



## 1206 Minutes of the Parish Council Meeting held on Monday 14 June 2010

Present: Councillors Kay, Matheson, Rayner, Archer and Videlo, SCDC Cllr Falconer

- 1 To **RECEIVE** Declaration of Acceptance of Office and Register of Interests from Cllr Archer
- 2 To **CONSIDER** Co-option of Mr Mark Wootton as a Parish Councillor. Proposed by Cllr Videlo, seconded by Cllr Rayner and all agreed.
- 3 To **RECEIVE** Declaration of Acceptance of Office and Register of Interests from Cllr Wootton. Unable to be processed due to absence of Cllr Wootton.
- 4 **APOLOGIES AND APPROVAL FOR ABSENCE** - Cllr Gold (Commitment away from home), Cllr Wootton (Work). Apologies also from SCC Cllr O'Brien, PC Paul Smith and PCSO Amy Clarke of Suffolk Police
- 5 **DECLARATIONS OF INTEREST** - Cllr Matheson, Item 18 - Prejudicial, Member of PCC
- 6 It was **RESOLVED TO ADOPT** the minutes of the Annual Parish Council Meeting and the Parish Council Meeting held on 11 May 2010 with two corrections. APCM Item 8.5 Cllr Gold to approach two residents. PCM Item 7 deleted Fairway Committee.
- 7 **REVIEW ACTION POINTS** from the Annual Parish Council Meeting held on 11 May 2010
  - a. **On Agenda** - **Report and Review of Internal Audit**. Internal Audit would be carried out week beginning 17 May and report available for June Meeting.
  - b. **On Agenda** - Cllr Videlo to approach resident about vacant **Deputy Flood Warden** post and Cllr Gold two other residents re vacant **Emergency Planning Officer** post.

and **REVIEW ACTION POINTS** from the Parish Council Meeting held on 11 May 2010.

- a. **Ongoing** - **Annual PC Appraisal**.
- b. **Ongoing** - **Housing Policy** for Village to be included in revised **Parish Plan**. Working Group members Bob Crawley, Harriet Earle and Cllrs Kay, Videlo and Rayner. All would ask other individuals to join the group.
- c. **In Progress** - **Village Safety Group** had met with Tim Osborne of SCC re various issues including speeding on School Road and concerns re Fishpond Road junction. SCC considering putting hidden cameras on School Road to get information. Lots of information exchanged. The £5,000 transport locality budget for Fishpond Road junction still available. Clerk highlighted correspondence received re Guidelines on Speeding. Chase up SCC in August.
- d. **On Agenda** - **Public Conveniences** - Clerk sent letter to SCDC highlighting problems since closure and suggesting composting toilet. Reply received and circulated - not satisfactory. Clerk to contact Environmental Health. Reply received and circulated.
- e. **In Progress** - **Play Field**.
  - a) **Further progress on tracing original information**. Solicitor still looking for Playing Field Trust Deed. Cllr Earle has spoken to the Rector who thinks the original deed was dated 1960. Cllrs Earle and Archer had met to compare copy deed Clerk found, with that of Tennis Court and report back. Copy was Tennis Court Deed. Clerk to write to Fisons Solicitors with copy of Tennis Court Deed and ask them to find the original as well as Trust Deed for Playing Field.
  - b) **Playspace Scheme Fund** - Total at present in fund £9014.97. **Sportspace Scheme Fund** - Total at present £56024.06 for Waldringfield, Hemley, Newbourne and Martlesham.
  - c) Under the new LDF Planning Policy proposals for residential development will be expected to contribute to **indoor sport and playspace** as well as outdoor. Clerk to forward details of indoor provision in Waldringfield.  
Cllr Archer to get estimates for Access Area to Playing Field so we can apply for funding to Playspace Scheme.

