

GREAT WALDINGFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 10th August 2020 at 7.30pm Meeting via the Zoom Platform

Present: Parish Councillors: Baldwin (Chairman), Francis, Kiely (Vice Chairman), Knight, and Parkin.

In Attendance: Mrs S Clements (Parish Clerk), District Councillor Arthey, County Councillor Spence (*up to middle of Minute Number 6*) and Four Members of the Public.

1. **Welcome and Apologies for Absence for Approval** – The Chairman welcomed all those to the Meeting. Apologies for absence were received from Councillor Rushton (unwell) and District Councillor Maybury also (unwell).
2. **Declarations of Interests** – There were none.
3. **Minutes of the last full Parish Council Meeting held on the 13th July 2020** – The Council received, considered and approved the Minutes following the vote. (Proposed by Councillor Kiely and seconded by Councillor Knight). (Copy in Minute Book).
4. **Update/Matters Arising from Previous Minutes held on the 13th July 2020** – There were no matters arising.
5. **Public Forum** – No Members of the Public wished to speak.
6. **County and District Councillors Reports** – The written report received from County Councillor Spence for August 2020 was received and noted. The report included information about COVID-19 and face coverings, fines for not wearing these, exemptions and data. The report also included information about Environmental Plans in response to Climate Emergency, steps to improve the region's Rail Service, Staying safe in the Water this Summer, the Chilton Woods development, Ipswich Waterfront and the handover of this site to the County Council, Funding secured for Summer Holiday Activity and the Food Programme.

County Councillor Spence advised that the County Council continues to assist the First Friends Pre-School with its project and that the Chilton Woods development is moving forward. Councillor Kiely and the Council thanked County Councillor Spence for his assistance with Green Acre and signage etc. It was noted that although the District Council deal with street naming, that County Councillor Spence could assist with the no through road improvements via his County Councillor Locality Budget. It was also noted that the Corporate Property department is very busy and also short staffed due to annual leave. County Councillor Spence advised that vans, trailers, and trade waste vehicles can now visit the County's Recycling Centres and that Suffolk has been granted more funding for emergency walking and cycling schemes.

County Councillor Spence leaves the Meeting at this point.

The written report received from District Councillor Arthey was received and noted. The written report included information about Local Development Scheme (LDS). The new LDS has been approved by the District Council. It sets out the proposed timetable for the Joint Local Plan (JLP) and the review of the CIL Charging Schedules. It is anticipated that the next stage of the JLP will be presented to the District Council in early November 2020, before a six weeks consultation and submission to the Secretary of State for an Examination in Public.

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It is hoped the new JLP will be adopted late 2021/early 2022. Walking and cycling - Proposals put forward for a Sustainable Travel Action Plan have been approved. It will encourage a shift towards more sustainable transport such as cycling, walking or public transport. County Councillor Spence may be able to explain how this will tie in with Suffolk County Council initiatives (including Safe Routes to Schools). There have been several recent press reports about Babergh and Mid Suffolk's property investment company CIFCO Capital Ltd. Most recently it was to announce the purchase of a health centre in Nottingham, but previously it was as a result of its 2019-2020 Business Trading and Performance Report. The last year had seen reported losses as a result of asset revaluation and acquisition costs, but £1.6m of net income received (after debt repayment) which supports the District Council's budget and is equivalent to 13.5% on Council Tax. Waste and Recycling. The market for recyclable materials is changing and becoming ever more demanding. As a result the percentage of 'rejects' from the site at Blakenham is rising. In the Autumn the District Council will be embarking on a new campaign to encourage households to present good quality recyclables, and only materials which are accepted. Solar Carports - A grant has been secured from the Government's 'Getting Building Fund' to install multifunctional solar carports which will generate and store electricity and provide electric vehicle charging points. The car park at Station Road in Sudbury is currently being assessed as a first possible site.

District Councillor Arthey clarified details from the above. He responded to a question about Neighbourhood Plans. District Councillor Arthey considered that these Plans (adopted and emerging) are still very important and key to the planning process.

7. Routine Correspondence Circulated – The following matters were raised:

- a) Crinkle Crankle Wall – This will be dealt under Minute Number 8. a) below.
- b) Other Correspondence – There were no other matters raised.

8. Councillors External Meetings – The Council received updates as follows:

- a) Crinkle-Crankle Wall Meeting – 14th July 2020 – Councillor Kiely provided a brief update. The Council noted that although a protection order has not been issued by the District Council that the District Council has been very supportive towards the Parish Council's listing application to Historic England. SPS (Suffolk Preservation Society) has also issued a positive report supporting this application. The Council was pleased to note that the Conservation Area is currently being looked into as the current boundary excludes the the Crinkle-Crankle Wall.
- b) Other Meetings – There were no other Meetings.

9. Planning and Development –

a. Planning Applications

- DC/20/02721 – Amen Corner, Lavenham Road, The Heath – Change of Use of land and erection of single storey annexed accommodation – The Council noted the recommendations of the Planning Working Group (following delegated powers agreed at the last Meeting on the 13th July 2020). The comments follow: The Council notes that the Change of Use applied is for the footprint of the proposed building only. The rest of the agricultural use land attached to Amen Corner is a local wildlife haven and greatly valued by local residents and the Council would like to see it remain as such. The Council supports this proposal.

