



1243 Minutes of the Parish Council Meeting held on Tuesday 12 October 2010

Present: Councillors Kay, Matheson, Archer, Wright, Videlo, Wootton and Elliot, SCDC Cllr Falconer, 1 member of the public was present.

- 1 **APOLOGIES AND APPROVAL FOR ABSENCE** - Cllr Rayner (Holiday), Cllr Gold (holiday), SCC Cllr O'Brien, PC Paul Smith and PCSO Amy Clarke of Suffolk Police.
- 2 **DECLARATIONS OF INTEREST** – Cllr Videlo Prejudicial Item 5 Member of Waldringfield Sailing Club Committee. Cllrs Elliot and Wootton Personal Interest Item 5 Members of Waldringfield Sailing Club

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 Patricia O'Brien. Report received, circulated and noted.
 - b) Suffolk Coastal District Councillor Veronica Falconer. Report received, circulated and noted.
 - c) Suffolk Police PC Paul Smith. Written report received, circulated and noted.
- 3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 14 September 2010
- 4 **REVIEW ACTION POINTS** from the Parish Council Meeting held on 14 September 2010
- On Agenda – Emergency Planning Officer.** Clerk has written to Neil Winship and given him website address for up to date details. Neil Winship has responded to Clerk and indicated he is willing to take on the role. He is working on an Emergency Plan, details of which he will send to the Parish Council for approval.
- It was suggested that Cllr Paul Wright who has experience of the river be asked to be the liaison between the Parish Council and the Emergency Planning Officer, Flood Warden and Deputy Flood Warden. Clerk to pursue.
- Ongoing - Annual PC Appraisal.** Cllr Kay to progress.
- In Progress - Housing Policy** for Village to be included in revised **Parish Plan**. Working Group members Bob Crawley, and Cllrs Kay, Videlo and Rayner. All would ask other individuals to join the group. Cllr Kay although willing to remain on the group had no time to chair it due to commitments regarding the BT Planning Application and other PC responsibilities. Cllr Elliot offered to join the group and take on the chairing role. It was important that more residents joined the group in order to reflect the concerns of the village. Piece would be written for next Parish Newsletter copydate 12 November. Member of the Public against the idea of Parish Plan – can lead to misunderstandings with other local organisations.
- In Progress - Play Field.**
- i) **On Agenda - Further progress on tracing original information.** Clerk managed to find out from the Land Registry that the land comprising the playing field and tennis court is not registered. Parish Council needs to make statutory declaration to register the title with advice from a solicitor. Clerk has contacted Solicitor in the village who has replied that he does not have the necessary expertise and has passed on to a colleague. Clerk has been advised that a legal document is necessary, the cost of investigation and preparing and registering the document is likely to be in the region of £500 plus VAT.
 - ii) **In Progress** - Cllr Archer to get estimates for Access Area to Playing Field so we can apply for funding to Playspace Scheme. Cllr Archer provided the Clerk with plans for gates. Clerk to check with SCDC re possible regulations for gates and also re funding from the playspace fund. Clerk has given Cllr Archer a contact at SCDC re regulations for gates. We can apply to the

