

GREAT WALDINGFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 13th January 2020 in the Village Hall at 7.30pm

Present: Parish Councillors: Baldwin, Francis, Kiely (*Vice Chairman*), Knight, Misselbrook, Rushton and Steele (*Chairman*).

In Attendance: Mrs S Clements (Parish Clerk), District Councillors Arthey and Maybury and Two Members of the Public.

20/237 - Apologies for Absence – An apology for absence was received from County Councillor Spence who is unwell.

20/238 - Declaration of Interests - There were no Declarations of Interest.

20/239 - Minutes of the Parish Council Meeting held on the 9th December 2019 - The Minutes of the Parish Council Meeting held on the 9th December 2019 were received, considered and approved following the vote and signed by the Chairman as a correct record. (Copy in Minute Book).

20/240 – County and District Councillor Reports –

The Chairman advised the Council that County Councillor Spence has advised that during December 2019 Suffolk County Council Education Appeals Committee met to consider the Appeals submitted by a number of parents in Great Waldingfield regarding the changes to School Transport provision. This was the first time that County Councillor Spence had the opportunity to share his views formally where he attended the Meeting with parents and other stakeholders. County Councillor Spence felt that it was a very good and well-argued case. A decision has now been made by the Education Appeals Committee where the Appeal by parents has been upheld and so travel will now be reinstated.

District Councillor Maybury tabled leaflets regarding the District Council's Grants for Home Adaptations. She explained that the scheme is not means tested, that the upper limit has been increased to £7,500 (now between £1,000-£7,500), the grants are to assist people to continue to live in their own dwellings and examples of possible grant applications could be perhaps, changing a bath to a shower for disabled or less able people, installing a stairlift etc. District Councillor Maybury advised Councillors that if any residents encounter difficulties with the phone number provided, that they should contact her directly. District Councillor Maybury advised the Council that she is now the Director of the Sudbury and District Citizens Advice and that funding is being maintained by Babergh on a 3-year rolling programme. District Councillor Maybury responded to queries/questions raised by Councillors.

District Councillor Arthey advised that work is progressing well on the emerging Babergh and Mid-Suffolk District Councils Joint Draft Local Plan, that the draft Budget demonstrates a 3.1% increase at £5.00 per week to a Band D equivalent property, that rents will increase by 2.7% which means an additional £2.19 per week to tenants and the District Council as the LPA is looking at the Post Office and changes in the lighting, which hopefully will reduce the light input.

20/241- Public Forum – No Members of the Public wished to address the Council/ask questions.

20/242 – Routine Correspondence – Councillor raised no matters in this regard.

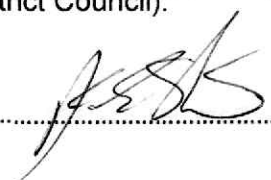
20/243 - Planning and Development

- a. Planning Applications/Proposals – LPA (Local Planning Authority) – (Babergh and Mid-Suffolk District Council):

1

Signed -Chairman.....

Date.....


10/02/2020

GREAT WALDINGFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday 13th January 2020 in the Village Hall at 7.30pm

- Planning Applications: - DC/19/05410 – The Wilderness, Badley Road – Creation of vehicular access – The Council noted that this application has been withdrawn.
- b. Planning Matters/Decisions – The Council noted the following:
 - DC/19/05058 – Ardley House Farm Buildings, Lavenham Road – Notification for Prior Approval for a Proposed Change of use of Agricultural Building to a Dwelling house (Class C3), and for Associated Operational Development Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q (a) and (b) – Conversion of agricultural buildings to 3 no dwellings - To note that the LPA has refused this application.

