



**1594 Minutes of the Parish Council Meeting held on Tuesday, 9<sup>th</sup> June 2015**

Present: Councillors Kay, Videlo, Gold, Elliot, Matheson, Reid and Winship, SCC Cllr O'Brien, SCDC Cllr Harvey and three members of the public. **The meeting was relocated to the Church Hall.**

**1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllr Archer

**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**

Mr and Mrs Morgan spoke in favour of their planning application

To **RECEIVE** reports from:

a) County Councillor and Suffolk Coastal District Councillor Patricia O'Brien spoke to her report, highlighting changes in the County Council's leadership, the recent cutting of verges and mentioning the safety of walkers at the main village junction

b) Suffolk Coastal District Councillor Harvey – spoke to her report, recording 5.1 years of housing supply in the Local Plan. She undertook to discuss damaged highway signs with SCC Officers

c) Suffolk Police – report provided, showing three reported crimes in the village

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

***With the agreement of the Council, the Chairman brought forward Item 5 (Planning)***

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

**15/1755/FUL Quayside, The Quay** – first floor extension over existing flat roof. Having reviewed all documents available at the time of the meeting, along with the Planning Group's comments, it was **RESOLVED** not to object to the application. Proposed by Cllr Elliot, seconded by Cllr Reid, **AGREED** by a majority (one against)

**15/1828/FUL Deben Breeze, Cliff Road** – proposed single storey extension. The Council expressed concern, amongst others, about the encroachment on the tree roots of the Oak and the Pine, leading to possible loss. The application was referred to the Tree Officer to make her comments. It was **RESOLVED** to oppose this application for the reasons cited in the Planning Group's report – Proposed by Cllr Elliot, seconded by Cllr Winship, **AGREED** by all

Any other applications received before the meeting

**15/1990/VOC Church Farm House, Mill Road** – minor amendment to incorporate garage  
The Council was concerned about the significant internal changes, requiring confirmation that these met with the Conservation Officer's approval. It also noted the potential 'conflict' between the new garage door and the neighbouring gate. Otherwise, there was **NO OBJECTION**. Proposed by Cllr Elliot, seconded by Cllr Videlo, **AGREED** by all

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

Any other application decisions received before the meeting – None

**3 It was RESOLVED TO ADOPT** the minutes of the Annual General Meeting and the subsequent Parish Council Meeting held on 19<sup>th</sup> May 2015. AGM proposed by Cllr. Kay, seconded by Cllr. Gold. Ordinary meeting proposed by Cllr Kay, seconded by Cllr Elliot and **AGREED** by all present at the meetings.

**STATUS: DRAFT UNTIL SIGNED**

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

# WALDRINGFIELD PARISH COUNCIL

1595

- 4 **Matters for REPORT and REVIEW of ACTION POINTS** from the minutes of the Parish Council Meeting held on 19<sup>th</sup> May 2015. Cllr Reid advised removal of the Triangle action point as this was now settled. Cllr Winship requested a copy of the detailed report about the crossroads. The Clerk reported a delay in reconstructing the recycling area because of an obstruction. Cllr Elliot was authorised to incur an expense of up to £200 to enable removal of the obstruction. Proposed by Cllr Kay, seconded by Cllr Reid and **AGREED** by all. SCC Cllr had reported on Highways responses to problems reported at Bretts Quarry/ Foxburrow Farm/Deben Lane – awaiting further action.
- 6 To **CONSIDER** the introduction of a Neighbourhood Plan – **DEFERRED** pending further investigation
- 7 To **CONSIDER** the co-option of candidates to fill the current vacancy on the Parish Council. In response to the advertised vacancy, Mr Toby Harraway put his name forward and supplied a brief CV in support of his application. It was **RESOLVED** to **CO-OPT** Mr Harraway as a parish councillor. Proposed by Cllr Videlo, seconded by Cllr Reid, **AGREED** by all
- 8 To **RECEIVE** an update (if any) on the Parish Plan - **DEFERRED**
- 9 **CLERK AND RFO REPORT**
  - a) To **CONSIDER** items of expenditure and sign cheques accordingly

**Total Payments -£1,234.20**

4 June 2015 (2015-2016)

## Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
17	Salaries	04/06/2015		Barclays Community A	100874	Salary	Mr D Lines	X	343.80	0.00	343.80
18	Post and telephone	04/06/2015		Barclays Community A	100875	Postage	Mr D Lines	E	7.56	0.00	7.56
19	Stationery/Mileage/Etc.	04/06/2015		Barclays Community A	100875	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
20	Handyman's Wages	04/06/2015		Barclays Community A	100876	Salary	Mr R Lord	X	138.44	0.00	138.44
21	PAYE/NI	04/06/2015		Barclays Community A	100877	PAYE & NI	HMRC	X	303.80	0.00	303.80
22	Repairs/Maintenance	04/06/2015		Barclays Community A	100878	Replacement dog bin	Waveney Norse Ltd (re SCS	S	173.00	34.60	207.60
23	Newsletter re 1972 LGA s142	04/06/2015		Barclays Community A	100879	Newsletter	Bettaprint Woodbridge Ltd	Z	113.00	0.00	113.00
24	Audit	04/06/2015		Barclays Community A	100880	Audit Fee	Heels and Lodge	X	108.00	0.00	108.00
<b>Total</b>									<b>1,199.60</b>	<b>34.60</b>	<b>1,234.20</b>

b) **Receipts to 31 May 2015 - Nil**

c) **Balances held at Bank 31/05/2015 and Building Society as at 31/03/2015**

Bank **£8,765.26** and Building Society **£7,512.29**. Adjusted balance **£14,238.29** 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 Reid

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

- 10 To **CONSIDER** any Correspondence received before the meeting – Dr Paul Wright had written to the Chairman about the plot of land opposite his property. The Chairman would reply, advising that it was not for the Parish Council to agree to Dr Wright's proposals and to advise on SCC Highways possible reaction to them
- 11 **PARISH MATTERS for next Agenda** – None other than those deferred

**The Chairman closed the meeting at 9.30 pm**

\*\*\*\*\*

STATUS: DRAFT UNTIL SIGNED

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

## REVIEW OF ACTION POINTS AS AT 23<sup>rd</sup> June 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 1<sup>st</sup> 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 **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.

STATUS: DRAFT UNTIL SIGNED

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