



1549 Minutes of the Parish Council Meeting held on Tuesday 10th June 2014

Present: Councillors Kay, Videlo, Matheson, Gold, Archer, Elliot, Rayner, Reid and Winship, SCC Cllr O'Brien and one member of the public

1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS – Suffolk Police

2 DECLARATIONS OF INTEREST – Cllrs Reid and Archer (Item 5 – Planning) Cllr Kay (Item 14 – CDC Demolition)

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

Mr Larsen spoke to his planning application to be presented in Item 5

To **RECEIVE** reports from:

- a) County Councillor and Suffolk Coastal District Councillor Patricia O'Brien – Spoke to report
- b) Suffolk Coastal District Councillor Veronica Falconer – None received
- c) Suffolk Police – Report noted

3 It was RESOLVED TO ADOPT the minutes of the Annual Parish Council Meeting and the ordinary Parish Council Meeting held on 13th May 2014 APCM Minutes proposed by Cllr. Kay, seconded by Cllr. Elliot. Ordinary meeting minutes proposed by Cllr Gold, seconded by Cllr Archer **AGREED** by all present at the meetings.

4. Matters for REPORT and REVIEW of ACTION POINTS from the of the Annual Parish Council Meeting and ordinary Parish Council Meeting held on 13th May 2014.

Playing Field Fort –

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 Agenda - Footpath 12 Quote received from contractor for FP12 extension, but trade-off to be sought with removal of FP 15 from schedule. SCC to be advised of changes

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 yet to be held with contractor to resolve outstanding issues, pending which payment to be withheld. **Action:** Clerk to send reminder to contractor

On-going - Village Way SCC/Flagship Housing/SCDC now involved. Chairman met Malcolm King, but nothing new to report from meeting two years ago

Action: Clerk to contact Cllr O'Brien for any update from SCC

On-going - 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

5 To CONSIDER Planning Applications for COMMENTS:

Cllrs Archer and Reid left the meeting during the discussion of the following item

Curlew Cottage 3 Deben Lane - DC/14/1487/FUL - Proposed detached garage (revised scheme to DC/14/0567/FUL) – ratification of comments prior to meeting. As the Planning Authority

STATUS: DRAFT UNTIL SIGNED

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

WALDRINGFIELD PARISH COUNCIL

1550

did not extend the deadline for comment, the Councils' Planning Group met the previous week, inviting all councillors (not subject to DPIs) to view the plans and make comment. The Clerk then forwarded the collective view of councillors, with comments, to SCDC Planning, subject to formal ratification. In the absence of new information, it was **MOVED** that the letter and its contents to SCDC be ratified – proposed by Cllr Kay, seconded by Cllr Gold, **AGREED** by all

Any other applications received before the meeting.

Cross Farmhouse, Woodbridge Road IP12 4PL - DC/14/1560 – Extension and external alteration to dwelling house. It was **RESOLVED** to support the application, proposed by Cllr Rayner, seconded by Cllr Videlo

Cllr Reid left the meeting during the discussion of the following item

1 Sandy Lane IP12 4QY - DC/14/1582/FUL - Erection of single storey extension to South West Raise patio to east. Alterations to existing including new windows to east elevation. It was **RESOLVED** to support the application, proposed by Cllr Archer, seconded by Cllr Videlo, **AGREED** by all

Any other application decisions received before the meeting

- 6 To **RECEIVE** the report of the Internal Auditor re Financial Year 2013/2014. **NOTED**, with Recommendation 1 (ICO) proposed by Cllr Archer, seconded by Cllr Reid and Recommendation 2 (Risk responsibilities) proposed by Cllr Reid and seconded by Cllr Kay, **AGREED** by all.
- 7 To **RECEIVE** a report on, and **APPROVE** the updated versions of Financial Standing Orders and the Risk Management Policy. FSO proposed by Cllr Reid, seconded by Cllr Elliot, **AGREED** by all. RMP approved pro-tem, subject to division into three sections, reflecting responsibility levels. Proposed by Cllr Kay, seconded by Cllr Winship, **AGREED** by all
- 8 To **CONSIDER** the 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.
- 9 To **CONSIDER** a resolution to the problem of abandoned crabbing equipment on the beach. **ACTION** – the Clerk to write to Mr Tony Lyons to thank him for his efforts in clearing up the waterfront and seek his guidance on the best way to deal with abandoned crabbing equipment
- 10 To **CONFIRM** Mr Ged Morgan and Mr Tony Lyons as Deputy Flood Wardens – **NOTED**
- 11 To **CONSIDER** the archiving/disposal of the Parish Council records and old files. **ACTION** – Clerk to evaluate and report proposal
- 12 To **RECEIVE** an update on the cutting of the upper part of Footpath 12. Cllr Gold reported that the SCC contractor had cut the footpath, and that it was decided to postpone the change of contractor until 2015. **NOTED**
- 13 **CLERK AND RFO REPORT Clerk**
 - a) To **CONSIDER** items of expenditure and sign cheques accordingly

