



**1581 Minutes of the Parish Council Meeting held on Tuesday, 10<sup>th</sup> February 2015**

Present: Councillors Kay, Videlo, Gold, Elliot, Matheson, Reid and Winship, SCC Cllr O'Brien, PCSO Bown.  
1 MoP.

**1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllrs Rayner (other meeting) and Archer (holiday). 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**

None

To **RECEIVE** reports from:

a) County Councillor and Suffolk Coastal District Councillor Patricia O'Brien spoke to her report

b) Suffolk Coastal District Councillor Veronica Falconer – report provided.

c) Suffolk Police – report provided. PCSO Bown advised the Council about the presence of unmarked vans in the vicinity and about his attendance at the School Parking Forum where the pupils provided a lot of ideas on how to resolve school-time parking problems

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

**3** It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 13<sup>th</sup> January 2015. 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 13<sup>th</sup> January 2015.

**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** – Road junction map and proposal sent to SCC Highways via Cllr P O'B.

**Action:** Clerk contacted SCC Highways for update and sent reminder in February.

**Footpaths** To help protecting River Wall footpath from damage by cyclists use, SCC had now erected some signs, with one more installation to come. **Action:** SCC to erect sign

**On-going** - **Footpath 12** New contractor now engaged and 1<sup>st</sup> cut expected mid-June, possibly earlier depending on growth. **Action:** Clerk to negotiate FP 12 extension with new contractor

**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. SCC Cllr O'Brien has committed £15,000 funding to the project. **ACTION** Awaiting SCC response – reminder sent

**On agenda** - **Refurbishment of the Litter Bin compound** Three proposals now received, not within requirements. **ACTION.** New proposals sought by councillors

**On-going** - **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

**5** To **CONSIDER** Planning Applications for **COMMENTS: DC/15/0044/FUL Littlefield, Mill Road**  
Proposed new garage (revised location and materials) – **APPROVED** with no comment

Any other applications received before the meeting – None

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

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

# WALDRINGFIELD PARISH COUNCIL

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- 6 To **CONSIDER** a response to Suffolk Coastal District Council's consultation on the Local Plan - Site Allocations and Area Specific Policies. A draft response had been circulated by the Chairman which, with some modifications and on agreement, would be sent to SCDC. A query was raised as to why the village of Waldringfield is considered to be part of the Felixstowe Peninsular
- 7 To **CONSIDER** widening of/ cut back of vegetation overhanging the highway at the exit to the Village – **DEFERRED** to await the Village Action Plan
- 8 To **CONSIDER** applications for Grants for the 2015/2016 financial year. An application for a grant of £400 was received from the Church Field Trust, provided with supporting documents per the Council's Grant Policy, and **APPROVED**. Proposed by Cllr Reid, seconded by Cllr Videlo and **AGREED**
- 9 To **CONSIDER** further training/awareness opportunities for the Defibrillator/VETS Scheme. It was **AGREED** that information should be published in the upcoming edition of the Parish Newsletter, and the possible provision of First Aid courses should be investigated by the Clerk
- 10 To **CONSIDER** the timing of the publication of the Emergency Resilience Plan aide-memoire – held over until after the Village meeting in late January. Printing specifications were confirmed and it was **AGREED** that the aide-memoire would be distributed with the newsletter
- 11 To **CONSIDER** expenditure on the Church Field notice board - **DEFERRED**
- 12 To **CONSIDER** further proposals for the refurbishment of the litter bin compound. A 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
- 13 **CLERK AND RFO REPORT**  
a) To **CONSIDER** items of expenditure and sign cheques accordingly

6 February 2015 (2014-2015)

## Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
72 Salaries	06/02/2015		Bardays Community A	100851	Monthly Salary	Mr D Lines	X	343.80	0.00	343.80
73 Stationery/Mileage/Etc.	06/02/2015		Bardays Community A	100852	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
74 Post and telephone	06/02/2015		Bardays Community A	100852	Postage	Mr D Lines	E	11.16	0.00	11.16
75 Membership Subs re LGA st1	06/02/2015		Bardays Community A	100852	Annual Subscription	Mr D Lines	E	74.50	0.00	74.50
76 Locality Grant Spend	06/02/2015		Bardays Community A	100853	Parish plan printing	Bettaprint Woodbridge Ltd	E	60.10	0.00	60.10
77 Training	06/02/2015		Bardays Community A	100854	Training	SALC	S	10.00	2.00	12.00
78 Locality Grant Spend	06/02/2015		Bardays Community A	100855	Printing supplies	Suffolk C C	X	10.30	0.00	10.30
79 Locality Grant Spend	06/02/2015		Bardays Community A	100856	Velcro for Parish Plan posters	Mr I Kay	S	9.83	1.97	11.80
Total								531.69	3.97	535.66

**Total Payments - £535.66**

b) **Income received between 1 – 31 January – £822.67**

6 February 2015 (2014-2015)

## Waldringfield Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
17 Advertising Income	06/02/2015		Bardays Community A		Advertising Income	DI Taylor	X	12.00	0.00	12.00
18 Grants and Donations	06/02/2015		Bardays Community A		Donation re AED	Waldringfield Fairways Comm	X	200.00	0.00	200.00
19 SCC Locality Grant	06/02/2015		Bardays Community A		Locality Grant	Suffolk C C	X	536.29	0.00	536.29
20 Bank Interest	06/02/2015		Ipswich Building Socie		Bank Interest	Ipswich Building Society	X	74.38	0.00	74.38
Total								822.67	0.00	822.67

c) **Balances held at Bank 30/01/2015 and Building Society as at 31/12/2014**

Bank **£3,464.84** and Building Society **£7,512.29**. Adjusted balance **£10,869.13** after non-presented cheques

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

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## WALDRINGFIELD PARISH COUNCIL

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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 Kay, all **AGREED**. It was further **RESOLVED** to accept the independent Bank Reconciliation – proposed by Cllr Elliot, seconded by Cllr KAY, **AGREED** by all.

14 To **CONSIDER** any Correspondence received before the meeting – Nothing additional to items already circulated.

15 **PARISH MATTERS for next Agenda** – Support for the proposed saltmarsh as part of the Flood Defence Scheme

**The Chairman closed the meeting at 9.50 pm**

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**REVIEW OF ACTION POINTS AS AT 19<sup>th</sup> FEBRUARY 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*)

**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 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 and sent reminder in February 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 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 1<sup>st</sup> cut expected mid-June, possibly earlier depending on growth. **Action**: Clerk negotiating FP 12 extension with new contractor –response awaited

**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 response. SCC Cllr O'Brien has committed £15,000 funding to the project (*Abbreviated note from Dec 2014 minutes*) **ACTION** Awaiting SCC response – reminder sent in February

**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. **ACTION** Cllrs Elliot and Matheson to liaise with 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

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