



1573 Minutes of the Parish Council Meeting held on Tuesday 9th December 2014

Present: Councillors Kay, Videlo, Archer, Elliot, Gold, Matheson and Rayner / PCSO Bown

- 1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllrs Reid and Winship. SCC Cllr O'Brien, SCDC Cllr Falconer

- 2 **DECLARATIONS OF INTEREST** – None

To **RECEIVE** and **APPROVE** non-delegated DPI dispensations requested by a councillor
None received

Parish Issues – an opportunity for members of the public to bring matters to the attention of the Council and for parishioners to seek guidance from the Council

To **RECEIVE** reports from:

- a) County Councillor and Suffolk Coastal District Councillor Patricia O'Brien
- b) Suffolk Coastal District Councillor Veronica Falconer – Best wishes noted for her speedy recovery
- c) Suffolk Police PCSO Bown spoke to his report, noting two reported minor marine crimes. He would be participating in a Parking Forum at the School on January 15th

All reports **NOTED**, with thanks to the authors.

- 3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 11th November 2014. Proposed by Cllr. Kay, seconded by Cllr. Elliot. **AGREED** by all present at the meeting.

4. **Matters for REPORT and REVIEW of ACTION POINTS** from the minutes of the Parish Council Meeting held on 11th November 2014. Letter re Ipswich Cycling Weekend – positive response received. Cliff Road signage to be replaced. WFDG constitution requested

On-going – Proposed change to Footpath 10 Brightwell together with associated circular route. **Action** None feasible for the time being - Further action **deferred**

On-going - Report re Triangle Area **Action:** CFK to research and approach WPC with costs.

In progress - Road safety and lawful use of footpaths **Action:** SCC had erected some signs

On-going - Footpath 12 No dialogue has taken place, nor the second cut of the season **Action:** per 14th October resolution, the Clerk to seek contract termination based on non-performance. SCC contractor contacted and will provide quotation. Now found, and to go ahead

In progress - Village Way. The Parish Council supported the scheme put forward by the County Council to widen the turning circle, plus suggested mesh to protect grass verges. **ACTION** Awaiting SCC response. SCC Cllr O'Brien has committed £15,000 funding to the project

On agenda - Refurbishment of the Litter Bin compound. Proposal from SCDC/SCS **ACTION.** Clerk to find other proposals

In progress - The archiving/disposal of the Parish Council records and old files.

ACTION – Clerk proposed "zero-based" approach – only retain what is lawfully required or administratively essential and box remainder for archiving/historical use/disposal

On agenda - Purchase of a Defibrillator (AED) for general use in the Village.

Equipment delivered, installed and linked to E of E Ambulance Service. More location signs needed./newsletter & Waldringfielders to advertise for volunteers for VETS scheme.

- 5 To **CONSIDER** Planning Applications for **COMMENTS:**

DC/14/3563/LBC Whitehall Mill Road - Internal alterations, new French and dormer windows, demolition of outhouse. **RESOLVED** that the Council supports the application with no comments. Proposed Cllr Rayner, seconded Cllr Elliot, **AGREED** by all

STATUS: DRAFT UNTIL SIGNED

CHAIRMAN.....DATE.....