7 June 2014 (2014-2015)

Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
12 Salaries	07/06/2014		Barclays Community A	100799	Monthly Salary	Mr D Lines	X	321.00	0.00	321.00
13 Stationery/Mileage/Etc.	07/06/2014		Barclays Community A	100800	Travel Expenses	Mr D Lines	X	24.00	0.00	24.00
14 Post and telephone	07/06/2014		Barclays Community A	100800	Postage	Mr D Lines	X	14.12	0.00	14.12
15 PAYE/NI	07/06/2014		Barclays Community A	100801	PAYE & NI	HMRC	X	274.40	0.00	274.40
16 Locality Grant Spend	07/06/2014		Barclays Community A	100802	Printing supplies	Bettaprint Woodbridge Ltd	S	253.42	50.68	304.10
17 Newsletter re 1972 LGA s142	07/06/2014		Barclays Community A	100803	Newsletter	Bettaprint Woodbridge Ltd	X	157.00	0.00	157.00
Total								1,043.94	50.68	1,094.62

Total Payments - £1,094.62

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

b) Income received between 1 – 31 May 2014

Total receipts - NIL

STATUS: DRAFT UNTIL SIGNED

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

WALDRINGFIELD PARISH COUNCIL

1551

c) Balances held at Bank 31/05/2014 and Building Society as at 30/04/2014

Bank £ 8,281.52 (31 May 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 Reid, seconded Cllr Gold, all **AGREED**.

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

Consultation on Community Infrastructure Levy (CIL) – Chairman delegated responsibility to respond, following circulation of proposed comments

East Anglia THREE Offshore Windfarm – Notice of consultation period

SCDC – Individual Electoral Registration – briefing meeting

CDC Demolition – notice of potential development options and invitation to comment (**Cllr Kay left the meeting during discussion of this item and Cllr Videlo took the Chair**) It was felt that comment was inappropriate in advance of more detailed proposals, but that the creation of a small business park was another potential use for the site. **ACTION** - The Clerk was asked to respond accordingly

Spinnaker – letter from a parishioner, expressing genuine concern at the apparent scale and appearance of the development. SCDC had been persuaded to inspect the development to ratify compliance with the planning approval. **ACTION** – the Chairman to write to the parishioner, explaining the considerable attention given to this application and the Council's subsequent actions.

Parish Resilience Plan – Councillor Winship advised of dialogue with the Flood Defence Group

Parish Plan – Cllr Elliot advised of estimated printing costs circa £400

Defibrillator – Cllr Videlo reported likely financial support of £700 and an individual donation of £5 which was handed to the Clerk

15 **PARISH MATTERS for next Agenda** – None proposed

The Chairman closed the meeting at 10.07 pm

REVIEW OF ACTION POINTS AS AT 17 June 2014

Ongoing – Proposed change to Footpath 10 Brightwell together with associated circular route

Reinstated pathway needs to be bridleway, application to start now as process can take years. The footpaths will be reinstated between 2025 and 2036, by which time everyone will have forgotten that they were being used as bridleways. The Council has agreed that Waldringfield, with Brightwell and Martlesham, will pursue change to Footpath 10, to be reinstated as a bridleway and continue the circular route involving other footpaths to be identified. Brightwell Parish Council is expecting to take the formal lead in the application. WPC will have a strong involvement, if not leadership role in re-designating the circular route. A formal claim is not necessary "if all landowners involved are prepared to accept and dedicate a new or upgraded public right of way". Further progress made, identifying specific location, landowners, etc. Clerk contacted landowner's agent and received a prompt reply, indicating that, 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**

On-going - **Report re Triangle Area**. Cllr Reid had reported that the Village Hall Committee were in conversation with the School with regard to an entrance to the school from the Village Hall Car Park, across the footpath and into the school. This may ease the necessity of pupils and

STATUS: DRAFT UNTIL SIGNED

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

parents using the triangle as a crossing point. Cllr Reid had also reported that the Village Hall Committee were happy to agree to Emergency Access for the School across the footpath and into the Village Hall car park on a licensed revocable basis. The Village Hall and the School had also reached agreement on gates each side of the footpath. The school had made every effort to determine ownership of the footpath but to no avail, so it was deemed OK to install the gates. However some sycamore trees may need to be removed to accommodate the gates and the Parish Council felt that the Tree Warden should be involved.

Cllr Reid had contacted Christine Fisher Kay, the Tree Warden, who felt the suggested work was OK. The trees are on School land, not the footpath. 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. Project moving slowly, additional progress

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 had been cut by the two contractors. Cllr Gold/Clerk to explore change of contract so that FP12 is under the control of WPC's contractor. Details of SCC contractor terms will result in reduced grant next year. Following clarification of proposed changes, the contractor has been contacted for a response to those proposals. Reminders sent. Quotation now expected. 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, and that it was decided to postpone the change of contractor until 2015. **Action**: Clerk to liaise with contractor on cost trade-off

In progress - Damage to the playing field fort barricade Broken components removed and sections made safe. No warranty. Further damage/decay reported. Decision needed to repair or replace (£8,182 in SCDC Play Space Fund) Cllr Archer to obtain quotations, now accepted. Contractor to carry out repairs. Reminders sent. Contractor advised that work will commence the week of March 10th. Works completed and invoice received. 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** Clerk to send reminder to contractor

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**: Clerk to contact Cllr O'Brien for any update from SCC

On-going 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 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

In progress - Purchase of a Defibrillator (AED) for general use in the Village. After discussion, it was **AGREED** to seek contributions from community organisations **ACTION**: Cllr Videlo to seek contributions/ Clerk to advertise same in June newsletter

STATUS: DRAFT UNTIL SIGNED

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