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- 1244** Playspace Fund for a grant for the gates. Clerk has applied to Sportspace Fund for new net for Tennis Court.
- iii) **Cleared** - A problem with the small gate had been highlighted. Cllr Archer would arrange to get it welded. Not yet done. Cllr Archer doesn't have the tools. Has temporarily adjusted the gate and will keep an eye on it. However this morning SCDC had occasion to visit the playing field and rang the Clerk about the gate saying fingers could be trapped and something needs to be done about it quickly ' it is an accident waiting to happen'. Cllr Archer had repaired the gates that morning after visit by SCDC.
- iv **In Progress** – Handyman had reported further set of steps on the fort were rotten in places and some fort staves needed attention. Clerk had received quote from SCL Landscapes for £400. Quote from SCDC did not come in time so in consultation with the Chairman the Clerk gave the order to SCL Landscapes.
- In Progress - Benches** Old seats still on beach. Cllr Gold would check to see if anyone in the village wanted them to repair as garden seats. Benches may need to be stored during the winter months as work may take place on replacing the river wall. Clerk had received recent information that repairs could now be carried out using vandal proof slats with existing frames instead of replacing entire seat. Clerk to talk with Cllr Gold on her return from holiday.
- Cleared – Allotments.** Needs a strategy and sub group to take forward. Cllr Kay would contact WALGA and other residents to see if, with PC representation on their group, they could take a strategy for acquiring allotments forward. Betsy Reid and Cllr Kay met in September to review the situation. Cllr Kay will report back to Parish Council as and when there is further news. Agreed to clear item for now and agenda again as necessary.
- Cleared - Low Farm, Ipswich Road.** With information from Cllr Matheson, Clerk had discovered that the garage had been changed into a dwelling without planning application or approval. Reported that SCDC had enforcement order to demolish. Further application C10/1383 now received for Planning Permission to change into Holiday Let. Objection as considered retrospective. Awaiting decision. If refused enforcement order will be served. Decision has to go to planning sub-committee which will now be in September. Meeting brought forward to August. Planning Application Approved – letter from Planning Officer Martin Price. Parish Council still not happy as it feels the rules have been manipulated. Cllr Matheson going to Woodbridge to see the Planning Officer.
- Cleared - Training for Councillors.** Cllr Elliot had attended the New Councillors Course and reported back to the Clerk that it had been very informative and useful. Cllr Wright attending course on Tuesdays 9 and 16 November. Cllr Wootton attending 4 Evenings Course starting 24 November. Cllr Gold and Matheson will attend Planning Workshop on Thursday 16 December. Cllr Videlo hopes to attend refresher councillor course on Saturdays 15 and 22 January. Other councillors needing refresher courses will wait until next financial year
- Cleared – Access for large vehicles to Deben Lane.** Width of hedge has been reduced. May still need some height trimmed. Mr Gold has also offered to consider having the telegraph pole the other side of the lane put alongside the hedge on his property to help further alleviate problems. Overhanging tree on Mr & Mrs Feron's property is to be felled as interfering with electricity cables. cables (owner has checked with SCDC and tree is not protected). BT now putting phone cables underground, so only electricity supplier to contact re possible re-site of telegraph pole. BT had not in the end put all phone cables below ground. Tree has been felled. Agreed to clear item for now and agenda again if necessary.
- In progress – Fishpond Road Junction.** SCC proposals rejected. Reply received re PC's alternative suggestions, circulated to councillors. Our suggestions are not current policy. This appears to be the same replies received periodically over the last ten years. Make further suggestion that while leaving the road priorities as they are, could a coloured rough surface be laid at the entrance to Fishpond and Woodbridge Roads as a warning to slow down and look and markings be made clearer. Also if vegetation could be cut back from all access only road signs and a possibility previously explored of installing look alike gates at the sides of the entrance to Fishpond Road to make it appear narrow.
- In Progress - Letter sent to Waldringfield Golf Club** re Golf balls on the road. Secretary of Golf Club phoned Clerk. They had identified the golfer concerned with the golf ball landing on the teacher's car. They had been unable to get back to her as just after incident reported she went on holiday. Golfers insurance will pay and club pay excess. With regard to more general incidents. No more than approximately 8 incidents in all the time the club has been open. Cost of high fencing prohibitive as they would need roughly 500 metres. Our letter has been forwarded to the owner of