WALDRINGFIELD PARISH COUNCIL

1574

- 5 **DC/14/3806/FUL Sweetbriars, 3 Woodbridge Road** – single storey annexe **RESOLVED** that the Council objects to the application with the following comments. Proposed Cllr Rayner, seconded Cllr Gold, **AGREED** by all
Adequacy of parking – in context of the number of potential residents (whether for domestic or holiday purposes) and visitors, the provision of two parking spaces is totally inadequate, with no opportunity for proximate on-street parking (see below) Highway safety/access – Woodbridge Road, at this point is very narrow and unsuitable for parking. The proposed layout and density leads to over-development of the site. The property lays outside the village envelope, with all the implications which that entails.
As a separate comment, the Council were dissatisfied with the reproduction quality of the plans and urges that applicants provide clear and legible documentation to allow proper consideration of their applications
Any other applications received before the meeting – None
To **NOTE** any application decisions received - None
Any other application decisions received before the meeting - None
- 6 To **CONSIDER** applications for grants for 2015/2016 – After due consideration, the Council **RESOLVED** to **APPROVE** a grant of £500 to the Parochial Parish Council for FY 2015/16. Proposed by Cllr Elliot, seconded by Cllr Videlo, **AGREED** by all
- 7 To **APPROVE** the SCC Locality Budget expenditure. Following discussion, funds were earmarked for the printing costs of the Emergency Resilience Plan and the Parish Plan, as well as the Recycling Compound
- 8 To **APPROVE** the Budget and Precept for FY 2015/16 – the overall Draft Budget was amended by a reduction of £250 in the Election budget, £210 increase in Repairs/Maintenance and £153 in Footpath Maintenance. This would mean no change in the Parish Precept for 2015/16. Proposed by Cllr Kay, seconded by Cllr Archer, **AGREED** by all
- 9 To **CONSIDER** the Defibrillator VETS scheme and other training/awareness opportunities. With three volunteers already, the Awareness Session was expected to take place early in the New Year. Cllr Videlo would coordinate the matter.
- 10 To **CONSIDER** expenditure on the Church Field notice board - **DEFERRED**
- 11 To **CONSIDER** further proposals for the refurbishment of the litter bin compound - **DEFERRED**
- 12 **CLERK AND RFO REPORT Clerk**
 - a) To **CONSIDER** items of expenditure and sign cheques accordingly

Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
63 Salaries	04/12/2014		Baradays Community A	100842	Monthly Salary	Mr D Lines	X	321.20	0.00	321.20
64 Stationery/Mileage/Etc.	04/12/2014		Baradays Community A	100843	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
65 Handyman's Wages	04/12/2014		Baradays Community A	100844	Ad-hoc salary	Mr R Lord	X	365.60	0.00	365.60
66 Newsletter re 1972 LGA s342	05/12/2014		Baradays Community A	100845	Newsletter	Bettaprint Woodbridge Ltd	E	113.00	0.00	113.00
Total								811.80	0.00	811.80

Total Payments - £811.80

b) **Income received between 1 – 30 November - £279.40** (already reported – 11/11/14)

c) **Balances held at Bank 30/09/2014 and Building Society as at 15/08/2014**

Bank **£4,476.42** and Building Society **£7,437.91**.

In line with **Financial Standing Order 2.2**, to establish the authenticity of the Bank Reconciliation report, the Receipts and Payments Summary, Uncashed Payments and Receipts Summaries (if any), and the Bank statements were all examined and initialled accordingly by: Cllr Videlo. No discrepancies were reported

It was **RESOLVED** to accept Items a), b) and c) together with Accounts/Budget and Bank reconciliation and these were signed accordingly. Proposed Cllr Kay, seconded Cllr Elliot, all **AGREED**. It was further **RESOLVED** to accept the independent Bank Reconciliation – proposed by Cllr Archer, seconded by Cllr Kay, **AGREED** by all

STATUS: DRAFT UNTIL SIGNED

CHAIRMAN.....DATE.....

WALDRINGFIELD PARISH COUNCIL

1575

- 13 To **CONSIDER** any Correspondence received before the meeting – None, other than already distributed
- 14 **PARISH MATTERS for next Agenda** – Church Field notice board – Locality Budget – Defibrillator VETS Scheme – Deben Estuary Plan
- 15 Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during the consideration of **Item 16** (personnel matters) – Proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by all
- At this point, the Clerk left the Meeting***
- 16 **ANNUAL REVIEW** of staff contracts – Review of Clerk’s contract after an appraisal conducted by the Chairman. **RESOLVED** – increase to Scale Point 19 from Sept 1 2014, and incorporating nationally agreed scale increases from January 1st 2015 Proposed by Cllr Elliot, seconded by Cllr Gold, **AGREED** by all

The Chairman closed the meeting at 9.50 pm

STATUS: DRAFT UNTIL SIGNED

CHAIRMAN.....DATE.....

