



1278 Minutes of the Parish Council Meeting held on Tuesday 8 February 2011

Present: Councillors Kay, Matheson, Gold, Rayner, Wootton, Elliot, Wright and Videlo, SCDC Cllr Falconer, PC Paul Smith and PCSO Amy Clarke of Suffolk Police, no members of the public were present.

- 1 **APOLOGIES AND APPROVAL FOR ABSENCE** - Cllr Archer (work)
- 2 **DECLARATIONS OF INTEREST** - none

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 – no members of public present.

To **RECEIVE** reports from:

- a) County Councillor and Suffolk Coastal District Councillor Patricia O'Brien. No report received
 - b) Suffolk Coastal District Councillor Veronica Falconer. Not much to add since report last month. SCDC Council Tax has been frozen for 2011/12. Reminder that the census takes place on 27 March 2011.
 - c) Suffolk Police – Report received and had been circulated. Contacts will be PC Paul Smith and PCSO Andi Hillman while PCSO Amy Clarke is on maternity leave. Property had been recovered from the burglary in Fishpond Road. PC Paul Smith highlighted the need for residents to be wary of phone calls asking for Bank details. The Police would be writing an article for the Parish Newsletter.
- 3 It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 18 January 2011

4 **REVIEW ACTION POINTS** from the Parish Council Meeting held on 18 January 2011

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 take on the charring role. It was important that more residents joined the group in order to reflect the concerns of the village. Cllr Elliot would write a piece for the February Newsletter.

In Progress - Play Field.

On Agenda - 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 Play Space Fund for a grant for the gates. Sports Space Fund will consider application for funding for tree root barrier to Tennis Court. Cllr Archer to get quotes. Cllr Archer had previously circulated a paper detailing where the proposed barrier would need to be situated on the play field NOT the Tennis Court. Councillors approved this recommendation and gave permission for this work to be carried out should the bid for funding be successful.

In Progress - ROSPA Report – Comments on this report sent to Councillors by Cllrs Archer and Wootton. Councillors agreed with their recommendations, but advised caution with regard to filling in cracks in wet pour surfaces under swings. This could prove to be costly. Cllr Archer to get quotes for any remedial work on the play field and bring back to a parish council meeting.

Cleared - Letter sent to Waldringfield Golf Club re Golf balls on the road. Cllr Wright had a meeting with the Golf Club Manager. A letter has been sent from the Golf Club to all their members asking them to confirm they have insurance to cover any damages. Visiting players are advised that they must accept liability in order to play on the course. The Fairway in question, next to the road is number 2. All golfers have individual balls, so if a complainant takes in a ball that has caused an incident or damage to property a golfer can be easily identified. A copy of the article for the Parish Council newsletter should be available in a few days.

On Agenda - Litter Collection on the Beach. SCDC will provide two bins in winter and six bins in summer. Pub already has glass recycling bin. SCDC require gate onto fence to wheel bins through

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1279 for emptying. Clerk to ask Roy Lord to check what needs to be done and cost. Clerk to write a letter of thanks to Liz Kennedy. Roy Lord said that if we need to put a new hinged gate into the fence, the whole fence would need replacing. Would be better left as is with lift off gate at one end. Cllr Kay had concurred with findings and would contact SCDC again. Clerk to send letter to SCDC. Reply received – gate at far end not suitable for Health & Safety reasons, as step down from gateway is too high to pull wheeled bins through. Gate required near other end which may necessitate replacement of fence. Clerk trying to ascertain cost.

In Progress – **C10/0941 Appeal Foxburrow Farm** – Storage for 200 Caravans. Clerk received notification from Planning Inspectorate. Planning enquiry in Waldringfield Village Hall 25-27 January. Ian will attend and give notice to speak to voice Parish Council's objections and support Suffolk Coastal District Council's decision. Other councillors will attend as able. Cllr Kay attended on all three days along with other councillors at various times. Cllr Kay represented the Parish Council's view to the Inspector on the first day. A decision from the Inspector is expected by 21 March.