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- 1245** the club and their insurance company and they will get back to us. Nothing further yet. Clerk to ask for a representative to attend a future Parish Council Meeting to answer Councillors concerns.
- Cleared** - **Parish Online Service.** Cllr Videlo had sent out details of what is available for free on Open Street Map and said her source would be willing to help us by adding items to the map of Waldringfield. It was agreed to try this for one year and review.
- On Agenda** - **SNT and River Deben Association Meeting 23 September** on initiative regarding anti-social and inappropriate use of small craft on the river. Cllrs Videlo, Matheson and Wright would go. Report circulated.
- Cleared** - **Suffolk Records Service Consultation 28 September** – No comment.
- On Agenda** - **Nuclear Build Proposals 18 October** – Councillors to read documents sent out by Clerk and bring relevant items to October meeting. Clerk to Agenda for October Meeting.
- On Agenda** - Fairway report on Moorings, Nuclear Build Proposals, Risk Analysis, Approval of Risk Assessment on Assets and Responsibilities, Insurance Renewal
- 5 To **CONSIDER** Planning Applications for **COMMENTS:**
- C10/2282 Foreshore River Deben** – Replacement of corroded iron railings with timber wall structure to match adjacent frontage. Approved providing timber is fit for purpose long term as during high tides water reaches this point.
- C10/1906 Land South of Main Road, Martlesham** – 281 homes. Oppose. Cllr Kay to word letter and circulate for any amendments before Clerk sends to Suffolk Coastal District Council.
- C10/0941 Appeal Foxburrow Farm** – Storage for 200 Caravans. Cllr Wootton would contact Cllr Rayner as soon as she returns from holiday. She left notes, but not entirely clear what we should say.
- To **NOTE** any application decisions received
- C10/1383 Low Farm, Ipswich Road** – Conversion of garage to holiday let (Confirmation)
- 6 To **RECEIVE** Report re Emergency Planning and Flooding and **CONSIDER** action if necessary
- Cllr Wright confirmed his willingness to be PC Liaison with PC Emergency Planning and Flooding appointees. Cllr Wright had talks with Ged Morgan, John Smith and Neil Winship. There seemed to be a misunderstanding in relation to the roles taken on by Ged Morgan and John Smith. However Cllr Wright had managed to sort out a difficult situation and John Smith, formerly Flood Warden was happy to take on the role of Deputy Flood Warden while Ged Morgan took on the role of Flood Warden. Neil Winship was happy to stand down as Emergency Planning Officer and Cllr Wright offered to take on this role. It was also suggested by Ged Morgan through Cllr Wright that Clive Underdown also be a Deputy Flood Warden as he had held the role previously. The Parish Council unanimously appointed Cllr Wright as Emergency Planning Officer, Ged Morgan as Flood Warden and John Smith as Deputy Flood Warden. At the present time there was no second deputy flood warden post to appoint to and some councillors expressed concern regarding the possible future appointment of Clive Underdown as a second deputy flood warden. He had not been re-appointed to the post of deputy flood warden earlier in the year and Ged Morgan had originally been appointed as Deputy Flood Warden to replace him. Cllr Wright to investigate further and report back to next meeting.
- The new Flood Warden had already made contact with officers from SCC and SCDC and was arranging meetings with these officers. Unfortunately the Parish Council and Clerk had not been informed of the new arrangements before the new Flood Warden made contact with these officers.
- Any further contact with County and District officials and councillors will be cc to Clerk in future. Clerk tabled latest papers received from Cllr Wright and others just before this meeting.
- 7 To **RECEIVE** Report re SNT and River Deben Association Meeting (already circulated) and **CONSIDER** action as necessary
- Due to disturbances and crimes on the river and craft Suffolk Police would like to train two CPSO's to patrol the River Deben on a Personal Water Craft (PWC). The initial cost of a PWC would be £15,000 in the first year. Thereafter police training and maintenance costs would be borne by Police. A scheme similar to this had been set up in Essex with great success. Councils were being asked to contribute if they can and give a likely indication of their contribution. Waldringfield Parish Council will attempt to raise £200 by May 2011. Clerk to notify.

