



1585 Minutes of the Parish Council Meeting held on Tuesday, 10th March 2015

Present: Councillors Kay, Videlo, Gold, Elliot, Matheson, Reid, Rayner, Archer and Winship,
SCC Cllr O'Brien, SCDC Councillors Falconer and Harvey

1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS – None

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 reports
- b) Suffolk Coastal District Councillor Veronica Falconer – introduced Cllr Harvey and spoke to her report. Discussion took place about Felixstowe Port.
- c) Suffolk Police – report provided.

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

3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 10th February 2015, subject to a correction of Item 6, with the addition of the words "*It was **AGREED** that a letter was to be written to SCDC seeking clarification of this matter*" at the end of the minute.
Proposed by Cllr. Kay, seconded by Cllr. Gold. **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 February 2015.

Site Allocations and Area Specific Policies - SCDC had sent a response to the letter querying why the village of Waldringfield is considered to be part of the Felixstowe Peninsular in some documents and not others. The consensus was that the letter provided an unsatisfactory response and it was **AGREED** that copies of both letters would be forwarded to Cllrs O'Brien and Falconer for any action that was appropriate whilst the Council considered a further response.

First Aid Course – no responses via newsletter – to be promoted via Waldringfielders

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 in due course

On-going - **Footpath 12** New contractor now engaged and 1st 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 to new email

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.**

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- 5 To **CONSIDER** Planning Applications for **COMMENTS: -15/0442/FUL- Cross Cottage, Woodbridge Rd.** – Erection of single storey side extension - **APPROVED** by a majority with no comment
Any other applications received before the meeting – Via Suffolk County Council. **Waldringfield Quarry** - Variation of Condition 1 and 2 - C/11/0722 - Continued use of part of sand and gravel quarry for importation , storage and processing of concrete rubble and soils to provide secondary aggregates – The Chairman was delegated the authority to review the application in more detail.
To **NOTE** any application decisions received – **Littlefield, Mill Rd** – New Garage – **APPROVED**. **Willows, Mill Road** – New garage – **APPROVED**. **Sweetbriars, Woodbridge Rd** – Single-storey annex - **APPROVED**
- 6 To **CONSIDER** the Agenda for the Annual Parish Meeting to be held on 14th April 2015 - **REVIEWED**
- 7 To **CONSIDER** preparations for the May 7th Local Elections. Information on standing for election was published in the newsletter and to be published on the noticeboards. Applications forms to be available from the Chairman or SCDC's Returning Officer
- 8 To **CONSIDER** applications for Grants for the 2015/2016 financial year. Cllrs Kay and Reid declared Non-Pecuniary Interests in this item and remained in the meeting. On presentation of applications and supporting documents from the Village Hall Trust (for £500) and the Wildlife Group (for £100), it was **RESOLVED** to approve these grants for FY 2015/16. Proposed by Cllr Elliot and seconded by Cllr Videlo, **AGREED** by all
- 9 To **CONSIDER** support for the proposed saltmarsh as part of the Flood Defence Scheme. Although supportive, the Council will await further information on the second phase. Mr Jon Wilkins is to be invited to make a short address to the Annual Parish Meeting, followed by Q&A, about the second phase
- 10 To **CONSIDER** the efforts of Mr Lyon and Mr Smith in monitoring the Community Defibrillator. In appreciation of the continued efforts of Mr Lyon and Mr Smith on behalf of the community at large, it was **AGREED** that the Chairman would purchase a gift for each, to be financed from the Chairman's Fund
- 11 To **CONSIDER** the implications of the new Transparency Code – NALC Legal Briefing LO5 -14 was **NOTED**
- 12 To **REVIEW** the Financial Risk Assessment, Internal Controls and Internal Audit function. Reports and documentation reviewed and **NOTED** as satisfactory. As a core part of the Risk Management process, it was **AGREED** that the Scribe 2000 software provided good reports and that £95 (+VAT) of the annual license fee of £195 would be paid. A cheque for £195 + VAT would be issued, subject to reimbursement by Coddtenham Parish Council of the balance. Proposed by Cllr Reid, seconded by Cllr Winship, **AGREED** by all
- 13 To **RECEIVE** the draft Action Plan from the Parish Plan Steering Group
After discussion, it was noted that this draft was the next step to further consultation and any additional suggestions should be sent to Cllr Elliot within two days. There was broad agreement with the current format.
- 14 To **CONSIDER** revised proposals for the refurbishment of the litter bin compound. 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. Proposed by Cllr Kay, seconded by Cllr Archer, **AGREED** by all. 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
- 15 **CLERK AND RFO REPORT**
 - a) To **CONSIDER** items of expenditure and sign cheques accordingly