Cleared - **Dates for Public Question and Answer Session with BT.** It was agreed that the Parish Council should facilitate a public meeting for residents and other parish councils. Agreed to give BT choice of 28 February or 7 March (if available) in order to allow time to circulate villagers and other PC's. This to be a question and answer session. If BT wishes to make a statement, this to be no more than 10 minutes and time would be allowed also for objector's statement. Clerk checked and 7 March is also free. Has written to BT, awaiting reply. Clerk reminded BT but still no reply. It was decided not to contact again.

On Agenda - **SCC Strategy Cuts.** More detail needed. Clerk has forwarded emails with details. Main item that impinges on Waldringfield is cuts to **bus services**. Clerk has been in contact with SCC Cllr O'Brien to try and get some answers (see SCC Report), but awaiting more info after sending her a copy of Waldringfield's response to the Bus Consultation in October 2009.
Verge cutting - One cut to village verges would now be lost. SCC only carrying out one cut a year. Need to liaise as first cut in Waldringfield usually leaves some verges due to bulbs growing. Waldringfield needs to lose first cut not second. Cllr O'Brien would investigate and report back. Report received, circulated to councillors and forwarded to Wildlife Group Officers for their comments. They are liaising direct with their contact at SCC. Have received reply that verges for one cut only do not refer to short grass cutting which includes the areas of bulbs and wildflowers. Those areas will continue to be cut twice, but work may be carried out by SCDC not SCC.

Libraries – SCC Cllr O'Brien enquiring re income generated by libraries and what happens to it.

On Agenda – **Risk Analysis and Risk Assessment on Assets and Responsibilities.** Papers circulated in September 2010. Clerk to email again and bring hard copies to meeting.

In Progress - Reported white lines in middle of road at dangerous corner near Sheepdrift Farm. These lines are almost non-existent on the bend. Clerk has reported to SCC Highways.

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

None

To **NOTE** any application decisions received

None

6 To **CONSIDER** LDF – possible actions regarding Cabinet and Full Council Meetings
There is a SCDC Cabinet Meeting on 17 February and a Full council Meeting on 9 March.
Attendance by parish councillors would be useful as well as residents. It was suggested that a copy of our response to the LDF be sent direct to Cabinet members. Cllr Kay would draft a letter highlighting our areas of concern. This would be circulated to parish councillors for approval and when agreed sent to Clerk to send along with a copy of our LDF response. Also to be cc to other Parish Councils.

7 To **CONSIDER** Risk Assessment on Assets and Responsibilities. A few minor amendments need to be made. Clerk to bring back to March meeting for final approval.

8 To **CONSIDER** Risk Analysis. Draft document prepared by Clerk. Cllr Kay proposed this document be adopted, seconded by Cllr Wright, all agreed.

9 To **CONSIDER** Reports received re SCC Strategy cuts to services. SCC Cllr O'Brien not present. No more news as yet.

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- 10 To **RECEIVE** report re Emergency and Flood Plans and CONSIDER action as necessary. Cllr Wright is covering the Flood Wardens' duties for next two weeks as both warden and deputies are away. Liaison with Harbour Master and Fairway Committee and other officials of flood and emergency agencies are ongoing. Cllr Wright hopes to have a draft emergency plan available for the March PC meeting. When the plan is complete it is hoped to have a weekend dry run by mid-summer followed by analysis of the procedures.

With reference to the Emergency Plan, vehicles are causing obstruction in Village Way. Agenda item for March meeting.

- 11 To **CONSIDER** matters concerning Playing Field. Handyman Roy Lord had reported to the Clerk, the overgrown path by the tennis court. Cllr Gold had investigated and this was not a definitive footpath. It would cost £130 to clear and was thought the Tennis Club should contribute to the cost as funds were tight. However, it was thought that the land probably belonged to the houses alongside and owners should be asked to clear the path and keep their shrubs etc in check. Cllr Matheson agreed to talk to one of the residents with a view to getting the path cleared.

