



**1561 Minutes of the Parish Council Meeting held on Tuesday 9<sup>th</sup> September 2014**

Present: Councillors Kay, Videlo, Matheson, Archer, Elliot, Rayner, Reid and Winship, SCDC Cllr Falconer, PCSO Baddley and one member of the public

**1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllr Gold, SCC Cllr O'Brien.

**2 DECLARATIONS OF INTEREST** – Cllr Winship – NPI - Item 6

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 – nothing of note
- b) Suffolk Coastal District Councillor Veronica Falconer – nothing of note from SCDC. Discussion about neighbouring anaerobic digester plant application.
- c) Suffolk Police – No reported local crime (see attached). 'Marina'-based crime targeted. Discussion on management of recent cycle-run through the village

**3** It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 12<sup>th</sup> August 2014, subject to amendment of Item 11, with the addition of the words "and a further £80 for removal of the conifer branch" after "....at a cost of £120.00 was approved."  
Proposed by Cllr. Kay, seconded by Cllr. Archer. **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.

**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 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 Completed works considered to be less than satisfactory - payment withheld. Work now satisfactorily completed and payment to be released

**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

**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. Approved attendance at SALC Information Event **CONFIRMED**

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

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

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

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# WALDRINGFIELD PARISH COUNCIL

1562

- 5 To **CONSIDER** Planning Applications for **COMMENTS: Planning Application 14/2392/FUL – Willows Mill Road - Erection of new triple garage** - ratification of comments prior to meeting. As the Planning Authority 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 Videlo, **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
- 6 To **CONSIDER** further work on the playing field trees. In receipt of three quotations and on consideration of advice , it was **RESOLVED** to accept the quotation from Elite Tree Services for the sum of £985.00 plus VAT for the complete removal of the three Alanthus trees. **Delegated authority** was given to Cllr Archer to authorise the poisoning of the stumps up to a cost of £150.00. The Clerk will write to neighbouring property owners seeking access for the Council's Contractor. Proposed by Cllr Matheson, seconded by Cllr Rayner, **AGREED** by all
- 7 To **CONSIDER** road traffic management solutions. **Road junction at village entrance** – after a Powerpoint presentation from Cllr Winship and subsequent discussion, it was agreed that the Clerk would write to Suffolk CC, expressing the Parish Council's concerns and seeking a solution to the potentially dangerous situation for pedestrians. **Ipswich Cycling Weekend** – the inflow of some 600 riders led to some concern. The Clerk was instructed to write to the organisers, requesting specifically addressed advance notice so residents could be made fully aware, with improved signage and marshalling on the day, whilst reaffirming a welcome to such future events.
- 8 To **RECEIVE** and **APPROVE** the Waldringfield Emergencies Resilience Plan – **DEFERRED** until the next meeting
- 9 To **COMMENT** (if required) on the SCDC review of polling districts, places and stations – no comments were felt necessary
- 10 To **CONSIDER** expenditure on the Church Field notice board – **DEFERRED** until the next meeting
- 11 To **APPROVE** the final draft of Financial Standing Orders. Proposed by Cllr Kay, seconded by Cllr Reid, **AGREED** by all
- 12 To **CONSIDER** the refurbishment of the litter bin compound. A cheaper solution would be sought, pending an enquiry by the Clerk about the extent of SCDC's responsibilities in the matter and any proposals that may arise out of that.
- 13 To **APPROVE** the Council's revised Insurance Policy for 2014/15. Proposed by Cllr Reid, seconded by Cllr Elliot, **AGREED** by all. Payment to be made at the next meeting
- 14 **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
38 Salaries	05/09/2014		Barclays Community A	100820	Monthly Salary	Mr D Lines	X	321.20	0.00	321.20
39 Stationery/Mileage/Etc.	05/09/2014		Barclays Community A	100821	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
40 Post and telephone	05/09/2014		Barclays Community A	100821	Postage	Mr D Lines	X	11.16	0.00	11.16
41 Newsletter re 1972 LGA s142	05/09/2014		Barclays Community A	100822	Newsletter	Bettaprint Woodbridge Ltd	E	113.00	0.00	113.00
42 Advertising Income	05/09/2014		Barclays Community A	100823	Advertising Income	L Beldham	E	4.80	0.00	4.80
Total								462.16	0.00	462.16

**Total Payments - £462.16**

**b) Income received between 1 – 31 August 2014 - £28.80 (less refund above)**

## Waldringfield Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
9 Advertising Income	02/09/2014		Barclays Community A		Advertising Income	L Beldham	X	28.80	0.00	28.80
Total								28.80	0.00	28.80

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c) **Balances held at Bank 31/08/2014 and Building Society as at 15/08/2014**Bank **£ 3,140.08** 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 Reid. 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**.

- 13 To **CONSIDER** any Correspondence received before the meeting – **NOTED**. Re. Planning Workshop – details to be forwarded to Cllr Elliot
- 14 **PARISH MATTERS for next Agenda** – Church Field notice board – Emergencies Resilience Plan – Annual staff review (*in camera*) – Mooring count – Defibrillator – Bin Compound – Village Way

**The Chairman closed the meeting at 9.59 pm**

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## **REVIEW OF ACTION POINTS AS AT 15 September 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

**Action**: Clerk to contact 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*)

**Completed -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. Contractor made contact and given Cllr Archer's email and telephone number. Work now complete and payment to be released (*Abbreviated note from action points of June 2014*)

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**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 Cllr O'Brien provided an update from SCC – estimates now provided by SCC officers. **Action:** Add to October agenda

**Completed** - 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. A cheaper solution would be sought, pending an enquiry by the Clerk about the extent of SCDC's responsibilities in the matter and any proposals that may arise out of that.

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

**ACTION** – Clerk to evaluate and report proposal - attending 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 **ACTION:** Awaiting delivery / connection

**In progress - Expenditure and further work on the playing field trees.** After extensive discussion and having received one quotation for two possible solutions, the Council instructed the Clerk to seek further quotations for the works, to incorporate advice (if available) that would include the possibility of a phased approach to the works. The interim expenditure to remove hanging branches at a cost of £120.00 was approved. Contractor approved. **ACTION:** Clerk to instruct chosen contractor to commence immediately.

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