish and, following extensive discussions on each option the Chair proposed the FPWG's first preference be implemented for the 2023 season. This would be then reviewed at the end of the year. The proposal was carried, and the Clerk will arrange a meeting with the contractor to negotiate a new contract.

13. King Charles III Coronation.

Following discussions, it was decided to liaise with the Playing Field Committee as to how the Coronation may be celebrated and report back to the next meeting.

14. Questions to the Chair.

It was suggested that the date for the annual litter pick be set for Saturday 11th March. The Clerk agreed to make the necessary arrangements with the Parish Room and Sudbury Community Warden.

15. Date of next Meeting

The date of the next meeting was set for Tuesday 7 March 2023 at 7:30pm in the Parish Room.

Signed:

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Annex A



January 2023

Council leaders welcome landmark devolution deal for Suffolk

The leaders of Babergh and Mid Suffolk District Councils have welcomed an “ambitious and exciting” devolution deal for Suffolk. [More information.](#)

Councils strive to keep charges fair – and help those most in need

Council leaders at Babergh and Mid Suffolk are due to discuss future fees and charges for council services – pledging to keep increases fair and continue to support those in need. [More information.](#)

Revealed: winning names for Babergh and Mid Suffolk’s new environmentally friendly bin lorries

Ed Sheerbin, Gary Bineker and Stranger Bins are amongst the winning names for Babergh and Mid Suffolk’s new environmentally friendly bin lorries, revealed last month. [More information.](#)

Pioneering councils complete £2.8m carbon-cutting solar investment to slash leisure centres’ reliance on the grid by close to half

Over 100 council car parking spaces in Sudbury and Stowmarket have been covered with solar panels, to help power and reduce carbon emissions at two council-owned leisure centres. [More information.](#)

Councils’ new tenancy policy recognises ‘a home is not just a house’

Council tenants across Babergh and Mid Suffolk can look forward to continuing certainty over their homes with the possible adoption of the councils’ new tenancy policy. [More information.](#)

Councils’ successful bid for housing fund pot

Babergh and Mid Suffolk District Councils are amongst local authorities to win funding from the Local Government Association to commission a vital, county-wide housing strategy review. [More information.](#)

Christmas holidays full of fun for families and children

Inflatable games, adventure days and cooking classes made up a week of fun for children and young people in Babergh and Mid Suffolk this Christmas. [More information.](#)

Signed:

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Annex B

Clerks Report Meeting 10 January 22		
Minute	Action	Completed
6. Donation to Headway Suffolk.	Agenda item for 10 January meeting	✓
7a. Village Sign restoration	Quote obtained for initial sandblasting and powder coating - awaiting quote from signwriter.	
7b. Footpath Cutting Schedule 2023	Initial proposals received. Added to Agenda for 10 January meeting	✓
7c. Make application for ANPR Camera.	Application submitted to Suffolk County Council ANPR Officer. Acknowledgement received and awaiting further information.	
7d. Pavillion Hire Charges	Email sent to Playing Field Committee	
8. Planning Application DC/22/04808 comments required	Comment submitted supporting the application as agreed.	✓
9c. Payments Authorisation	All payments uploaded to Bank for Authorisation	✓
9d. Laptop replacement	New Laptop procured	✓
10. Council Policies review	The schedule for reviewing all Council Policies is still work in progress and will be ready for the March meeting	
11b. SID Data and speeding	Latest SID data requested from Community Warden. Request for a speed test in the vicinity of the Haymarket Bend submitted.	
13. Replacement Defibrillator Pads	Replacement pads procured and fitted	✓

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Annex C

RFO REPORT - 10 January 2023

Receipts

Account	Date	Details	Power	Amount
BusBank	31/12/22	Balance		£2,525.76
	09/11/22	Interest		£0.27
	09/12/22	Interest		£0.58
Treasurers	31/12/2022	Balance		
	07/11/22	SCC - PRoW Grass cutting		£413.92

Payments

BusBank Account				
		NIL		£0.00
Treasurers Account				
	02/11/22	Sudbury Town Council (SID Deployment)	LG & R Act 1997 (s 26)	£324.11
	02/11/22	Gt Waldingfield PC (SID Batteries)	LG & R Act 1997 (s 26)	£128.50
	02/11/22	CAS (Website Hosting)	LG Act 1972 s111	£60.00
	02/11/22	Parish Room - Room Hire	LG Act 1972 s133	£14.00
	02/11/22	Gardens Arb Ltd - Grass Cutting	LG Act 1972 (s 215)	£996.00
			Total	£1,522.61
			Outstanding	
	04/01/23	Community H'beat Trust - Defib Pads	LG Act 1972 s111	£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 111-2)	£599.00
	10/01/23	Parish Room - Room Hire	LG Act 1972 (s133)	£14.00
			TOTAL	£1,875.63

Reconciliation 01 November 22 - 31 December 22				
Account	Opening Balance	Receipts	Payments	Closing Balance
BusBank	£2,524.91	£0.85	Nil	£2,525.76
Treasurers	£30,741.08	£413.92	£1,522.61	£29,632.39

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Actual vs Budget							
Income				Expenditure			
	Budget	Actual	Differen- ce		Budget	Actual	Differen- ce
Precept	£9,181.00	£9,181.00	£0.00	Office Expenses	£100.00	£530.97	-£430.97
Grants Received	£550.00	£413.92	-£136.08	Insurance	£425.00	£479.09	-£54.09
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	£1.23	£0.23	Prof Fees & Subscriptions	£380.00	£307.00	£73.00
Miscellaneous	£0.00	£0.00	£0.00	Parish Room	£180.00	£92.00	£88.00
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	£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
				Defibrillator	£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 Lighting	£350.00	£1,192.21	-£842.21
				N'hood Plan	£0.00	£1,174.16	-£1,174.16
				Miscellaneous	£0.00	£0.00	£0.00
				VAT Paid	£1,100.00	£1,131.72	-£31.72
				Platinum Jubilee	£1,000.00	£1,417.40	-£417.40
				Clerk Salary & Expenses	£3,770.00	£0.00	£3,770.00
Totals	£10,832.00	£11,001.85	£169.85	Totals	£10,225.00	£8,660.19	£1,564.81

Signed:

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ANNEX D

Little Waldingfield Parish Council		
Final Budget 2023/24		
	Receipts	
Precept		£9,104.00
Grants Received		£414.00
Donations Received		£0.00
VAT Refunds		£600.00
Bank Interest		£10.00
Miscellaneous		£0.00
	Total	£10,128.00
	Payments	
Clerk's Salary		£4,500.00
Clerk Expenses		£200.00
Office Expenses		£200.00
Insurance		£530.00
Audit expenses		£180.00
Maintenance		£600.00
Professional Fees/Subscitions		£380.00
Parish Room		£100.00
Training		£1,500.00
Donations Made		£250.00
S137 Donations		£25.00
Dog & Litter Bins		£420.00
Grass Cutting PRow		£725.00
Closed Churchyard Grass Cutting		£550.00
Defibrillator		£200.00
SID Scheme		£290.00
Elections		£125.00
Street Lighting		£350.00
Neighbourhood Plan		£0.00
Miscellaneous		£0.00
VAT Paid		£800.00
	Total	£11,925.00
Final Budget 2023/24		
	Reserves	
General		Circa £11000
Asset Relacement		£4,000.00

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Closed Churchyard		£4,000.00
Street Lighting		£4,000.00
Elections		£1,000.00
Clerk Training		£1,500.00
Clive Memorial		£2,475.00
Neighbourhood Grant		£0.00
	Total	£27,975.00

Signed:

Date: