



1612 Minutes of the Parish Council Meeting held on Tuesday, 8th December 2015

Present: Councillors Kay, Videlo, Elliot, Matheson, Gold, Reid, Archer, Winship and Harraway.
SCDC Cllr Harvey

1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS Apologies for absence received from SCC Cllr O'Brien

2 DECLARATIONS OF INTEREST – None

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests as needed – **NONE**

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 received

To **RECEIVE** reports from:

- a) Suffolk County Councillor O'Brien – Nothing new to report
- b) Suffolk Coastal District Councillor Harvey – Spoke to her report, congratulated the Council on the quality of its Parish Plan and participated in a discussion about vehicular speed management.
- c) Suffolk Police – A document (all Change for Suffolk) advising on impending reorganisation of the Police had been circulated. Cllr Reid would be attending an upcoming meeting on the same. Reports **NOTED**, with thanks to the authors.

3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 10th November 2015- proposed by Cllr. Kay, seconded by Cllr. Harraway. **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 10th November 2015. It was agreed that an appropriate time had passed before placing the advertisement for the Village Handyman

5 To **CONSIDER** Planning Applications for **COMMENTS** (including those received after publication of this agenda) and to **NOTE** any application decisions:

Planning Applications

15/4537/TPO Harbour View Cliff Road - To crown reduce by 30% 1no. Maple and 1no. Oak and reshape and balance to accommodate next to garage. After considering comment from the Parish Council's Tree Officer, it was **RESOLVED** that the Council had **NO OBJECTION** to the application. Proposed by Cllr Kay, seconded by Cllr Reid, **AGREED** by all

15/4524/FUL 4 Village Way - Single storey side extension to bungalow. **SUPPORTED**, with comments provided by the Planning Working Group (attached). Proposed by Cllr Elliot, seconded by Cllr Matheson, **AGREED** by all

Planning Decisions

15/3797/FUL Eureka Cliff Road - Demolition of existing dwelling. Erection of three dwellings and garages. Alterations to existing access. Application **WITHDRAWN**

15/4048/FUL Waldringfield Boat Yard The Quay - Replace wooden toilet block with like for like building with improved disabled facilities using modern sips construction, Customer toilet for river cruises – **PERMITTED**

15/3981/FUL Sweetbriars 3 Woodbridge Road - First floor bedroom extension above existing flat roof – **PERMITTED**

15/4194/FUL - Greenaway Cliff Road - two storey extension – **PERMITTED**

STATUS: DRAFT UNTIL SIGNED

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

WALDRINGFIELD PARISH COUNCIL

1613

- 6 To **CONSIDER** a replacement general waste /dog waste bin in a village lay-by
RESOLVED – to seek quotes for a new waste bin, clarifying with SCDC that it would be permitted to use the bin for wrapped dog waste
- 7 To **RECEIVE** an update on the Emergency Resilience Plan. Cllr Winship advised that the Plan had not been tested this year, that there were no suggested improvements, spoke about the control of the master keys used for the gates and that a number of items would be added as an annex to the Plan. Cllr Winship announced that he wishes to step down as the Emergency Resilience Planning Officer as a fresh mind could benefit the plan
- 8 To **CONSIDER** the provision of a second public access defibrillator under a Government-funded scheme. It was **AGREED** by a majority vote (with one abstention) to apply for a second defibrillator for the village under the scheme. Proposed by Cllr Elliot, seconded by Cllr Archer
- 9 To **DISCUSS** and **CONFIRM** the 2016/17 Budget and the Parish Council Precept for that period. After discussion, it was **RESOLVED** to accept the draft budget (attached) as proposed and to maintain the Precept at the same per household rate of £49.99 for 2016/17. Proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by all
- 10 To **CONSIDER** the future procurement of External Audit as an exempt "Smaller Authority". It was **RESOLVED** not to opt out of the national arrangements for a panel of external auditors. Proposed by Cllr Reid, seconded by Cllr Archer, **AGREED** by all
- 11 To **RECEIVE** a report about Quiet Lanes. Cllr Winship updated the Council, mentioning a modest increase in walkers and the possibility of more lanes to bring the total to 35 in southern Suffolk Coastal. He would be seeking a grant for printing costs to keep the local pilot scheme going, citing the benefits in health and well-being for non-vehicular users of the lane.
- 12 **CLERK AND RFO REPORT** (*supporting documents now provided as an attachment*)
a) To **CONSIDER** items of expenditure, payment of grants and sign cheques accordingly
Total Payments -£980.16
b) **Receipts to 30/11/15 - None**
c) **Balances held at Bank 30/11/2015 and Building Society as at 30/11/2015**
Bank **£7,059.30** and Building Society **£7,512.29**. Adjusted balance **£14,373.79** 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 Elliot
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**.
To **UNDERTAKE** the annual review of Standing Orders and Financial Standing Orders - Not undertaken
- 13 To **CONSIDER** any Correspondence received before the meeting: **NOTED** (list attached).
- 14 **PARISH MATTERS for next Agenda** –Review of Standing Orders/training for defibrillator users
- 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** (Annual staff review) - **RESOLVED**
- 16 To **UNDERTAKE** the Annual Review of staff contracts – It was **RESOLVED** to offer the Clerk a 'merit increase', back-dated to September 2015. Proposed by Cllr Kay, seconded by Cllr Elliot, all **AGREED**
To **CONSIDER** arrangements for the temporary absence of the Clerk and RFO – it was agreed that the Clerk's suggestions on the matter are sensible.

The Chairman closed the meeting at 9.45pm

STATUS: DRAFT UNTIL SIGNED

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

REVIEW OF ACTION POINTS AS AT 30th DECEMBER 2015

Ongoing - Proposed change to Footpath 10 Brightwell together with associated circular route. **Action** None feasible for the time being. (11/2/2014) Further action deferred (*Abbreviated note from action points of October 2015*)

In progress - Road safety and lawful use of footpaths Road Safety - report sent to SCC Highways re Village entrance crossroads via Cllr P O'B. **Action**: Now deferred by SCC to early 2016

Footpaths River Wall footpath. **Action**: SCC to erect sign in due course (*Abbreviated note from action points of October 2015*)

In progress - Village Way **ACTION** SCC advised of PC recommendations. SCC Cllr O'Brien has committed £15,000 funding to the project Awaiting SCC Highways response – expected after consultation with residents (*Abbreviated note from action points of October 2015*) Now deferred by SCC to early 2016

On-going - Refurbishment of the Litter Bin compound – The Clerk was authorised to approve expenditure up to £1000 on the project (Mar 2015). 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. The offer of financial contributions to the project was reported /receipts required. New contractor engaged. **ACTION** – Completion by new contractor anticipated for Nov 30th (*Abbreviated note from action points of October 2015*)

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. Quotes for secure disposal of unwanted files to be sought. (*Abbreviated note from action points of October 2015*)

Item 3 Reports

Suffolk Police—See separate report “All Change for Suffolk”

Dear Colleague,

We are about to embark on the next stage of our change programme, which involves a re-design of local policing. As a valued partner or stakeholder, we would like to thank you for the contributions you have made to helping the Constabulary shape its plans, and provide you with some important information regarding the future strategic direction of the organisation.

A special edition of ‘Constables County’ (Suffolk Constabulary’s internal publication) is attached to provide you with an overview of our plans which will take effect from 1 April 2016.

The Constabulary is working towards bridging a funding gap of at least £20.5 million by April 2020. Alongside this, our recent strategic assessment clearly outlines a significant departure from ‘traditional crime’ and a new emphasis on protecting vulnerable people and specialist crime such as cyber-crime. As a result, the Suffolk Local Policing Review is underway to identify how policing services can be redesigned to better respond to today’s demands and to deliver required savings.

The Constabulary and the Office of the Police and Crime Commissioner have worked hard to develop a future policing model that is cost effective, (Suffolk is already the fourth lowest cost Constabulary in the country) and is guided by the fundamental aim of protecting communities and enhancing services whilst delivering the Police and Crime Plan. We have consulted widely with staff, partners and stakeholders and have carried out extensive demand analysis to inform our re-design.

We are continuing to work with other public sector organisations such as Health and local authorities to work in a more integrated way to ensure public money is spent wisely, and that more emphasis is placed on working together to prevent problems, thereby reducing demand and enhancing services.

Our partners have been involved from the outset and we are keen for this to continue. If you have any views, queries or concerns please feel free to contact the Constabulary’s change team via email at suffolkchange-team@suffolk.pnn.police.uk or the Police and Crime Commissioner at spcc@suffolk.pnn.police.uk.

We are confident that the new operating model will give the people of Suffolk a police service that can deal efficiently and effectively with modern day policing challenges, and can keep people safe now and in the future.

Temporary Chief Constable Gareth Wilson Police and Crime Commissioner Tim Passmore

Newbourne and Waldringfield report by Susan Harvey for December 2015

Planning

One of the changes in planning is the new recently adopted Scheme of Delegation. When the Parish Council gets the notification from the relevant planning officer that the application has triggered one of three triggers the Parish Council will be asked if they want an app to be referred to the Planning Committee. If the PC wants this to happen and the Chairman and Vice Chairman of the Committee agree that the planning reasons are strong enough it will be expected that someone from the Parish Council will turn up and represent the views of the PC at the Planning Committee meeting. They will be given three minutes to put their points across.

Annual Budget Review

This meeting, put on specially for town and parish councillors, took place on November 16th. It was an excellent meeting and representatives from the Police, Suffolk County Council and SCDC were present, they discussed challenges that they are facing and they answered questions. I was very disappointed that no one from any of the Parishes in the Kirton Ward were present.

Safer Neighbourhood meeting.

I attended this meeting. Police are very keen to get Speedwatch teams out to monitor speeds with a camera. Several of the villages in my ward have issues with speeding vehicles. I am hoping that you can persuade one or two people in your parish to do the training so that our villages will become safer places. If enough people come forward they would not have to be on duty in their own village which might be an attractive option. Please give this some thought. It is no good complaining that people are speeding and not being prepared to do something about it. I am considering putting some of my enabling budget towards the camera for this project which I hope we can roll out throughout the Kirton Ward.

Funding

Funding from central government has been cut by 40% since 2010. During that period SCDC Council Tax has been frozen. The result is the budget has been reduced by £3.7million. Having said that Suffolk Coastal has the strongest economy in Suffolk.

On that note I wish you all a very Happy Christmas and a peaceful New Year.

Item 9 Draft Budget

WALDRINGFIELD PARISH COUNCIL BUDGET 2016 -2017

DRAFT

EXPENDITURE	2014	TO	2015	2015	TO	2016	2016 - 2017
	Budget £	Actual £	Budget £	Actual £	To year	Budget £	
				Nov 3rd	and £		
ADMINISTRATION							
Salaries	5045	4978	5150	3313	5150	5150	
Admin - stationery/mileage	400	423	350	246	356	375	Includes 12 x £12 mileage claims
Post & Telephone	80	84	100	87	130	120	
Newsletter	350	383	460	339	459	480	To offset against advertising income
Hire of Village Hall	250	250	250	250	250	250	
Insurance	450	469	475	474	474	480	Five year contract with inflation increase
Membership SALC,ACRE,CPRE etc	390	397	375	252	425	425	Includes accounts software licence
Audit	300	100	155	208	210	210	
Chairmen's Fund	50		50	30	50	50	
Training	400	105	250	10	50	200	
Election costs (provision)	250	250	250	100	100	0	Election in May 2015 - £900 in election reserve now
PLAYING FIELD/RECREATIONAL							
Handymans wages	400	625	495	383	688	495	Included ex gratia payment Dec 2014 + holiday pay
Grass cutting	750	680	780	420	540	720	
Repairs/Maintenance reserves	500	1863	1460	509	1700	1050	Includes balance of Recycling compound
Mole catching	250		250	125	250	250	
Footpath Maintenance	430	190	450	120	270	480	2016 - Third cut ?
Loc Grant Spend/Comm En Fund	1500	491	2000	456	1050	750	Recycling compound + Parish plan
GRANTS OUT							
General Pool	400	608	400	340	340	400	
CFT, VHT, WWG, WPOC	1500	1500	1500	1500	1500	1500	
GENERAL RESERVE						700	See below
TOTAL EXPENDITURE	13695	13376	15200	8962	13977	14065	
INCOME							
GRANTS IN							
SCC Locality Grants/Parish Paths		811	1760	175	1345	975	£1170/£175
SCDC Enabling Grants/Other			500	0	350	0	Donation re Recycling compound - amount ?
Council Tax Support Grant		367	179	179	179	0	Estimate
ADVERTISING		503	0	84	300	400	
INTEREST		74	70		70	70	
TOTAL INCOME		1753	2509	438	2244	1445	
TOTAL EXPENDITURE		13376	15200	8962	13977	14065	
LESS TOTAL INCOME		1758	2509	438	2244	1445	
TOTAL PRECEPT REQUIRED		11618	12691	8524	11733	12620	
ADDITIONAL EXPENDITURE FROM RESERVES		0	392	0	0	0	0