Cllr Wootton has spoken to SCDC regarding the access gate to the playing field, and had been assured the current gate was OK. However the ground surface needs to be levelled and re-surfaced. Cllr Archer to get quotes.

- 12 To **CONSIDER** Fence around litter collection area. Clerk to ask Roy Lord if the other end panel could be taken out without jeopardising the structure of the whole fence.
- 13 To **CONSIDER** items for Parish Newsletter. Publish news of full SCDC council meeting and encourage residents to attend. LDF to be decided as well as BT Planning Application. Cllr Kay to do piece about LDF and the Foxburrow Farm Planning Appeal. Cllr Elliot - Parish Plan, Cllr Videlo - Neighbourhood Watch. Clerk - Census and Parish Elections.
- 14 To **CONSIDER** Parish Elections. Clerk explained the process to councillors. Forms and info would be sent to each standing councillor. Clerk will have a supply of forms for other interested residents.
- 15 To **CONSIDER** Agenda for Annual Parish Meeting. Agenda would be same as in previous years. Councillors to send items Chairman for inclusion in Chairman's report.
- 16 To **CONSIDER** new Model Standing Orders. Clerk had not had time to check details. Hoped to do early March. When drafted send to Cllrs Wright, Videlo and Archer for checking against current. Certain new things have to be included and we needed to approve the new standing orders at the May APCM latest.
- 17 To **CONSIDER** Clerk and RFO Report
To **CONSIDER** items of expenditure and sign cheques accordingly.

- a) **Items of Expenditure to be approved on 8 February 2011**
SALC - £132.00 Training (includes £22.00 recoverable VAT)
Mrs J Potter - £21.48 Expenses January 2011 Postage Stamps/ Mileage
Mrs J Potter - £387.10 Hours worked January 2011 (includes extra 9.5 hours)
Total Expenditure £540.58

- b) **Income received up to 3 February 2011 since last meeting**
None

- c) **Balances held at Bank and Building Society as at 1 February 2011**
Bank £1,426.90
Building Society £8,224.11

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

- 17 To **CONSIDER** any Correspondence received before the meeting
SCDC - Recycling Bank Provision. Paper, cans and plastic to be discontinued as every household now has recycling bins.

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- 1281** SCDC - Litter Action Spring Clean. This is done annually by the school.
SCDC – Fit Villages & Cycle Suffolk. Cllr Elliot thought the village residents would be interested.
Cllr Elliot to bring back more info to next meeting.
Olympics – Road Shows County wide from March, with information on how communities can get involved. Also useful material for schools, works with current curriculum activities.
Cllr Wootton pointed out that 25 villagers of all ages including children are working towards achieving a 10k run.
Cllr Elliot thought villagers would be interested in a 'Beating the Bounds' walk around the village.
She will talk to Rev John Waller.
- 18 **PARISH MATTERS for next Agenda**
Draft Emergency Plan including vehicle obstruction in Village Way.
Risk Assessment on Assets and Responsibilities – final approval
Annual Parish Meeting

The Chairman closed the meeting at 9.35pm

SUMMARY OF ACTION POINTS as at 1 March 2011

Ongoing - Annual PC Appraisal. Cllr Kay to progress.

In Progress – Revised Parish Plan including Housing Policy. Working Group members Bob Crawley, and Cllrs Elliot (Chair), Kay, Videlo and Rayner. Appeal for more members to come forward in February 2011 Newsletter.

On Agenda - Play Field.

On Agenda - Cllr Archer to get estimates for **Access Area to Playing Field**. Cllr Wootton has spoken to SCDC regarding the access gate to the playing field, and had been assured the current gate was OK. However the ground surface needs to be levelled and re-surfaced. Cllr Archer to get quotes. We can apply to the Play Space Fund for a grant.