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- DC/20/02757 – Garrison Cottage, Garrison Lane – Construction of garden pond and erection of greenhouse – The Council noted the recommendations of the Planning Working Group (following delegated powers agreed at the last Meeting on the 13th July 2020). The comments follow: The Council supports this proposal.
- DC/20/02933 – 10 Chapel Close – Erection of single storey rear extension and two storey side extension, (following demolition of existing conservatory) – Following the vote, the Council recommended supporting this application. The Council noted that this is a major change to the existing property which will add approximately 60% to the habitable area. Visiting the site revealed that the proposed extension will have little impact on the view of the terrace from the street and due to the angle of the corner plots, have little effect on the adjacent property to the north - the nearest part of which is a detached garage. For the other adjoined neighbour, the change is from the existing conservatory to a flank wall of similar dimensions. From the aesthetic point of view, the Council felt that it seems a shame to introduce a third ridge height and it is presumed this is for technical reasons. The Council would like to see the matching materials and finishes shown on the drawings translated to reality in the finished building.
The above recommendations and comments were agreed following the vote. (Proposed by Councillor Kiely and seconded by Councillor Parkin).
- There were no applications received after the agenda was distributed.
- b. Planning Decisions/Matters – The following decision notices were received and noted:
 - DC/20/02264 – Barleys, Folly Road – Tree Preservation Order Works – Crown reduce 2 No. Chestnut Trees to the previous reduction points – The Council noted that the LPA has agreed this work/application.
 - DC/20/02304 and DC/20/02305 – Low Thatch, Lavenham Road, The Heath – Insertion of 2 No. Dormer Windows to Rear Elevation, Conversion of unused Loft Areas and Erection of Detached Cart Lodge – The Council noted that the LPA has agreed these applications, including the LBC (Listed Building Consent).
 - DC/20/2803 – Land off Bantocks Road – Non-Material Amendment to DC/19/01688 for Landscaping Condition Scheme for planning permission DC/18/00200 – The Council noted that the LPA has agreed to the amendments.
 - DC/20/0283 – Rozelle, Lavenham Road, The Heath – Erection of a two-storey side extension – The Council noted the LPA has agreed this application and it was pleased to note that the LPA has considered the Council's comments relating to the residential amenity and parking and that the approved scheme takes into account these points.
 - DC/20/02325 – 3 Abbots Hall Close – Conversion of integral garage into additional living – The Council noted that the LPA has approved this application.
 - DC/20/020/02595 – Waldingfield Lodge, The Street – LBC (Listed Building Consent) – Replacement of Flat Roof – The Council noted that the LPA has approved this application.

10. Clerk and RFO (Responsible Financial Officer) Matters

- a. Schedule of Accounts for Payment – The Council received, considered and agreed payments in the sum of £2,561.62, following the vote. (Proposed by Councillor Parkin and seconded by Councillor Francis). (Copy in Minute Book).
- b. COVID -19 –

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- Good Neighbour Scheme – There were no updates.
- Any other COVID-19 matters – The Council noted that Parish/Town Councils still cannot legally meet unless this is by remote Meetings. At the last Parish Council Meeting it was agreed to reopen the play equipment and to display appropriate signage regarding COVID-19 safety precautions for users and parents.
- c. Bank Reconciliation – July 2020 – The Council received, considered and agreed this following the vote. (Proposed by Councillor Kiely and seconded by Councillor Parkin).
- d. Historic Expenses Claim (previous Councillor) – Following on from the last Meeting all receipts have been received, considered and scrutinized by all Councillors (including the Village Hall expenses claim dealt with by the Village Hall Management Committee outside of this Meeting). The Clerk confirmed that all expenses for the period 2019/2020 have been paid, (including those for the Village Hall). The Chairman asked for all Councillors to state a brief verbal statement regarding this matter and before the vote. The motion was for the Council to vote to accept the advice of SALC (The Suffolk Association of Local Councils), where it was considered that expenses from 2014-2018 were unreasonable. The details of the vote relating to this motion follow, (proposed by Councillor Kiely and seconded by Councillor Knight with the voting 3 in favour (Councillors Baldwin, Kiely and Knight) of accepting SALC's recommendations, 1 against (Councillor Francis) and 1 abstention (Councillor Parkin). The Clerk was asked to update the previous Councillor. The Chairman stated that the Council has taken all diligent and relevant steps in order to be fair, open and transparent and she thanked Councillors for the time expended by them respectively for their work in reviewing all the details for this.
- e. Standing Orders and Financial Regulations – The Council received, considered and agreed following the vote, (proposed by Councillor Kiely and seconded by Councillor Francis), to adopt these documents with the suggested SALC/NALC changes relating to contracts. 18 f and g and 11 footnote. (Revised documents on Website).
- f. Urgent Finance Matters – There were no urgent matters.

