



1553 Minutes of the Parish Council Meeting held on Tuesday 8th July 2014

Present: Councillors Kay, Videlo, Matheson, Archer, Elliot, Rayner, Reid, SCDC Cllr Falconer, PC Smith and PCSO Baddley

1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllrs Gold and Winship

2 **DECLARATIONS OF INTEREST** – Cllrs Kay and Elliot (Item 9)

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 – report noted
- b) Suffolk Coastal District Councillor Veronica Falconer – spoke about summer activities for children, changes to waste/recycling services, road cleaning and a new food waste digester
- c) Suffolk Police – PCSO Steve Baddley introduced himself and spoke to the report.

3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 10th June 2014 Proposed by Cllr. Kay, seconded by Cllr. Rayner. **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 10th June 2014.

Letters/responses were sent to Mr Lyons (crabbing gear), CDC, SDC (re CIL) and re Spinnaker

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 – additional progress.

In progress - **Road safety and lawful use of footpaths**

Action: SCC to erect signs

On-going - **Footpath 12** Quote received for FP12 extension, but trade-off to be sought with removal of FP 15 from schedule. **Action:** Clerk to liaise with contractor on cost trade-off

In progress - **Damage to the playing field fort barricade** Cllr Archer considered the completed works to be less than satisfactory Meeting to be held with contractor, pending which payment to be withheld. **Action:** Contractor made contact and given Cllr Archer's email and telephone number

On-going - **Village Way** SCC/Flagship Housing/SCDC now involved. **Action:** Cllr O'Brien provided an update from SCC – further information to come

On agenda - Review of the Council's Insurance Policy with the individual asset valuations to be reassessed in the next few months. Play area assets inspected **Action:** Clerk to report in July

In progress - **Refurbishment of the Litter Bin compound.** **ACTION** – the Clerk to establish specifications and find suitable contractors to provide a durable replacement, funded in part or whole from the SCC Locality Budget grant.

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

ACTION – Clerk to evaluate and report proposal

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

ACTION: Cllr Videlo to seek contributions/ Clerk to advertise same in June newsletter

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WALDRINGFIELD PARISH COUNCIL

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

Littlefield, Mill Road, Waldringfield 14/1867/FUL - garage/outbuilding, ground floor extension and alterations – **NOT SUPPORTED**. The Council did not support this revised application, essentially for some of the same reasons given to the original application.

*"It was **RESOLVED** to **OBJECT** to the application for the following reasons: It is felt that while the house extension was acceptable, the provision for a garage/outbuilding was not, for the following reasons.*

***1** The said garage/outbuilding is placed against the boundary of the next property (Millfield), which itself is nearer the joint boundary than indicated on the site plan (**which itself is very much out of date**). It is also noted that the proposed building is outside the building line.*

***2** The size of the proposed garage/outbuilding is out of proportion to the rest of the plot and overpowers the neighbouring site. The height is also a cause for concern."*

Proposed by Cllr Rayner, seconded by Cllr Kay, **AGREED** by all

Broomstubs, Cliff Road, Waldringfield 14/1668/FUL – installation of two oil tanks

The Council only wished to provide comment on this new application; that the oil tanks are in situ already, suggesting that they were installed without planning permission and that this is a retrospective application; that it refers to and underscores its previous comments on this site

Proposed by Cllr Rayner seconded by Cllr Kay, **AGREED** by all

The Clerk was instructed to bring full details of previous planning applications relating to new applications for the same property at future meetings.

Any other applications received before the meeting - None

Any other application decisions received before the meeting. DC/14/1582/FUL 1 Sandy Lane – erection of single storey extension to SW/raise patio to E/alterations to existing including new windows to E elevation – **Application permitted**

DC/4/1487/FUL Curlew Cottage, 3 Deben Lane – proposed detached garage (revised) – **Application permitted**

6 To **RECEIVE** a report on the Council's Asset Valuations and insurance costs. **Action**: After discussion, Clerk was instructed to correct insurance valuations and ensure coverage of omissions (where accepted), including the tennis court surface, in time for the contract renewal in the autumn.

Discussion on the provision of new equipment from the SCDC Play Space fund was **DEFERRED**

7 To **APPROVE** the modified Risk Assessment Responsibilities. With the addition of Cllr Videlo's responsibility for FIDO (Dogs Bins), it was **RESOLVED** to accept the document. Proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by all

8 To **DISCUSS** the response to the Freedom Of Information request re Broomstubs. **Action**: The Clerk was instructed to respond to the Planning Authority, posing a number of questions, with the draft letter to be circulated to councillors before being sent.

9 To **RECEIVE** a report on the withdrawal of the stayed Judicial Review. The verbal report and a donation to cover the Council's final expenses in this matter was **NOTED**.