On Agenda - **Tree Root Barrier to Tennis Court**. Sports Space Fund will consider application for funding Cllr Archer to get quotes. Cllr Archer had previously circulated a paper detailing where the proposed barrier would need to be situated on the play field NOT the Tennis Court. Councillors approved this recommendation and gave permission for this work to be carried out should the bid for funding be successful.

On Agenda - **ROSPA Report** – Comments on this report sent to Councillors by Cllrs Archer and Wootton. Councillors agreed with their recommendations, but advised caution with regard to filling in cracks in wet pour surfaces under swings. This could prove to be costly. Cllr Archer to get quotes for any remedial work on the play field and bring back to a parish council meeting.

On Agenda - **Overgrown path by the tennis court**. Cllr Gold had investigated and this was not a definitive footpath. It would cost £130 to clear and was thought the Tennis Club should contribute to the cost as funds were tight. However, it was thought that the land probably belonged to the houses alongside and owners should be asked to clear the path and keep their shrubs etc in check. Cllr Matheson agreed to talk to one of the residents with a view to getting the path cleared.

In Progress - **Litter Collection on the Beach**. SCDC will provide two bins in winter and six bins in summer. SCDC require gate onto fence to wheel bins through for emptying. Lift off gate at far end not suitable for Health & Safety reasons, as step down from gateway is too high to pull wheeled bins through. Gate required near other end which may necessitate replacement of fence. Clerk to ask Roy Lord if the other end panel could be taken out without jeopardising the structure of the whole fence.

In Progress – **C10/0941 Appeal Foxburrow Farm** – Storage for 200 Caravans. Planning enquiry in Waldringfield Village Hall 25-27 January. Cllr Kay represented the Parish Council's view to the Inspector on the first day. A decision from the Inspector is expected by 21 March. Further information received by the Inspector has been forwarded to Cllr Kay and others. Cllr Kay circulated a draft reply which was agreed and forwarded on behalf of the Parish Council.

In Progress - **SCC Strategy Cuts**. Clerk has forwarded emails with details.

Main item that impinges on Waldringfield is cuts to **bus services**. Clerk has been in contact with SCC Cllr O'Brien to try and get some answers. New draft timetables released but no solution to problems of return journeys from either Woodbridge or Ipswich. Cllr O'Brien is investigating again.

Verge cutting - One cut to village verges would now be lost. SCC only carrying out one cut a year. Concern re bulbs and Wildflowers in verges. Report received through SCC Cllr O'Brien, circulated to councillors and forwarded to Wildlife Group Officers for their comments. They are

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liaising direct with their contact at SCC. Have received reply that verges for one cut only do not refer to short grass cutting which includes the areas of bulbs and wildflowers. Those areas will continue to be cut frequently by SCDC but not as many cuts as before.

Libraries – SCC Cllr O'Brien enquiring re income generated by libraries and what happens to it. Not sure what will happen to Mobile Libraries.

In Progress - **Reported white lines in middle of road** at dangerous corner near Sheepdrift Farm. These lines are almost non-existent on the bend. Clerk has reported to SCC Highways.

In Progress - **LDF** – possible actions regarding Cabinet and Full Council Meetings. There is a SCDC Cabinet Meeting on 17 February and a Full council Meeting on 9 March. Attendance by parish councillors would be useful as well as residents. It was suggested that a copy of our response to the LDF be sent direct to Cabinet members. Cllr Kay would draft a letter highlighting our areas of concern. This would be circulated to parish councillors for approval and when agreed sent to Clerk to send along with a copy of our LDF response. Also to be cc to other Parish Councils.

On Agenda - **Agenda for Annual Parish Meeting.** Agenda would be same as in previous years. Councillors to send items to Chairman for inclusion in Chairman's report. Presentation details required. and consider entry to Suffolk Acre Community Awards.

In Progress - **New Model Standing Orders.** Clerk had not had time to check details. Hoped to do early March. When drafted send to Cllrs Wright, Videlo and Archer for checking against current. Certain new things have to be included and we needed to approve the new standing orders at the May APCM latest.

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