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- 8 To **RECEIVE** Report from Fairway Committee including moorings
Cllr Matheson, the Fairway Committee Secretary and Harbourmaster had carried out the annual survey of moorings which this year number 216. There were no complaints of misuse.
- 9 To **CONSIDER** Playing Field – Statutory Declaration, further maintenance etc.
Clerk had contacted the Playspace Funding Officer who had recommended another officer to contact re proposed gates. Information passed to Cllr Archer to check out. We can apply for playspace funding for new gates. Application to this Sportspace Fund for new net for the Tennis Court was being progressed. Part of the out of court area on the Tennis Court is being lifted by a tree root. Clerk to check if application to Sportspace Fund to correct this was permissible.
- More sand needed for sandpit. Clerk had checked with SCDC and they use washed sand because it is cheaper than specialised play sand. As long as this sand does not stain children’s clothes, agreed to give the order to SCL Landscapes for this at approx £40 per ton.
- Regarding Statutory Declaration of ownership of Playing Field and Tennis Court. Clerk had contacted Solicitor from Village who had passed her on to one of his colleagues. A legal document is required and the cost is likely to be approximately £500 plus VAT. As there were several other items requiring funding it was decided to postpone this for the time being. Clerk to contact Solicitor.
- 10 To **CONSIDER** Nuclear Build Proposals – 18 October
Several differing views from individual councillors. Decided Parish Council would concentrate on bigger issues, one such being ‘how secure is it from terrorist attack. Cllr Kay would write a response on these lines and circulate it to councillors to change or add to before sending to Clerk to respond on behalf of the Parish Council.
- 11 To **CONSIDER** Report from Scrutiny Committee
No WPC Councillor attended this time, but reports indicate that LDF and Enforcement issues were raised by a lot of other people.
- 12 To **RECEIVE** Update on Local Development Framework
We have not yet received a reply to our letter to Mr Ridley of Suffolk Coastal District Council. Clerk to pursue.
- 13 To **CONSIDER** Trunk Road Diversion Routes
As these diversions were away from Waldringfield it was decided not to comment.
- 14 To **CONSIDER** Consultation on Bus Routes which may be axed
It was felt that the reason that buses are not used much is due to bad timetabling. At present there are no buses to take the increasing number of schoolchildren to Farlingaye School. The County Council is paying for taxis for them. There is a bus to Woodbridge in the morning, but the only return journey is an hour later, not very convenient for shopping. Clerk to write outlining these issues. Better timetabling could produce more passengers and buses at the right time for schoolchildren to use must be cheaper than taxis.
- 15 To **CONSIDER** PC Meeting dates for 2011
The Clerk circulated a list of dates for next year’s meetings. 11 January, 8 February, 8 March, 12 April – Annual Parish Meeting, 10 May – Annual Parish Council Meeting, 14 June, 12 July, 9 August, 13 September, 11 October, 8 November, 13 December. All agreed.
- 16 To **CONSIDER** Risk Analysis (circulated last month)
No time to consider. Carried forward to November Meeting. Clerk to Agenda.
- 17 To **CONSIDER** Redrafted Risk Assessment on Assets and Responsibilities
No time to consider and needed changes in light of earlier discussions on Emergency Planning and Flood Warden and Deputy Flood Warden appointments. Carried forward to November Meeting. Clerk to Agenda.

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- 18 To **CONSIDER** Insurance valuation and renewal
At the last PC Meeting it had been considered unaffordable to insure the equipment for replacement costs for all risks. Clerk had since had quote for Malicious Damage only at replacement costs. This was more affordable and within our budget. Agreed.
- 19 To **CONSIDER** Draft Budget for 2011/12 to set Precept
Considered and some changes made. Bring back final version for approval in November.
- 20 To **CONSIDER** Clerk and RFO Report
To **CONSIDER** items of expenditure and sign cheques accordingly.
- a) **Items of Expenditure to be approved on 12 October 2010**
SCL Landscape Management Ltd – Footpath Maintenance 2nd cut £264.38 (includes £39.38 recoverable VAT)
SALC – Standing Orders & Legal Topic Notes and CD £64.64 (includes 69p recoverable VAT)
SLCC – Clerks Manual - £47.00
John Nayler – Grass cutting £243.00
Mrs J Potter - £12.48 Expenses September 2010 Mileage/Postage
Mrs J Potter - £458.15 Hours worked September 2010 (includes 16.75 extra hours)
Total Expenditure £1089.65
- b) **Income received up to 1 October 2010**
£4,656 2nd Half of Precept
- c) **Balances held at Bank and Building Society as at 1 October 2010**
Bank £2,495.92
Building Society £10,122.88

Items a, b and c together with Bank Reconciliation and Budget Performance approved and signed.

- 21 To **CONSIDER** any Correspondence received before the meeting
Waldringfield Village Hall Trust – Thank you for Grant
Infrastructure Planning Commission - Proposed Offshore Wind Farm, Consultation due 1 November. Clerk to scan and email to all councillors. Reply as individuals.
SCDC – Budget Review Meetings. Clerk to scan and email to councillors. Those wishing to go to notify Clerk
Whitehouse Enterprises – Now able to repair benches. Dealt with in review of actions
Waldringfield History Group – may now wish to keep red phone boxes if phones removed.
Difficult as Parish Council has on several occasions written to BT to say phones should be kept in use for emergencies on the river and in the village. Clerk to chase BT yet again for a reply.
- 22 **PARISH MATTERS for next Agenda**
Report re Flood Warden appointments from Cllr Wright
Risk Analysis
Re-drafted Risk Assessment re Assets and Responsibilities
Redrafted Budget for approval

The Chairman closed the meeting at 9.58 pm

Review of Action Points as at 3 November 2010

On Agenda – **Second Deputy Flood Warden.** At the present time there was no second deputy flood warden post to appoint to and some councillors expressed concern regarding the possible future appointment of Clive Underdown as a second deputy flood warden. He had resigned from the post of deputy flood warden earlier in the year and Ged Morgan had originally been appointed as Deputy Flood Warden to replace him. Cllr Wright to investigate further and report back to next meeting.