REVIEW OF ACTION POINTS AS AT 18th December 2014**Ongoing – Proposed change to Footpath 10 Brightwell together with associated circular route**

Landowner's agent stated, whilst the bridleway proposals would be received positively, no action would be taken before outline planning permission for the Adastral Park development had been approved and that any attempt to arrange a separate application would probably be opposed by BT as the main landowner **Action** None feasible for the time being. (11/2/2014) Further action **deferred** (Abbreviated note from action points of June 2014)

On-going - Report re Triangle Area.

The School would like to improve the section of the footpath up to the proposed gateways and would bring their plans to the Parish Council in due course. Cllr Reid met the Headteacher for further discussions and CFK to research and approach WPC with costs. Ongoing dialogue with SCC (Abbreviated note from action points of June 2014)

In progress - Road safety and lawful use of footpaths. Road Safety – Cllr Winship sent map and proposal to Village Safety Group Footpaths – **Action**: Clerk reported informal discussion with SCC about footpaths which led to an offer of signs to encourage cyclists' cooperation in protecting River Wall footpath, which has been accepted. AV reported that there was no development. SCC had now erected some signs, with one more installation to come

Action: SCC to erect sign

In progress - Footpath 12 Cllr Gold has been in touch with Highways, who agree to a potential handover of responsibility for the upper section of FP12. Quote received from contractor for FP10 extension, but trade-off to be sought with removal of FP 15 from schedule. SCC advised of changes. Cllr Gold reported that the SCC contractor had cut the footpath (June 2014), and that it was decided to postpone the change of contractor until 2015. (Abbreviated note from action points of June 2014) No dialogue has taken place, nor the second cut of the season. **Action**: per 14th October resolution, the Clerk to seek contract termination based on non-performance. SCC contractor contacted and will provide quotation. Now found, and to go ahead

On-going - Village Way Clerk provided update for Nov meeting. No resident-led campaign apparent. Clerk corresponded with SCC Cllr O'Brien, who has contacted officers seeking guidance on possible remedies and sources of funding. Flagship Housing/SCDC were now involved Chairman met Malcolm King, but nothing new to report from meeting two years ago. Estimates now provided by SCC officers. The Council supported the scheme put forward by the County Council to widen the turning circle, and was of the view that consultation with Village Way residents (by SCC) should be undertaken to establish their satisfaction with the proposal. A supplementary proposal to use mesh on grass verges to mitigate damage by cars being parked on them was discussed, as well as the involvement of the Housing Association in providing residents with satisfactory arrangements. **ACTION** SCC advised of PC recommendations - now awaiting SCC response. SCC Cllr O'Brien has committed £15,000 funding to the project

On-going - Refurbishment of the Litter Bin compound. – Established specifications, to be funded in part or whole from the SCC Locality Budget grant, but initial proposal deemed too expensive – a less costly proposal, with use of other materials and different design, would be sought. A cheaper solution was provided by SCDC (SCS Ltd), but with no detail or indication of the extent of SCDC's responsibilities in the matter **ACTION**. Clerk to find new proposals.

In progress - The archiving/disposal of the Parish Council records and old files.

ACTION – Clerk proposed "zero-based" approach – only retain what is lawfully required or administratively essential and box remainder for archiving/historical use/disposal

In progress - Purchase of a Defibrillator (AED) for general use in the Village. After discussion, it was **AGREED** to seek contributions from community organisations. After review, it was **AGREED** to set a budget of £2,100 plus £100 installation costs **AND** purchase the kit for the outdoor- located defibrillator. It was **NOTED** and **AGREED** that the Parish Council's share of the purchase cost would be £600 or less plus modest maintenance costs. Donations now received from Village Hall Trust and from landlord of the Maybush. Equipment delivered, installed and linked to E of E Ambulance Service. More location signs needed./newsletter & Waldringfielders to advertise for volunteers for VETS scheme. **ACTION**: AV to coordinate awareness session for early next year

STATUS: DRAFT UNTIL SIGNED

CHAIRMAN.....DATE.....