Current Precept - £11,999 £49.99
 Council Tax Support Grant 2017 - NIL Band D
 Projected precept £12,639 252.79 tax base

The General Contingency Fund remains at £5,000 for 2015/16 **RECOMMENDED** increase to £8,500 @ £700 p.a.
 ALLOCATED RESERVES Minor Footpath at £750 unclaimed, Election at £900, Maintenance at £300, Parish Plan at £250

Governance and Accountability Guidance on reserves recommends that general (ie un-earmarked) reserves usually lie within the range of three to twelve months of gross expenditure. The accounts stand at present at £14,374 of which an estimated £5,015 to pay for the rest of the year, less £5,000 contingency reserve (CR), less £2,200 allocated reserves leaves £2,159 unallocated reserves. This equals approximately 2 months gross expenditure With CR, 6.5 months of 2015 budgeted expenditure

Item 10—Procurement of External Audit

FACTSHEET - PROCUREMENT OF AUDIT FOR SMALLER AUTHORITIES

Auditing procedures for smaller authorities continue as before, but the procurement process will change from 2017.

From the start of the 2017/18 financial year smaller authorities, including parish and town councils and internal drainage boards, can choose to have an auditor appointed to them by a new 'sector-led body' or they can decide to procure their own. We intend to call this procurement body the Smaller Authority Audit Appointment Authority Limited.

This letter sets out how the new arrangements will work, what the new body will do, what it will offer to smaller authorities, and how you can opt out of having an auditor appointed to you and what you will then need to do.

Smaller authorities with a turnover of less than £25,000 will be exempt from having to submit an annual financial return, but will still need to have an auditor appointed in case there are questions from electors to be resolved. The SLB will be the first point of contact in such a case.

Background

The National Association of Local Councils (NALC) is working with the Department of Communities and Local Government (DCLG), Society of Local Council Clerks (SLCC) and Association of Drainage Authorities (ADA) on the establishment of a 'sector led body' to procure audit for smaller authorities for the 2017/18 financial year.

The new body will be responsible for procuring audit services for smaller authorities – this is all parish and town councils and internal drainage boards with an income of less than £6.5m – and for the management of these audit contracts for a period of five years.

The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally.

The Smaller Authority Regulations¹ enabled the establishment of a sector-led, collective procurement body to appoint auditors and manage audit contracts. This approach acknowledges both the benefits of collective procurement and the important fact that smaller authorities may not have resources or capacity to individually appoint auditors locally.

Audit of smaller authorities remains mandatory and the creation of the body is aimed at easing the administrative burden, reducing costs and ensuring quality, while maintaining the opportunity for a local approach to auditor appointment.

The audit regime remains unchanged with limited assurance engagements being required from all authorities except those smaller authorities with zero expenditure, who will continue to confirm this annually in response to auditor requests.

One important change is that from 2017 those smaller authorities with a turnover below £25,000 will still be required to complete and publish an Annual Return, but will no longer be required to submit it for audit.

Item 12—RFO Report (next 3 pages)

3 December 2015 (2015-2016)

Waldringfield Parish Council Summary of Receipts and Payments All Cost Centres and Codes

Cost Centre A - Receipts

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
28	Precept	11,998.80	11,998.80					
29	Council Tax Support Grant	178.53	178.53					
30	SCC Locality Grant	1,500.00		-1,500		114.00	-114	-1,614
31	SCC Footpaths Grant	260.00	175.30	-85				-85
32	Recycling							
33	Equipment Hire							
34	SCC Q of Life Budget							
35	SCDC Community Enabling Fund	500.00		-500				-500
36	Bank Interest	70.00		-70				-70
37	Grants and Donations							
38	Advertising income		84.00	84				84
39	VAT Refund							
SUB TOTAL		14,507.33	12,436.63	-2,071		114.00	-114	-2,185

Cost Centre B - Administration

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
1	Salaries				5,150.00	2,750.80	2,399	2,399
2	PAYE/NI					561.60	-562	-562
3	Stationery/Mileage/Etc.				350.00	246.04	104	104
4	Post and telephone				100.00	86.79	13	13
5	Newsletter re 1972 LGA s142				460.00	339.00	121	121
6	Village Hall hire				250.00	250.00		
7	Insurance				475.00	473.66	1	1
8	Membership Subs re LGA s111				375.00	252.00	123	123
9	Audit				155.00	208.00	-53	-53
10	Chairman's Expenses				50.00	29.98	20	20
11	Training				250.00	10.00	240	240
12	Election Costs				250.00	100.00	150	150
SUB TOTAL					7,865.00	5,307.87	2,557	2,557

