



1597 Minutes of the Parish Council Meeting held on Tuesday, 14th July 2015

Present: Councillors Kay, Videlo, Gold, Elliot, Matheson, Reid, Archer and Harraway.

SCC Cllr O'Brien (after Item 5)

- 1 WELCOME, APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – The Chairman welcomed Cllr Harraway to his first meeting. Apologies for absence received from Cllr Archer 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 – not present at the beginning of the meeting
 - b) Suffolk Coastal District Councillor Harvey – none provided
 - c) Suffolk Police – report provided, showing no reported crimes in the villageReports **NOTED**, with thanks to the authors.
- 3 It was RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 9th June 2015. 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 9th June 2015. Solutions to resolve excavation problems relating to the reconstruction of the recycling compound were put forward, with Cllrs Kay and Archer to coordinate. The offer of financial contributions to the project was reported. The footpath sign near the School remained damaged, although reported to SCC on May 15th. No further updates
- 5 To CONSIDER** Planning Applications for **COMMENTS**: None received
Any other applications received before the meeting – none received
To **NOTE** any application decisions received
Deben Breeze, Cliff Road – single storey side extension - **Permitted**
19 Village Way – Single storey extension - **Permitted**
Any other application decisions received before the meeting
Church Farm, Mill Road – Variation of condition 3 re C12/0287 – **Permitted**
Quayside, The Quay – First floor extension over flat roof – **Refused**
Other Planning Matters – a further consultation on the East Anglia Three Offshore Windfarm Project was ongoing, due to finish on July 23rd. The Clerk was asked to circulate details
- 2 + At the invitation of the Chairman, Suffolk County Councillor Patricia O'Brien spoke to her report, highlighting issues surrounding mental health, the further development of partnership working and the arrival of a traveller group in Woodbridge.**
- 6 To CONSIDER** the problem of dog-fouling in the village – proposed actions arising from the Parish Plan were noted, including consultation with the Dog-Owners Group. Cllr Kay to take advice on the merits of extra signage
- 7 To CONSIDER** further information about a Neighbourhood Plan – a meeting on July 30th with SCDC Planning officials had been arranged to inform the Parish Council further

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- 8 To **REVIEW** the recommendations within the Play Area Inspection Report. Page 10 – the stepping logs to be pressure-washed by Cllr Archer (recompense of minor expenses was **AGREED**). Page 11 – swing chains to be replaced (it was **AGREED** that Cllr Reid was delegated the authority to purchase replacements – cost c£65) Discussion took place about the rubber safety surfaces and possible replacement, and about available financing from the SCDC Play Space Fund

9 **CLERK AND RFO REPORT**

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

Total Payments -£945.00

14 July 2015 (2015-2016)

Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
25	Grass cutting (field)	10/07/2015		Barclays Community A	100881	Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
26	Salaries	10/07/2015		Barclays Community A	100882	Salary	Mr D Lines	X	343.80	0.00	343.80
27	Stationery/Mileage/Etc.	10/07/2015		Barclays Community A	100883	Printing supplies	Mr D Lines	S	64.93	12.98	77.91
28	Post and telephone	10/07/2015		Barclays Community A	100883	Postage	Mr D Lines	X	15.69	0.00	15.69
29	Stationery/Mileage/Etc.	10/07/2015		Barclays Community A	100883	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
30	Mole catching (field)	14/07/2015		Barclays Community A	100885	Mole Treatment	Waveney Norse Ltd (re SCS	S	173.00	34.60	207.60
Total									729.42	71.58	801.00

An additional payment of £144.00 was made to SCL Landscape for Invoice No. 1730 (Chq no 100884)

- b) **Receipts to 30 June 2015 - £24.00** (Newsletter advertising income)

c) **Balances held at Bank 30/06/2015 and Building Society as at 31/03/2015**

Bank **£6,750.00** and Building Society **£7,512.29**. Adjusted balance **£ 13,461.29** 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 Reid, seconded by Cllr Kay, All **AGREED**. It was further **RESOLVED** to accept the independent Bank Reconciliation – Proposed by Cllr Elliot, seconded by Cllr Gold and **AGREED** by all.

An enquiry was raised about the grass-cutting contract with particular reference to nettle growth – the Clerk will verify if a cut is due after the wildlife nesting season

An update on the Locality Grant balances was requested – to be circulated by the Clerk

A payment of £25.00 to Cllr Archer was omitted and will be included in next month's payments

- 10 To **CONSIDER** any Correspondence received before the meeting:
SCDC Planning – Proposed change to scheme of delegation. Ward member to be asked to consult with WPC when the option to call in a planning application arises, to allow its input into the process.
SCDC Planning – Identification of non-designated heritage assets – consultation email to be circulated
Mr and Mrs Wilkins – a letter of complaint about a planning decision had been received and Cllr Kay would respond, following circulation of the draft response
- 11 **PARISH MATTERS for next Agenda** – Heritage Asset consultation/Neighbourhood Plan/ River Wall project donation

The Chairman closed the meeting at 9.10 pm

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REVIEW OF ACTION POINTS AS AT 27th July 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

ACTION – Awaiting completion by 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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