



1577 Minutes of the Parish Council Meeting held on Tuesday, 13th January 2015

Present: Councillors Kay, Videlo, Archer, Elliot, Matheson, Reid, Winship and Rayner / 2 MoP

- 1 **APOLOGIES AND APPROVAL FOR ABSENCE OF PARISH COUNCILLORS** – Cllrs Gold (family), SCDC Cllr Falconer, 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

Mr and Mrs Forsdyke spoke in support of their planning application

To **RECEIVE** reports from:

- a) County Councillor and Suffolk Coastal District Councillor Patricia O'Brien spoke to her report and highlighted the SCDC consultation on future housing site allocations
- b) Suffolk Coastal District Councillor Veronica Falconer – no report due to illness
- 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 9th December 2014. 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 December 2014.

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 to contact SCC Highways for update.

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 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

On agenda - **Refurbishment of the Litter Bin compound** Three proposals now received, not within requirements **ACTION.** Clerk to circulate specifications to enable councillors to contact other potential contractors

In progress - **The archiving/disposal of the Parish Council records and old files.**

ACTION – Clerk proposed "zero-based" approach – only retain what is lawfully required or administratively essential and box remainder for archiving/historical use/disposal

On agenda - **Purchase of a Defibrillator (AED) for general use in the Village.**

Equipment delivered, installed and linked to E of E Ambulance Service. More location signs needed./newsletter & Waldringfielders to advertise for volunteers for VETS scheme.

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- 5 To **CONSIDER** Planning Applications for **COMMENTS: 14/4030 FUL – Willows, Mill Road, Waldringfield** – erection of new double garage The Council resolved to **SUPPORT** the application and was pleased to note that its comments and suggestions about the previous application were taken account of, and also wished to record its satisfaction with the excellent quality of the drawings and documents provided with this application.
Any other applications received before the meeting – None
To **NOTE** any application decisions received – None
- 6 To **CONSIDER** the draft Deben Estuary Plan – after consultation, a response was posted on the DEP website on January 5th, and this was **CONFIRMED**, with the Chairman noting the quality and ease of understanding of the consultation questionnaire
- 7 To **FINALISE** the SCC Locality Budget expenditure. Expenditure already incurred and a potential further £300 expense for the Parish Plan was noted and this would utilise the brought-forward 2013/14 Locality Grant, leaving the 2014/15 grant to be applied to the Recycling Compound
- 8 To **CONSIDER** registration with the Information Commissioner’s Office re Data Protection **RESOLVED** – that the Parish Council would undertake its own registration at a cost of £35 pa. Proposed by Cllr Reid, seconded by Cllr Elliot **AGREED** by all
- 9 To **CONSIDER** the Defibrillator VETS scheme and other training/awareness opportunities. An awareness demonstration had been announced for the 22nd January. A donation from the Fairway Committee had been received, leaving the balance of funding to be shared between the Parish Council and the Sailing Club. **RESOLVED** An £80 overpayment resulting from the substitution of equipment would be offered as a donation to the Community Heartbeat Trust, shared equally between the two organisations. However, 6 additional signs would be sought. Proposed by Cllr Reid, seconded by Cllr Winship, **AGREED** by all
- 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
- 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 further quotation had been received which was beyond budgetary expectations. The Clerk would circulate the specifications to enable councillors to contact other potential contractors.
- 13 **CLERK AND RFO REPORT**
 - a) To **CONSIDER** items of expenditure and sign cheques accordingly

10 January 2015 (2014-2015)

Waldringfield Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
67	Salaries	10/01/2015		Barclays Community A	100846	Monthly Salary	Mr D Lines	X	405.10	0.00	405.10
68	Stationery/Mileage/Etc.	10/01/2015		Barclays Community A	100847	Travel Expenses	Mr D Lines	X	12.00	0.00	12.00
69	PAYE/NI	10/01/2015		Barclays Community A	100848	PAYE & NI	HMRC	X	332.00	0.00	332.00
70	Locality Grant Spend	10/01/2015		Barclays Community A	100849	Parish plan printing	Bettaprint Woodbridge Ltd	E	156.87	0.00	156.87
71	Grass cutting (field)	10/01/2015		Barclays Community A	100850	Grass-cutting -field	SCL Landscape Management	S	60.00	12.00	72.00
Total									965.97	12.00	977.97

Total Payments - £977.97

b) **Income received between 1 – 31 December - None**

c) **Balances held at Bank 31/12/2014 and Building Society as at 15/08/2014**
Bank **£3,955.72** and Building Society **£7,437.91**.

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 Archer. No discrepancies were reported

It was **RESOLVED** to accept Items a), b) and c) together with Accounts/Budget and Bank reconciliation and these were signed accordingly. Proposed Cllr Kay, seconded Cllr Videlo, all **AGREED**. It was further **RESOLVED** to accept the independent Bank Reconciliation – proposed by Cllr Archer, seconded by Cllr Reid, **AGREED** by all. In terms of the R&P report, it was agreed that the Cost Code “Ad-hoc salary” would no longer be used.

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- 14 To **CONSIDER** any Correspondence received before the meeting – List provided. Cllr Videlo reported residents’ concerns about the closure of FP 12 during the river wall reconstruction. After discussion, it was agreed that dialogue with the contractors would be the best approach.
- 15 **PARISH MATTERS for next Agenda** – Widening of/ cut back of vegetation overhanging the highway at the exit to the Village

The Chairman closed the meeting at 9.20 pm

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REVIEW OF ACTION POINTS AS AT 23rd JANUARY 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 to contact SCC Highways for update.

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 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 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 - now awaiting SCC response. SCC Cllr O'Brien has committed £15,000 funding to the project (*Abbreviated note from Dec 2014 minutes*)

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 **ACTION**. New proposals sought by councillors.

In progress – The archiving/disposal of the Parish Council records and old files.

ACTION – Clerk proposed "zero-based" approach – only retain what is lawfully required or administratively essential and box remainder for archiving/historical use/disposal

Completed – Purchase of a Defibrillator (AED) for general use in the Village.

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