



**1569 Minutes of the Parish Council Meeting held on Tuesday 11<sup>th</sup> November 2014**

Present: Councillors Kay, Videlo, Elliot, Gold, Matheson, Rayner, Reid and Winship - SCC Cllr O'Brien

1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllr Archer (holiday). SCDC Cllr Falconer, Suffolk Police.

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 (presented on arrival, after Item 4) Reminder to PC about use of Locality Budget (agenda item for December). Reported recent incidents of marine crime

b) Suffolk Coastal District Councillor Veronica Falconer

c) Suffolk Police

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

3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 14<sup>th</sup> October 2014. Proposed by Cllr. Kay, seconded by Cllr. Gold. **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 14<sup>th</sup> October 2014. Letters re 4-way road junction Ipswich Cycling Weekend – replies still awaited. Letter written re Cliff Road signage (NB Dead End Sign damaged). SCDC applied to BT for telephone box retention. School parking – 'walking bus' now being trialled.

**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 14<sup>th</sup> October resolution, the Clerk to seek contract termination based on non-performance, subject to arranging viable alternative.

**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** SCC advised of PC recommendations - now awaiting SCC response.

**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 to evaluate and report proposal.

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

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

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

# WALDRINGFIELD PARISH COUNCIL

1570

- 5 To **CONSIDER** Planning Applications for **COMMENTS:**  
**DC/14/2743 Church Farm House, Mill Road** - Variation of Condition 03 on C12/0287 (variation of approved plans). **SUPPORTED** Proposed by Cllr Rayner, seconded by Cllr Kay, **AGREED** by a majority (one abstention)  
**DC/14/3283 The Old Maltings, The Quay** - extension in of an existing garage to create an additional car port. **SUPPORTED** Proposed by Cllr Winship, seconded by Cllr Reid, **AGREED** by all  
 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 **RECEIVE** and **APPROVE** the Waldringfield Emergencies Resilience Plan. Draft completed and agreed subject to a number of minor amendments/corrections/suggestions. Technical appendix left for Cllr Winship and Jon Wilkins to resolve. Volunteers for skill and equipment provision to be sought via newsletter. Cllr Winship registered a note of thanks to Cllr Kay for his efforts in the completion of the plan
- 7 To **APPROVE** the Meeting Dates for 2015 - **APPROVED**
- 8 To **CONSIDER** a Draft Budget for FY 2015/16 - **NOTED**. For finalisation at December meeting
- 9 To **RECEIVE** a draft updated version of Standing Orders - Along with two minor amendments to the Financial Standing Orders, both policies **APPROVED**. Proposed Cllr Kay, seconded Cllr Videlo, **AGREED** by all
- 10 To **CONSIDER** expenditure on the Church Field notice board - **DEFERRED** until the next meeting
- 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

7 November 2014 (2014-2015)

## Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
54 Membership Subs re LGA s11	07/11/2014		Barclays Community A		Annual Subscription	CPRE	E	36.00	0.00	36.00
55 Salaries	07/11/2014		Barclays Community A	100836	Monthly Salary	Mr D Lines	X	321.20	0.00	321.20
56 Stationery/Mileage/Etc.	07/11/2014		Barclays Community A	100837	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
57 Post and telephone	07/11/2014		Barclays Community A	100837	Postage	Mr D Lines	E	11.16	0.00	11.16
58 Stationery/Mileage/Etc.	07/11/2014		Barclays Community A	100837	Printing supplies	Mr D Lines	S	32.49	6.50	38.99
59 Grass cutting (field)	07/11/2014		Barclays Community A	100838	Grass-cutting -field	SCL Landscape Management	S	60.00	12.00	72.00
60 Stationery/Mileage/Etc.	07/11/2014		Barclays Community A	100839	Annual Subscription	Alyson Videlo	S	6.98	1.40	8.38
61 Insurance	07/11/2014		Barclays Community A	100840	Insurance	Community Action Suffolk	X	42.14	0.00	42.14
Total								521.97	19.90	541.87

- 12 a) (cont) Total Payments - £541.87
  - b) Income received between 1 – 31 October - £275.30
 

16	07/11/2014	14/41	Footpath cutting	275.30	Barclays Community Acc
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  - c) Balances held at Bank 30/09/2014 and Building Society as at 15/08/2014  
 Bank £ 5,228.61 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 Gold. 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 Reid, seconded Cllr Elliot, all **AGREED**.

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## WALDRINGFIELD PARISH COUNCIL

1571

- 13 To **CONSIDER** any Correspondence received before the meeting –SCC re 179/174 bus service (to promote in newsletter)/ SALC re. election briefings (Clerk to attend) / Provision of memorial bench (alternative suggested) / Cycle Guide (NW to communicate) / SCDC Community Infrastructure Levy – Cllr Kay to circulate draft response and send
- 14 **PARISH MATTERS for next Agenda** – Church Field notice board – Locality Budget – Defibrillator VETS Scheme - Annual staff review (*in camera*) – 2015/16 Budget and Precept - Grants
- 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
- 16 **ANNUAL REVIEW** of staff contracts – Review of Handyman’s contract undertaken after ACAS consultation – increase in line with Minimum Wage % rise plus ex gratia payment re holiday pay. Proposed by Cllr Reid, seconded by Cllr Elliot, **AGREED** by all

***At this point, the Clerk left the Meeting***

Clerk’s contract **DEFERRED** until the next meeting, subject to an appraisal conducted by the Chairman

**The Chairman closed the meeting at 10.10 pm**

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**REVIEW OF ACTION POINTS AS AT 18<sup>th</sup> November 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 14<sup>th</sup> October resolution, the Clerk to seek contract termination based on non-performance. SCC contractor contacted and will provide quotation

**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.

**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 to evaluate and report proposal - attended Information Event 19/9/14

**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. Now delivered and installed. **ACTION: Clerk** to investigate registration process and the provision of free 'awareness' sessions, as well as resolve final funding costs

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