20\244 – Finance

- a. **Schedule of Accounts for Payment** – The schedule of accounts for payment in the sum of £7,030.81 was received, considered and agreed following the vote. (Copy in Minute Book).
- b. **Grounds Maintenance/Grass Cutting** – (Queens Diamond Jubilee Garden) – The Council received and noted the three additional new prices and that the tender process has been posted locally on social media. Some site Meetings had also taken place where requested and all those pricing had received the same specification of works. Following the vote, it was agreed to appoint Mortimer Contracts Ltd. Bures, Suffolk, which was the lowest price. The new contractor will be asked to liaise with Mr C Francis a Volunteer who assists the Council with the Queens Diamond Jubilee Garden.
- c. **County Councillor Locality Budget** – The Council received an update from Councillor Knight. The actual specifications (colour, font etc) for a new Notice Board (already agreed) were presented. Following the vote, it was agreed to submit an application for the new Notice Board to replace the existing Board at Green Acre, where the preferred Notice Board is Lynester post mounted double door, in dark green, coloured magnetic panel in dark green, the header will be option Arc blended, the lettering font will be Trajan and the header wording: "Great Waldingfield Parish Council" will be an additional £15.00.
- d. **Parish Online** – The Council received and considered the information and annual subscription of £120.00 for a service to view online maps. Following the vote, it was agreed to review this service as it had previously proved helpful with the emerging Neighbourhood Plan work and will be useful again as the Plan proceeds.
- e. **IT Hub** – This matter was deferred until such time as a new volunteer is sought.
- f. **Bowls Club** – The Council received and considered the most recent correspondence regarding the pot-holes'. A discussion ensued. Following the vote, it was agreed to ask the Community Warden Team to provide temporary repairs to the larger holes on the Parish Council's land.
- g. **Annual Appointment of RFO** – It was agreed following the vote, that the Clerk will continue in this role.
- h. **Annual Appointment of Internal Auditor** – The Clerk presented the Council with three quotations for consideration, together with information pertaining to the said Internal Auditor's experience, competence and experience. Following the vote to appoint Miss V Pretty as Internal Auditor for the ensuing year; this being the lowest quotation at £60.00 per annum.
- i. **Financial Risk Management** – The Council received and considered the effectiveness of internal controls and audit. All details were reviewed with no areas for development or improvement considered necessary. The document was agreed following the vote and the risk management was signed by the Chairman and the Clerk/RFO. (Copy in Minute Book).

GREAT WALDINGFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday 13th January 2020 in the Village Hall at 7.30pm

- j. **Council's Bankers** – The Clerk advised that online banking has now been set up. She advised that she had discovered that Mr M Murkin and Mr D Crimmin were still on the accounts, but the bankers have now removed these two previous Parish Clerks. The Clerk also confirmed that Mr B Abson a previous Councillor (who has recently resigned) has been removed from the Council's bank accounts.
- k. **Donation Request** – Suffolk Neighbourhood Watch Association – The correspondence was received and noted, including the request for £50. The Clerk has asked for additional information. Following the vote, it was agreed to defer this request, as currently there is no Neighbourhood Watch scheme in the Village. Councillor Baldwin will look into a possible scheme for the Village and establish what is involved.

20/245 - Playing Field, Ten Trees Road and other Council Assets -

- a. **Playing Fields** – The Playground Checklist was received from Councillor Kiely following a visual and subsequent written check. It was noted that the litter has been cleared, but the bench needs painting and the kick wall still has loose coping stones at the far end. Councillor Steele agreed to continue pursuing prices for this work, with an update for consideration at the next Meeting. Following the vote, it was agreed that a new and robust litter bin, ideally with a lid should be installed near to the Teen Shelter. The Clerk will organise this new equipment.
- b. **Queens Diamond Jubilee Garden (QDJ)** - The Council is aware that a local resident/volunteer who was involved initially with the commissioning of the signage has asked for this protracted matter to be progressed, following vandalism. Councillor Steele advised that one of the signs has been installed but the other sign is still being re-varnished by a volunteer. Councillor Steele confirmed that the new compost bins are now in place and he will order additional compost bins (as agreed previously).
- c. **The Pavilion** – The working group comprising Councillors Baldwin, Francis, Knight and Misselbrook reported back and advised a site Meeting took place on the 5th January 2020 with Councillors Baldwin, Francis and Knight to inspect the Pavilion. Visibility was impaired as the Pavilion is full of equipment being stored by the School. The working group felt that the building needs a considerable amount of repair – including replacement of windows and doors, upgrading of the sanitary facilities, a survey for asbestos and removal if required by a specialist contractor, checking the electrical installation and reinstatement of the water supply. The working group advised that the access to the Pavilion is very restricted due it now being within the Playing Field used by the School. In view of this and its poor state of repair, the working party consider that the existing structure is of little use as a Village Facility. It was also felt that a huge amount of time and money would need to be expended to resurrect this building, which seems unjustified, given the access restrictions on the School site. The working group suggested that the Pavilion be offered to the School as it is already being used by them. It was felt a new project for a Community Hub for the Village should be considered on a suitable site where there would be full access to our local residents. In the meantime, the Parish Council could arrange for a stand-pipe' to be installed. A full and detailed discussion ensued. It was noted that a stand-pipe' is likely to cost around £30 per week. The options and business case for a CIL (Community Infrastructure Levy) application were noted and also the Braithwaite Trust. The Council felt that a key to the gate/fencing should be provided for the Parish Council to gain access to the Pavilion when the School is closed. Councillor Francis advised that Green Acre is the alternative temporary site for summer fete, where water will be provided by local residents' who live on Green Acre and bollards can be put in place by the Community Warden Team because of how close the area is to the road.

GREAT WALDINGFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday 13th January 2020 in the Village Hall at 7.30pm

- d. Assets Transfers – The Council received and considered the most recent correspondence received from Suffolk County Council, including an update on the background, regarding the protracted Ten Trees Road Asset Transfer. Following the vote, it was agreed that a working group be set up to consider the Ten Trees Road potential Asset comprising Councillors Kiely, Rushton and Steele. With regard to District Council potential Assets or longer-term possible leases, Councillor Baldwin agreed to carry out site visits to the various areas/sites in the Village with District Councillor Arthey.

20/246 – Community Warden Scheme (SLA) Service Level Agreement & Additional Hours – Councillors were pleased to note that the work at Folly Road has been completed and that positive and complimentary responses have been received from local residents - primarily via social media. The Council noted that the fly tipping flagged up by Councillor Baldwin has been removed by the District Council and that contractors have carried out some remedial work on the crumbling wall. Following the vote, it was agreed that the ad-hoc additional hours of 3 per week be included to 5 per week during the spring and peak growing season and thereafter, reduced back to an additional 3 hours per week, (plus the normal SLA weekly hours).

District Councillor Arthey left the Meeting at this point.

20/247 – Neighbourhood Plan Steering Committee – Councillor Kiely provided a verbal and written update. Councillors noted that at the end of December 2019 a working party met to trial a Focus Group in preparation for the groups running during the next two months. These groups will be coming up with options to meet the objectives in the six key areas that the Neighbourhood Plan Steering Committee will cover. The first Focus Group is being held on Wednesday 22nd January at Ali Butcher's, where the Group will be discussing Community Facilities - how to improve what we have and what new facilities we might like to have. The Group went to the Christmas Light Switch on and handed out cards to residents to begin to remind them about the Neighbourhood Plan and asking if they would like to get involved. The second Focus Group on Natural Environment is happening at the beginning of February with David Taylor hosting. The Group will be attending the Branchlines AGM with a view to hopefully getting Branchlines involved with this. The Group has also been finalising a detailed Project Plan to help to focus the future work.

District Councillor Maybury left the Meeting at this point.

20/248 – Great Waldingfield Village Fete 2020 – There were no new updates.

20/249 – Casual Vacancy – Parish Councillor – The Council noted that no applications for the casual co-option role have been received. The suggested form of wording was received, considered and agreed following the vote, for inclusion on local social media and the Village Magazine.

20/250 - Crinkle-Crankle Wall – The Council noted that the application is still being progressed by Historic England.

20/251 - Questions to the Chair – Councillor Rushton asked if the hot food vendor at Green Acre is permitted to park on the Green, as opposed to along the road in this area. The Clerk will investigate the details of the license in this regard with the District Council.

GREAT WALDINGFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 13th January 2020 in the Village Hall at 7.30pm

At this point in the Meeting Councillor Steele made a statement regarding a Parish Councillor speaking with District Councillor contractors who are working on site. Councillor Steele was advised that this liaison was in conjunction with the Community Warden Team and to ensure that work did not overlap and double up with the two different sets of contractors.

20/252 - Next Meeting –

This is scheduled for Monday 10th February 2020 starting at 7.30pm at Great Waldingfield Village Hall.

20/253 - Resolution to Exclude the Public and the Press – The Public Bodies S.1 (2) (Admission to Meetings Act 1960) (amended 2014) and the Local Government Act 1972 ss 100 and 102. The Council is asked to consider and agree to exclude the Public since publicity would legally prejudice commercial sensitivity and confidentiality. This was agreed following the vote.

Two Members of the Public left the Meeting at this point.

20/254 – Confidential Minutes – 9th December 2019 – The Council is asked to consider and agree the Confidential Minutes of the Parish Council Meeting held on the 9th December 2019.

20/255- Community Action Suffolk (CAS) – Housing Needs – The Council is asked to consider further the details within the confidential report.

20/256 – Clerk Review – The Council is asked to consider the six-month probationary period (5th February 2020).

20/257 – Confidentiality & GDPR – The Council is asked to consider and agree matters in this regard.

There being no further business the Chairman closed this part of the Meeting closed to facilitate the closed/confidential part of the Meeting.