11. Playing Field, Ten Trees Road /Other Parish Council Assets:

- a. Playing Fields
 - Play Equipment
 - ❖ Written Risk Assessment Report – The written report from Councillor Rushton was received and noted, including that the Parish Council's information signage needs to be updated with the Council's latest phone number and website, that there were cigarette ends near the Teen Shelter and also tiny pieces of broken glass, that the wood embankment slide needs to be checked as it is a little worn and there is no sign of padding on the hard grass under the multi-play climbing frame. It was agreed following the vote, (proposed by Councillor Parkin and seconded by Councillor Kiely) that this work be deferred pending the outcome of the professional play area inspection report where the inspection is imminent but that the Clerk will arrange for the signage to be updated with the latest contact details.
 - ❖ Professional Play Area Inspections – The Council considered payment of an additional £42 if Councillor Rushton was to meet on site with the Inspector. Following the vote, this was agreed. (Proposed by Councillor Parkin and seconded by Councillor Kiely).
- b. Queens Diamond Jubilee Garden (QDJ) – The Council noted that there are no updates with further information available at the next Council Meeting.

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- c. Pavilion – The Council noted that there are no updates with further information available at the next Meeting.
- d. Assets Transfers (District and County Councils) –
 - ❖ District and County Council – The Council noted that a response is still awaited from the relevant District and County Councils Officers in relation to setting up Meetings via Zoom to discuss and progress these transfers further. It was noted that District Councillor Maybury has previously advised that a response may not be to hand from the District Council until November 2020. The Clerk was asked to follow up both Councils.
 - ❖ Bowls Club request – Following on from the recent Meeting with the Bowls Club, the Council received and considered the request from the Club to use the green space oppose the Bowls Club for fund raising. Following the vote, the request was agreed. (Proposed by Councillor Francis and seconded by Councillor Knight).

12. Community Warden Scheme – Councillor Baldwin advised the Council that the small team have had some annual leave since the last Meeting and they have therefore, been carrying out work in accordance with the normal SLA (service level agreement), as no additional work/projects have been agreed for extra work. It was noted that the Community Warden Team are helping with the code and the community defibrillator and advice about checking this equipment.

13. New Website – The Council noted that the new website is live, that user pass codes have been given to the Clerk, Councillors Baldwin and Parkin and that some guidance is needed. Councillor Parkin agreed to contact the Webmaster to check and clarify various technical details relating to how the website has been built and thereafter provide some training resources to Councillor Baldwin. Councillor Baldwin will then assist other authorised users. Following confirmation from the Webmaster that the Website is fully compliant, the Council received, considered, and agreed to adopt the Website Accessibility Statement following the vote. (Proposed by Councillor Baldwin and seconded by Councillor Kiely).

14. *Neighbourhood Plan Steering Committee – The Council received a written report and a brief verbal update from Councillor Kiely. Councillors were delighted to note that so far there has been a 55% response rate to the surveys, (30% is deemed to be a good response). The Council thanked the 25 Street Champions for their sterling work with the surveys. (Another spreadsheet will be set up for data collected which falls just outside of the Great Waldingfield boundary). The process for delivery and collection of the surveys was noted. The next stage is to upload the data from the surveys online to capture some useful data and graphs and to further support and evidence the policies in the Neighbourhood Plan. Volunteers are required to assist with this huge piece of work. Expenditure of £177.93 from the Neighbourhood Plan grant and £146.81 from the budget was noted. Following the vote, (proposed by Councillor Baldwin and seconded by Councillor Knight) the expenditure of an additional £38.00 was agreed for the leaflets.

15. *CIL (Community Infrastructure Levy) Working Party – The Council noted that this working party has not met because the outcome and results of the Neighbourhood Plan survey are awaited.

16. Events Committee – The Council noted that there are currently no updates due to COVID-19 and restrictions for organising forthcoming community events.

17. Co-option of Parish Councillors (Casual Vacancies) – A resume from one applicant was received and noted. The Council thanked the applicant for his resume.

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The Council felt that the Parish Councillor positions have not been publicised as widely as originally intended and it was therefore, agreed to organise a leaflet drop and advertise the two vacancies more fully using as many local sources as possible in order to reach a wider audience within the community, including using the Website and Facebook pages, in the interests of fairness and transparency and to review the position again in the autumn of 2020. The Council will respond back to the applicant in due course.

18. Date of Next Meeting - Monday 14th September 2020 - 7.30pm – Via Zoom.

19. Resolution to Exclude the Public and the Press – The Public Bodies S.1 (2) (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102 (amended 2014). The Council considered and agreed to exclude the Public following the vote, since publicity would legally prejudice commercial sensitivity and confidentiality. (Proposed by Councillor Kiely and seconded by Councillor Francis).

20. Staffing – Additional Hours – The Council is asked to consider and agree these additional hours for the Clerk for the period 9th March 2020 – 12th June 2020 to be paid in the August 2020 pay.

District Councillor Arthey and the Four Members of the Public left the Meeting this point.

The Meeting closed to facilitate the closed part of the agenda.