



**1603 Minutes of the Parish Council Meeting held on Tuesday, 8<sup>th</sup> September 2015**

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

- 1 APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** Apologies for absence received from Cllrs Gold and Reid, SCDC Cllr Harvey and Suffolk Police

- 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 – spoke to her report. Added that Village Way project funded, awaiting design. Discussion about allocation of Locality Budget
- b) Suffolk Coastal District Councillor Harvey – Provided. Clerk to circulate Enabling Budget criteria
- c) Suffolk Police – Provided, showing one reported crime in the village

Reports **NOTED**, with thanks to the authors.

- 3** It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 11<sup>th</sup> August 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 11<sup>th</sup> August 2015. Update given on delayed reconstruction of the recycling compound – agenda item for October. Trees/Hedges on Ipswich Road – some landowners consulted – Clerk to establish ownership of southern verges via Land Registry

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

**DC/15/3258/FUL – Sweetbriars 3 Woodbridge Rd.** Demolition of sheds. Annexe with shower room extension - the Parish Council **OBJECTED** to the proposal, citing insufficient parking, over-development, inconsistent documentation and the need to prevent use as a separate dwelling  
Proposed by Cllr Kay, seconded by Cllr Winship, **AGREED** by all

**DC/15/3313/FUL – Genoa Lodge, Deben Lane.** Proposed car port – the application was **APPROVED**. Proposed by Cllr Archer, seconded by Cllr Elliot, **AGREED** by all

**15/3301/TPO Harbour View, Cliff Road** - works to three trees. After considering the Tree Warden's report, it was **RESOLVED** to support the recommendations therein – proposed by Cllr Archer, seconded by Cllr Videlo, **AGREED** by all - Clerk to write to MSDC re Tree Officer's email comments about removal of the hedge and absence of a pine tree.

To **NOTE** any application decisions reported on the SCDC Planning Portal

**DC/15/2243/TPO Orchard House Cliff Road** – T1 - Oak tree - Thin the outer crown by pruning in the outermost branch ends by 1-2m to suitable forks/ growth points. Lift the crown all round to 4-5m in height - Clean through the remaining crown to remove dead, crossed, damaged and hanging branches. **PERMITTED**

Any other application decisions reported before the meeting

To **NOTE** a planning appeal lodged with the Planning Inspectorate

**DC/15/0997/FUL - Hillcrest, Ipswich Road** Re refusal of planning permission for a first floor rear extension over existing ground floor extension & a ground floor rear extension across the width of existing ground floor extension - **NOTED**

- 6** To **RECEIVE** a report on Tree Preservation Orders (TPOs) – nothing now to report

**STATUS: DRAFT UNTIL SIGNED**

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

# WALDRINGFIELD PARISH COUNCIL

1604

- 7 To **RECEIVE** the final documents from the External Auditor for the completion of the Annual Audit Received and **APPROVED** – proposed by Cllr Elliot, seconded by Cllr Archer, **AGREED** by all
- 8 To **CONSIDER** use of the Play Space fund to replace/enhance play area equipment  
It was **AGREED** that a consultation would take place via the Newsletter and website
- 9 To **RESOLVE** current and future allocations from the Locality Grant balances.  
After accounting for earmarked funds, it was agreed that the balance of £330 would be available for SCC Cllr O'Brien to allocate to the Waldringfield Flood Defence Group's Saltmarsh Project and this would be matched by a donation from the Parish Council's Grant Fund – proposed by Cllr Kay, seconded by Cllr Elliot, **AGREED** by all
- 10 To **RECEIVE** a report from Cllr Elliot arising from attendance at the SALC Planning briefing  
The briefing covered Suffolk Coastal's Local Development Plan (LDF), National Planning Policy Framework (NPPF), Community Infrastructure Levy (CIL), Developer's Section 106 contributions (S106) etc. and touched on Neighbourhood Plans. Recommended adoption of a Pre-application Protocol as described by the NALC legal team. **AGREED** and to be placed on the website
- 11 **CLERK AND RFO REPORT**
  - a) To **CONSIDER** items of expenditure, payment of grants and sign cheques accordingly

**Total Payments -£2,476.36**

8 September 2015 (2015-2016)

## Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
39 Salaries	03/09/2015		Barclays Community A	100892	Salary	Mr D Lines	X	344.00	0.00	344.00
40 Stationery/Mileage/Etc.	03/09/2015		Barclays Community A	100893	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
41 Post and telephone	03/09/2015		Barclays Community A	100893	Postage	Mr D Lines	X	7.56	0.00	7.56
42 PAYE/NI	03/09/2015		Barclays Community A	100894	PAYE & NI	HMRC	X	257.80	0.00	257.80
43 General Grants	03/09/2015	August 2015	Barclays Community A	100895	Donation	Suffolk Philharmonic Orchest	X	10.00	0.00	10.00
44 Audit	03/09/2015		Barclays Community A	100896	Audit Fee	BDO LLP	S	100.00	20.00	120.00
45 Election Costs	03/09/2015		Barclays Community A	100897	Election fees	SCDC	X	100.00	0.00	100.00
46 All Saints Church OSA 1906	03/09/2015		Barclays Community A	100898	Grant	Waldringfield PCC	X	500.00	0.00	500.00
47 Village Hall LGA 1976 s19	03/09/2015		Barclays Community A	100903	Grant	Waldringfield Village Hall Tru	X	500.00	0.00	500.00
48 WildlifeGroup	03/09/2015		Barclays Community A	100899	Grant	Waldringfield Wildlife Group	X	100.00	0.00	100.00
49 Church Field re OSA 1906 s9	03/09/2015		Barclays Community A	100900	Grant	Waldringfield Church Field Tr	X	400.00	0.00	400.00
50 Training	08/09/2015		Barclays Community A	100901	Training	SALC	S	10.00	2.00	12.00
51 Newsletter re 1972 LGA s142	08/09/2015		Barclays Community A	100902	Newsletter	Bettaprint Woodbridge Ltd	X	113.00	0.00	113.00
Total								2,454.36	22.00	2,476.36

b) **Receipts to 8 September 2015 – £175.30 (footpath grant)**

c) **Balances held at Bank 31/08/2015 and Building Society as at 31/03/2015**

Bank **£ 5,592.46** and Building Society **£7,512.29**. Adjusted balance **£ 10,598.69** 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 Harraway

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

- 12 To **CONSIDER** any Correspondence received before the meeting: **NOTED**  
An enquiry from a new resident about allotments to be forwarded to Betsy Reid
- 13 **PARISH MATTERS for next Agenda** – Newsletter printing/Emergency Resilience Plan/Quiet Lanes/Recycling Compound/ SCDC Planning Call-in proposals/ Report re WPC Procedures

**The Chairman closed the meeting at 10.00pm**

STATUS: DRAFT UNTIL SIGNED

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

## REVIEW OF ACTION POINTS AS AT 13<sup>th</sup> August 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. 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. New contractor engaged. **ACTION** – Awaiting formal quote by new 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 - further progress over the summer.

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