



1600 Minutes of the Parish Council Meeting held on Tuesday, 11th August 2015

Present: Councillors Kay, Videlo, Elliot, Matheson, Reid, Archer and Winship

- 1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** Apologies for absence received from Cllrs Gold and Harraway, SCC Cllr O'Brien and SCDC Cllr Harvey

- 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

None requested

To **RECEIVE** reports from:

- a) Suffolk County Councillor O'Brien – nothing further to report
- b) Suffolk Coastal District Councillor Harvey – Provided. More information about brown bins requested by councillors. The new planning call-in process to be a future agenda item
- c) Suffolk Police – Provided, showing no reported crimes in the village

Reports **NOTED**, with thanks to the authors.

- 3** It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 14th July 2015. Subject to a correction – the inclusion of Cllr Winship's name in 'Apologies for Absence' – proposed by Cllr. Kay, seconded by Cllr. Reid, **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 9th June 2015. Awaiting a formal quote for the reconstruction of the recycling compound - Cllr Kay to follow up. The footpath sign near the School remained damaged, but is on the SCC Highways action list. No further updates from SCC on other items. Further progress on archiving/disposal of council records. SCDC Playspace fund stood at £7817 – consultation needed

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

DC/15/2737/FUL Whitehall Mill Road New stable block, rebuilt stable block, gates in walls, new stock & horse control fencing. **Supported** – with attached comments and a request that a darker (dark green?), duller finish be applied to the metal sections

DC/15/2699/FUL 4 Sullivan Place Conversion of and extension to existing garage/store to living Accommodation. **Supported** - with attached comments and, in the absence of specification of the materials used for the cladding (as it appears present from the plans), the Council registered its preference for wood or wood effect cladding

DC/15/2667/FUL Sweetbriars 3 Woodbridge Road Erection of a ground floor shower room extension to a recently consented annexe building. **Supported** - with attached comments, noting the limited available parking for a multi-family property.

Any other applications received before the meeting – none received

To **NOTE** any application decisions received

DC/15/2076/TPO Ryefield Cliff Road T1 Oak - To fell because of advanced main stem decay. Tree to rear of property – **PERMITTED**. The Parish Council instructed the Clerk to point out to SCDC that they were only aware of this application via Facebook. As there was a TPO, it felt that the Council's Tree Officer (as a minimum) should have been aware of it.

- 6** To **RESPOND** to the SCDC consultation on Draft Criteria for the identification of non-designated heritage assets. The Council considered the proposal an excellent idea and had nothing to add

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WALDRINGFIELD PARISH COUNCIL

1601

- 7 To **CONSIDER** further information about a Neighbourhood Plan – details of the meeting on July 30th with SCDC Planning officials with agreed actions was reported by Cllr Elliot (report supplied)
- 8 To **CONSIDER** a suitable donation to the River Wall Project. In line with the widespread support arising from the Parish Plan for the Saltmarsh stage of the project, it was agreed to await specific proposals. The Clerk was instructed to write a letter to the Flood Defence Group (copies to the River Deben Association and the Deben Estuary Partnership) to say that , notwithstanding its limited financial resources, the Parish Council nonetheless wished to make a contribution to the project.
- 9 To **RECEIVE** an update on the Locality Grant balances. A short report showed available balances of around £1,380, part of which was earmarked for the Recycling Compound (£750) and the Parish Plan printing (£300)

10 CLERK AND RFO REPORT

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

Total Payments -£649.10

11 August 2015 (2015-2016)

Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	Repairs/Maintenance	04/08/2015		Barclays Community A	100886	Expenses	C M Archer	X	25.00	0.00	25.00
33	Salaries	04/08/2015		Barclays Community A	100887	Monthly Salary	Mr D Lines	X	343.80	0.00	343.80
34	Post and telephone	04/08/2015		Barclays Community A	100888	Postage	Mr D Lines	E	3.30	0.00	3.30
35	Stationery/Mileage/Etc.	04/08/2015		Barclays Community A	100888	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
36	Footpath Maintenance	04/08/2015		Barclays Community A	100889	Footpath cutting	Impact Landscaping	S	120.00	24.00	144.00
37	Repairs/Maintenance	04/08/2015		Barclays Community A	100890	Pest control	Suffolk Pest Control Co	S	49.00	9.80	58.80
38	Repairs/Maintenance	11/08/2015		Barclays Community A	100891	Play Equipment Repairs	C Reid	X	62.20	0.00	62.20
Total									615.30	33.80	649.10