10 To **CONSIDER** the purchase and installation of a defibrillator (AED) for public use. 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. Proposed by Cllr Videlo, seconded Cllr Reid, **AGREED** by all. Other funding would come from generous contributions by other organisations and private individuals in the village. **Action**: Clerk to place order

11 To **CONSIDER** the footpath cutting contract. **Action**: The Clerk was instructed to investigate prices for a third annual cut and to find out whether coordination of the playing fields grass-cutting could be advantageously be coordinated with those of the Church Field. Cllr Elliot would advise specifications from the CFT.

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WALDRINGFIELD PARISH COUNCIL

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12 CLERK AND RFO REPORT Clerk

- a) To **CONSIDER** items of expenditure and sign cheques accordingly

7 July 2014 (2014-2015)

Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18	Salaries	07/07/2014		Barclays Community A	100804	Monthly Salary	Mr D Lines	X	321.20	0.00	321.20
19	Stationery/Mileage/Etc.	07/07/2014		Barclays Community A	100805	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
20	Post and telephone	07/07/2014		Barclays Community A	100805	Postage	Mr D Lines	X	13.84	0.00	13.84
21	Grass cutting (field)	07/07/2014		Barclays Community A	100806	Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
22	JR Payments	07/07/2014		Barclays Community A	100807	JR Payment	Richard Buxton	S	600.00	120.00	720.00
23	JR Payments	07/07/2014		Barclays Community A	100807	JR Payment	Richard Buxton	E	50.00	0.00	50.00
Total									1,117.04	144.00	1,261.04

Total Payments - £1,261.04

Cllr Videlo proposed agreement of the total expenditure a) above. Seconded by Cllr Archer and all **AGREED**.

b) Income received between 1 – 30 June 2014

7 July 2014 (2014-2015)

Waldringfield Parish Council RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
4	Advertising income	07/07/2014		Barclays Community A		Advertising Income	East Green Energy	X	48.00	0.00	48.00
5	VAT Refund	07/07/2014		Barclays Community A		VAT Refund	HMRC	R	0.00	355.24	355.24
6	Advertising income	07/07/2014		Barclays Community A		Advertising Income	E of E Co-op	X	24.00	0.00	24.00
Total									72.00	355.24	427.24

Total receipts - £427.24

c) Balances held at Bank 30/06/2014 and Building Society as at 30/04/2014

Bank **£ 7,262.94** (30 June Bank statement provided and initialled) Building Society **£7,437.91** (30 April statement previously provided).

It was **RESOLVED** to accept Items b) and c) together with Accounts/Budget and Bank reconciliation and these were signed accordingly. Proposed Cllr Kay, seconded Cllr Reid, all **AGREED**.

13 To **CONSIDER** any Correspondence received before the meeting

Code of Conduct – SALC reported modest changes to the Code of Conduct re declarations of interest. This would be incorporated in to the Parish Council's standing orders and a link would be created from the Parish website to the relevant page of DOIs on Suffolk Coastal District Council's website. **Action:** Clerk to send link to Cllr Videlo (*done*) and update Standing Orders

14 **PARISH MATTERS for next Agenda** – Costs (c £500) of Parish Plan survey – Church Field notice Board – Pigeon Control

The Chairman closed the meeting at 9.40 pm

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REVIEW OF ACTION POINTS AS AT 16 July 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 Village Hall Committee and School had agreed to gateways subject to Legal Agreement. The gateways and gates were now in place. 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. (*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 **Action**: Awaiting SCC to erect signs

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. **Action**: Clerk to liaise with contractor on cost trade-off. (*Abbreviated note from action points of June 2014*)

In progress – Damage to the playing field fort barricade Cllr Archer considered the completed works to be less than satisfactory: Meeting with contractor to resolve outstanding issues, pending which payment to be withheld. **Action**: Contractor made contact and given Cllr Archer's email and telephone number (*Abbreviated note from action points of June 2014*)

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 **Action**: Cllr O'Brien provided an update from SCC – further information to come

In progress Review of the Council's Insurance Policy with the individual asset valuations to be re-assessed in the next few months. Play area assets inspected **Action**: Clerk to adjust insurance valuations and ensure coverage of omissions (where accepted), including the tennis court surface. Discussion on the provision of new equipment from the SCDC Play Space fund was deferred.

In progress – Refurbishment of the Litter Bin compound. **ACTION** – the Clerk to establish specifications and find suitable contractors to provide a durable replacement, funded in part or whole from the SCC Locality Budget grant.

In progress – The archiving/disposal of the Parish Council records and old files. **ACTION** – Clerk to evaluate and report proposal

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. **Action**: Clerk to place order

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