Cost Centre C - Playing Field/Recreational

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
13	Handyman's Wages				495.00	382.52	112	112
14	Grass cutting (field)				780.00	420.00	360	360
15	Mole catching (field)				250.00	125.00	125	125
16	Repairs/Maintenance				1,460.00	309.24	1,151	1,151
17	Footpath Maintenance				450.00	120.00	330	330
18	Locality Grant Spend				1,500.00	342.03	1,158	1,158
19	SCC Quality of Life							
20	SCDC Community Enabling Fund				500.00		500	500
SUB TOTAL					5,435.00	1,698.79	3,736	3,736

Cost Centre D - Grants

Code	Title	Receipts			Payments			Net Position +/- under/over spend
		Estimated	Actual	Var	Estimated	Actual	Var	
21	General Grants				400.00	340.00	60	60
22	Church Field re OSA 1906 s9 & 11				400.00	400.00		
23	Village Hall LGA 1976 s19				500.00	500.00		
24	All Saints Church OSA 1906 et al				500.00	500.00		
25	WildlifeGroup				100.00	100.00		

Waldringfield Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

SUB TOTAL					1,900.00	1,840.00	60	60
Cost Centre E - s137								
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
27	S 137							
SUB TOTAL								
Cost Centre F - Miscellaneous								
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
26	Miscellaneous							
SUB TOTAL								
NET TOTAL		14,507.33	12,436.63	-2,071	15,200.00	8,960.66	6,239	4,169
V.A.T.			724.05			308.80		
GROSS TOTAL			13,160.68			9,269.46		

3 December 2015 (2015-2016)

Waldringfield Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
64	Salaries	03/12/2015		Barclays Community A	100914	Salary	Mr D Lines	X	343.80	0.00	343.80
65	Stationery/Mileage/Etc.	03/12/2015		Barclays Community A	100915	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
66	SCC Locality Grant	03/12/2015		Barclays Community A	100916	Parish plan printing	Bettaprint Woodbridge Ltd	X	298.00	0.00	298.00
67	Newsletter re 1972 LGA s142	03/12/2015		Barclays Community A	100916	Newsletter	Bettaprint Woodbridge Ltd	X	198.00	0.00	198.00
68	Grass cutting (field)	03/12/2015		Barclays Community A	100917	Grass-cutting -field	SCL Landscape Management	S	60.00	12.00	72.00
69	Stationery/Mileage/Etc.	03/12/2015		Barclays Community A	100918	Stationery	J Elliot	S	23.12	3.24	26.36
Total									934.92	15.24	950.16

Waldringfield Parish Council

	Bank Reconciliation at 03/12/2015		
	Cash in Hand 01/04/2015		
			10,482.57
	ADD		
	Receipts 01/04/2015 - 03/12/2015		13,160.68
	SUBTRACT		23,643.25
	Payments 01/04/2015 - 03/12/2015		10,219.62
A	Cash in Hand 03/12/2015 (per Cash Book)		13,423.63
	Cash in hand per Bank Statements		
	Cash	31/03/2015	0.00
	Barclays Community Account	30/11/2015	7,059.30
	Ipswich Building Society	31/10/2015	7,512.29
			14,571.59
	Less unrepresented cheques As attached		1,147.96
	Plus unrepresented receipts As attached		13,423.63
			0.00
B	Adjusted Bank Balance		13,423.63

Waldringfield Parish Council
Uncashed payments/transfers out (All banks)
(Upto 03/12/2015)

Voucher	Date	Cheque No.	Description	Total	Bank
59	05/11/2015	100911	Salary	197.80	Barclays Community Acco
Total-----				197.80	



Waldringfield
PARISH COUNCIL
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Clerk to the Council Mr D Lines
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Correspondence received prior to the Council Meeting

(some already circulated by e-mail to members)

PLEASE READ AND CIRCULATE BEFORE RETURNING TO THE CLERK

- 1.** Town and Parish Financial Briefing from SCDC, SCC and Suffolk Police
- 2.** SALC - Housing CPRE & Spending Review