Ongoing - **Annual PC Appraisal.** Cllr Kay to progress.

In Progress - **Housing Policy** for Village to be included in revised **Parish Plan.** Working Group members Bob Crawley, and Cllrs Kay, Videlo and Rayner. Cllr Elliot offered to join the group and

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take on the charring role. It was important that more residents joined the group in order to reflect the concerns of the village. Piece would be written for next Parish Newsletter copydate 12 November.

In Progress - Play Field.

- i) **Cleared** - **Regarding Statutory Declaration of ownership of Playing Field and Tennis Court.** Clerk had contacted Solicitor from Village who had passed her on to one of his colleagues. A legal document is required and the cost is likely to be approximately £500 plus VAT. As there were several other items requiring funding it was decided to postpone this for the time being. Clerk has contacted Solicitor.
- ii) **In Progress** - Cllr Archer to get estimates for **Access Area to Playing Field.** Clerk has given Cllr Archer a contact at SCDC re regulations for gates. We can apply to the Playspace Fund for a grant for the gates. Clerk has applied to Sportspace Fund for new net for Tennis Court. Clerk to check if we can apply to Sportspace Fund for remedial work to the Tennis Court. Tennis Court net funding approved. Net ordered by Clerk and received. Sportspace Fund will consider application for funding for remedial work to Tennis Court. Cllr Archer to get quotes.
- iv) **In Progress** - Further **set of steps on the fort** were rotten in places and some fort staves needed attention. Work hopefully being carried out week ending 23 October. **Sandpit** also to be topped up. Sandpit topped up - needed 2.5 ton of sand so will cost more but still within budget. Steps still to be done as couldn't be done during half term week.

On Agenda - Benches Old seats still on beach. Cllr Gold would check to see if anyone in the village wanted them to repair as garden seats. Benches may need to be stored during the winter months as work may take place on replacing the river wall. Clerk had received recent information that repairs could now be carried out using vandal proof slats with existing frames instead of replacing entire seat. Clerk to talk with Cllr Gold on her return from holiday.

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In Progress - Letter sent to Waldringfield Golf Club re Golf balls on the road. Secretary of Golf Club phoned Clerk. They had identified the golfer concerned with the golf ball landing on the teacher's car. They had been unable to get back to her as just after incident reported she went on holiday. Golfers insurance will pay and club pay excess. With regard to more general incidents. No more than approximately 8 incidents in all the time the club has been open. Cost of high fencing prohibitive as they would need roughly 500 metres. Our letter has been forwarded to the owner of the club and their insurance company and they will get back to us. Nothing further yet. Clerk to ask for a representative to attend a future Parish Council Meeting to answer Councillors concerns. No reply - Clerk to chase. Chased again no response.

Cleared - Nuclear Build Proposals 18 October - Several differing views from individual councillors. Decided Parish Council would concentrate on bigger issues, one such being 'how secure is it from terrorist attack. Cllr Kay would write a response on these lines and circulate it to councillors to change or add to before sending to Clerk to respond on behalf of the Parish Council.

Cleared - Suffolk Police Personal Water Craft (PWC) for patrolling the River Deben. Police to bear training and maintenance costs. Needs contributions for cost of PWC. Waldringfield Parish Council will attempt to raise £200 by May 2011. Clerk has notified decision.

Cleared - Update on Local Development Framework. We have not yet received a reply to our letter to Mr Ridley of Suffolk Coastal District Council. Clerk received letter next day and forwarded to Chairman.

Cleared - Consultation on Bus routes likely to be axed. There is a bus to Woodbridge in the morning, but the only return journey is an hour later, not very convenient for shopping. Clerk to write outlining issues. Better timetabling could produce more passengers and buses at the right time for schoolchildren to use must be cheaper than taxis.

On Agenda - Risk Analysis, Re-drafted Risk Assessment re Assets and Responsibilities, Redrafted Budget for approval.

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