Total Payments - £878.00

Waldringfield Parish Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|----------------------------|------------|--------|----------------------|-----------|-----------------|------------|----------|--------|------|--------|
| 80 Salaries | 04/03/2015 | | Barclays Community A | 100857 | Salary | Mr D Lines | X | 343.80 | 0.00 | 343.80 |
| 81 Stationery/Mileage/Etc. | 04/03/2015 | | Barclays Community A | 100858 | Travel Expenses | Mr D Lines | X | 12.00 | 0.00 | 12.00 |
| 82 PAYE/NI | 04/03/2015 | | Barclays Community A | 100859 | PAYE & NI | HMRC | X | 273.20 | 0.00 | 273.20 |
| Total | | | | | | | | 629.00 | 0.00 | 629.00 |

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In addition to the above-listed payments, the following items were approved:

Scribe 2000 Ltd - £234.00 – Software license (subject to a refund of £120.00) – See Item 12

SALC – £15.00 – Clerk's attendance at BDO (External Auditor) Briefing re Item 12

b) **Income received between 1 – 28 February – £738.10**

Waldringfield Parish Council
RECEIPTS LIST

| Voucher | Code | Date | Minute | Bank | Receipt No | Description | Customer | VAT Type | Net | VAT | Total |
|---------|--------------------|------------|--------|----------------------|------------|--------------------|----------------------------|----------|--------|------|--------|
| 21 | General Grants | 04/03/2015 | | Barclays Community A | | Donation re AED | Waldringfield Sailing Club | X | 608.50 | 0.00 | 608.50 |
| 22 | Advertising Income | 04/03/2015 | | Barclays Community A | | Advertising Income | The Stables | X | 24.00 | 0.00 | 24.00 |
| 23 | Advertising Income | 04/03/2015 | | Barclays Community A | | Advertising Income | 68 Marine | X | 81.60 | 0.00 | 81.60 |
| 24 | Advertising Income | 04/03/2015 | | Barclays Community A | | Advertising Income | E of E Co-op | X | 24.00 | 0.00 | 24.00 |
| Total | | | | | | | | | 738.10 | 0.00 | 738.10 |

c) **Balances held at Bank 28/02/2015 and Building Society as at 31/12/2014**

Bank **£4,070.84** and Building Society **£7,512.29**. Adjusted balance **£10,605.77** 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

It was **RESOLVED** to accept Items a), b) and c) together with Accounts/Budget 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 Winship, seconded by Cllr Reid, **AGREED** by all.

16 To **CONSIDER** any Correspondence received before the meeting

A letter was received from Mr C. Underdown about damage to the grass verges near the School and mud on the road near Brett's Quarry. A kind offer to produce notices stating "Soft Verges – please do not park" was accepted and a copy of the letter would be sent to the School. The Clerk was instructed to deal with the report of mud on the road.

In response to a letter with a deadline from the Pensions Regulator, it was agreed that the Clerk would be the principal point of contact for further communications from this agency.

A FOI request by Mr Clover was circulated and **NOTED**. The Clerk would deal with the request in accordance with FOI regulations

17 **PARISH MATTERS for next Agenda - None**

The Chairman closed the meeting at 10.20 pm

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REVIEW OF ACTION POINTS AS AT 17th MARCH 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 - reminders in February/March 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 – new email sent

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** – revised quotation requested

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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