- b) **Receipts to 30 June 2015 – Cancelled cheque # 100885 - £207.60** (paid in error)

c) **Balances held at Bank 31/07/2015 and Building Society as at 31/03/2015**

Bank **£ 6,048.60** and Building Society **£7,512.29**. Adjusted balance **£ 12,875.79** after non-presented cheques and receipts

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, and no discrepancies were reported by Cllr Videlo

It was **RESOLVED** to accept Items a), b) and c) together with Accounts/Budget and these were signed accordingly. Proposed by Cllr Elliot, seconded by Cllr Kay, All **AGREED**. It was further **RESOLVED** to accept the independent Bank Reconciliation – Proposed by Cllr Videlo, seconded by Cllr Archer and **AGREED** by all.

- 10 To **CONSIDER** any Correspondence received before the meeting: **NOTED**
Sailing Club bins – notice to be placed in newsletter to discourage use by general public
Request for £10 donation by Suffolk Philharmonic Orchestra – Proposed Cllr Archer, seconded by Cllr Kay, **AGREED**
Hedges on Heath Road – Agreed that the Clerk would make low-key approaches to landowners
- 11 **PARISH MATTERS for next Agenda** – Payments of grants/Report on Tree Preservation Orders/Playspace Fund consultations/ SCDC Planning Call-in proposals/ Annual Audit completion

The Chairman closed the meeting at 9.55pm

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REVIEW OF ACTION POINTS AS AT 13th August 2015

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*)

In progress – **Road safety and lawful use of footpaths.** Road Safety – Cllr Winship sent road junction map and proposal to Village Safety Group A more detailed report sent to SCC Highways via Cllr P O'B. **Action**: Clerk contacted SCC Highways for update - reminders in February, March and May. Responses expected late summer

Footpaths Clerk reported informal discussion with SCC about footpaths which led to an offer of signs to encourage cyclists' cooperation in protecting River Wall footpath. SCC had now erected some signs, with one more installation to come. **Action**: SCC to erect sign in due course

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. (*Abbreviated note from action points of June & Dec 2014*). New contractor now engaged and 1st cut expected mid-June, possibly earlier depending on growth. Clerk negotiating FP 12 extension with new contractor –agreed. **Action**: SCC now advise that no scheduled cut to take place this year because of river wall works, but situation to be monitored

In progress – **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. **ACTION** SCC advised of PC recommendations. SCC Cllr O'Brien has committed £15,000 funding to the project (*Abbreviated note from Dec 2014 minutes*) **ACTION** Awaiting SCC response – expected after July consultation with residents

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. New proposals sought by councillors. New quotation had been received within budgetary expectations, but required modification to enhance the accessibility of the bins to users and contractors alike, in part by enlarging the footprint enclosed by new fencing (no further than the concrete base). Construction to be all gravel-boards. Cllrs Elliot and Matheson to liaise with contractor. Subject to a revised estimate from Mr Bugg, incorporating the final proposed design, the Clerk was authorised to approve expenditure up to £1000 on the project. Contributions to be sought from the Fairways Committee, as the sailing community would be major beneficiaries of the enhanced site. The need for signage was noted. Solutions to resolve excavation problems were put forward, with Cllrs Kay and Archer to coordinate. The offer of financial contributions to the project was reported. New contractor engaged. **ACTION** – Awaiting formal quote by new contractor

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

Clerk proposed "zero-based" approach – only retain what is lawfully required or administratively essential and box remainder for archiving/historical use/disposal. **ACTION** Sorting of files commenced. Further progress over the summer.

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