



**1565 Minutes of the Parish Council Meeting held on Tuesday 14<sup>th</sup> October 2014**

Present: Councillors Kay, Videlo, Elliot, Gold and Winship.

- 1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllrs Archer, Matheson, Rayner and Reid, 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
- 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 9<sup>th</sup> September 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 12<sup>th</sup> August 2014. Letters were written to SCC re 4-way road junction and to the organisers of Ipswich Cycling Weekend – replies awaited.

**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 agenda**- 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

**Completed** - Damage to the playing field fort barricade Completed works considered to be less than satisfactory - payment withheld. Work now satisfactorily completed and payment to be released

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

**Completed** - Review of the Council's Insurance Policy

**On agenda** - Refurbishment of the Litter Bin compound.

**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.

Donations received from Village Hall Trust and from landlord of the Maybush. **ACTION:** Awaiting delivery of equipment

**Completed** - Expenditure and further work on the playing field trees.

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# WALDRINGFIELD PARISH COUNCIL

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- 5 To **CONSIDER** Planning Applications for **COMMENTS: DC/14/3123 FUL – Whitehall, Mill Rd.** Temporary home (caravan) for duration of building works (30 months). **NO OBJECTION** – proposed by Cllr Gold, seconded by Cllr Elliot, **AGREED** by all

Any other applications received before the meeting – **DC/14/3139 Spinnaker**, Cliff Road – construct a new drive. **NO OBJECTION** - proposed by Cllr Gold, seconded by Cllr Winship, **AGREED** by all

To **NOTE** any application decisions received - None

Any other application decisions received before the meeting

- 6 To **RATIFY** the amended order for the Defibrillator and **CONSIDER** additional arrangements **RESOLVED** – the amended order was confirmed and the Clerk was delegated the authority to add the defibrillator to the Council's insurance policy schedule under ALL RISKS, at a cost of up to £50.00. An announcement would be made in the Winter newsletter, whilst the registration process and the provision of free 'awareness' sessions would be investigated. Proposed by Cllr Videlo, seconded by Cllr Kay, **AGREED** by all

7. To **CONSIDER** road traffic/footpath management solutions.

**Village Way** – 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.

**Cliff Road** – the Clerk was instructed to write to SCC Highways seeking better signage in the approach to Cliff Road, well before the Mill Rd junction, so lorries have an alternative to reversing when they see the sign and particularly highlighting that it was a 'dead-end' road, leading only to the river. The "Road Narrows" sign was also damaged.

**Footpaths:** SCC would carry out minor repairs on one or two footpaths over the winter

**Footpath Maintenance:** It was noted that the second cut of the season had not been undertaken by the contractor and **RESOLVED** that the contract should be terminated (if feasible) on the basis of non-performance. Proposed by Cllr Gold, seconded by Cllr Videlo, **AGREED** by all

**School Parking** – a letter had been sent by the Head Teacher, seeking the Council's support in resolving parking problems at either end of the school day. Her thanks to the Village Hall Trust for continued use of the car-park were **NOTED**. An appeal would be made via the newsletter. The movement of large delivery lorries during term time 'rush hour' compounded the problem, for which the Clerk was instructed to seek an amiable solution

- 8 To **RECEIVE** and **APPROVE** the Waldringfield Emergencies Resilience Plan – the draft Plan was completed, to be sent for final consultation to Mr Wilkins. The Clerk was instructed to seek further information on the 2<sup>nd</sup> stage of the river wall path, in particular progress on funding and design.

- 9 To **RECEIVE** the Mooring Count - **221**

- 10 To **CONSIDER** expenditure on the Church Field notice board – **DEFERRED** until the next meeting

- 11 To **CONSIDER** the refurbishment of the litter bin compound. A proposal from SCDC was considered, but more details were required. The Clerk will seek an amended proposal from the original contractor, retaining the concrete base and using simpler construction methods

- 12 **CLERK AND RFO REPORT Clerk**

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

11 October 2014 (2014-2015)

## Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
43	Salaries	10/10/2014		Barclays Community A	100825	Monthly Salary	Mr D Lines	E	321.20	0.00	321.20
44	Stationery/Mileage/Etc.	10/10/2014		Barclays Community A	100826	Travel Expenses	Mr D Lines	E	12.00	0.00	12.00
45	PAYE/NI	10/10/2014		Barclays Community A	100827	PAYE & NI	HMRC	E	240.80	0.00	240.80
46	Training	10/10/2014		Barclays Community A	100828	Training	SALC	S	32.50	6.50	39.00
47	Training	10/10/2014		Barclays Community A	100830	Training	Martlesham Parish Council	X	50.00	0.00	50.00
48	Grass cutting (field)	10/10/2014		Barclays Community A	100829	Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
49	Repairs/Maintenance	10/10/2014		Barclays Community A	100831	Tree Surgery	J Naylor	E	50.00	0.00	50.00
50	General Grants	10/10/2014		Barclays Community A	100832	Defibrillator AED	C M Archer	E	22.00	0.00	22.00
52	Insurance	10/10/2014		Barclays Community A	100834	Insurance	Community Action Suffolk	E	424.76	0.00	424.76
53	Repairs/Maintenance	11/10/2014		Barclays Community A	100835	Tree Surgery	Elite Tree Services	S	985.00	197.00	1,182.00
Total									2,258.26	227.50	2,485.76

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# WALDRINGFIELD PARISH COUNCIL

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12 a) (cont) Total Payments - £2,485.76

b) Income received between 1 – 31 August 2014 - £6,918.75

11 October 2014 (2014-2015)

## Waldringfield Parish Council RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
10	General Grants	10/10/2014		Barclays Community A		Donation re AED	Maybush Inn	X	500.00	0.00	500.00
11	General Grants	10/10/2014		Barclays Community A		Donation re AED	Waldringfield Village Hall Tru	X	200.00	0.00	200.00
12	Precept	10/10/2014		Barclays Community A		Precept payment	SCDC	X	5,999.40	0.00	5,999.40
13	Advertising Income	10/10/2014		Barclays Community A		Advertising Income	DI Taylor	E	12.00	0.00	12.00
14	Advertising Income	10/10/2014		Barclays Community A		Advertising Income	E of E Co-op	E	24.00	0.00	24.00
15	Council Tax Support Grant	10/10/2014		Barclays Community A		CT Support Grant	SCDC	E	183.35	0.00	183.35
<b>Total</b>									<b>6,918.75</b>	<b>0.00</b>	<b>6,918.75</b>

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

Bank **£ 7,238.61** 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 Elliot. 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 Videlo seconded Cllr Kay, all **AGREED.**

- 13 To **CONSIDER** any Correspondence received before the meeting – **NOTED.** Re. Letter about crabbing lines – the Clerk to respond and also elicit support from the Fairway Committee and the Sailing Club. Re: Telephone Box – Clerk to respond, requesting retention of service.
- 14 **PARISH MATTERS for next Agenda** – Church Field notice board – Emergencies Resilience Plan – Annual staff review (*in camera*) – 2015/16 Budget – 2015 Meeting Dates – Litter Compound
- 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 – **DEFERRED** until the next meeting. ACAS to be consulted about the legality of proposals presented to the Council.

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

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**REVIEW OF ACTION POINTS AS AT 27<sup>th</sup> October 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.

**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

**In progress – 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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