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- f. **Cleared** – **Bus Shelter** at Crossroads Newbourne and Ipswich Roads. Now lost funding, due to spiralling costs not affordable for reduced number of children now needing to use it.
- g. **On Agenda** - **Locality Grant 2009/10** saved from Bus Shelter now to be used for **benches**. Clerk to agenda for next meeting.
- g. **Ongoing** – **Allotments**. Needs a strategy and sub group to take forward. Letter received from SCDC requesting location of Allotments if any and numbers on waiting list. Clerk to reply. 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.
- h. **On Agenda** - **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.
- i. **In Progress** - Concerns regarding the poor **road markings at the crossroads**, PC Paul Smith and Clerk have checked with SCC. Still awaiting delivery of signs.
- j. **In Progress** – **Grit Bins**. Further 4 grit bins are on order at original special price. Locality Grant from SCC Councillor Patricia O'Brien will cover cost of bins, delivery and installation.
- k. **On Agenda** - **Training for Councillors**. All councillors to contact Clerk so dates can be booked
- l. **On Agenda** – **Co-option of Mark Wootton as Parish Councillor** – Clerk to agenda for next meeting.
- m. **Cleared** – **Lorries negotiating Triangle** in School Road/School Lane/Cliff Road. Cllr Kay contacted SCC after concerns raised by residents of School Lane. Changes not possible due to safety reasons and laws on road markings.
- n. **In Progress** – **Farmer negotiating Triangle with tractor**. Cllr Gold to see if he could access from the crossroads via pathway. Cllr Gold to check whether it is a footpath or bridleway.
- o. **In Progress** – **Access for large vehicles to Deben Lane**. Clerk to write to Mr Gold re hedge that needs trimming. Received positive response. 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. Clerk pursuing. Further email from Mr Gold after his visit to Waldringfield, overhanging tree and narrow width before and after his property may be causing more difficulty than his hedge and opposite telegraph pole. Cllr Videlo to investigate.

### 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

Len ???? concerned that road markings still not done on crossroads. Visibility reduced at present due to growth on verges. 'Stop' at crossroads would currently be better than 'Give Way'. Clerk to pursue and get back to Len.

To **RECEIVE** reports from:

- a) County Councillor Patricia O'Brien. Report received and circulated
  - b) Suffolk Coastal District Councillor Veronica Falconer. Report tabled at the meeting and Cllr Falconer highlighted her visit to see an energy efficient biomass boiler. Very interesting, and rather expensive at present, but costs would come down as more use is made of this form of heating. New coloured version of LDF coming out shortly for PC's to use for routine planning applications. Floods and Water Management Act 2010. We should have received a Flood Survey for completion and return by 19 July. Not received by Clerk. Cllr Falconer would ensure we received it so we could respond.
  - c) PCSO Amy Clarke of Suffolk Police. Report received and circulated.
- 8 To **CONSIDER** Planning Applications for **COMMENTS**:
- a) **C10/1003 The Old Maltings, The Quay** – Listed building – internal alterations and single storey rear (west) extension.
  - b) **C10/1165 The Old Maltings, The Quay** – Erection of single-storey rear extension.

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These two were taken together. Whilst the Parish Council have no objections to an extension as such, we are concerned that the plans presented are not in keeping with a Grade 2 listed early 19<sup>th</sup> century house. Reasons being:

- 1) It's box like construction with a flat roof of rhein zinc, glass sliding doors the length of the house, having no relief is monotonous.
  - 2) It is an important house, in both its position and architecturally, being one of the oldest houses in the village.
  - 3) The present concept in no way enhances the property. We reject it.
- c) **C10/1906 Mouse Lodge, Ipswich Road** – Erection of one and a half storey dwelling and detached garage and vehicular access in side part of garden.

Waldringfield Parish Council objects to this planning application, reason being:

- 1) Vehicular access to and from this property is onto a dangerous and narrow, winding and busy road. The vehicular access would be just outside the 30 mph limit too.
- 2) Existing hedges and trees should be maintained.

To **NOTE** any application decisions:

**C10/0911 Debens, School Road** – Approved with 2 conditions

To **REPORT** on other Planning Matters

- a) **C08/1938 Crystal Creek Lodge** – Holiday let does not contravene planning consent. There are no other breaches of planning consents granted for this site.
  - b) **Foxburrow Farm Tree Felling** – Forestry Authority (Bristol Office) have served a re-stocking notice on Mr Brown for the area of trees felled.
  - c) **SALC Update** re new Coalition Government's commitment to abolish Regional Strategies and The Secretary of State for Communities and Local Government's letter to local council leaders.
  - d) **SCDC Interim Planning Policy** – copies handed to all councillors.
  - e) **C10/1450 Windyridge, School Lane** – Erection of two-storey extension. Received today by Clerk. Extension granted to 14 July.
  - f) **C10/1383 Low Farm, Ipswich Road** – Conversion of Garage to two-bedroomed holiday let. Have applied for extension. Awaiting reply.
  - g) **SCC Consultation re Waldringfield Quarry** due back by 14 July. No extension will be granted. Hard Copy and DVD circulating
- 9 To **CONSIDER** Vacancies on the Parish Council - Mr Paul Wright

Mr Wright had not come to the meeting and Clerk had not received apologies. Clerk to contact and ask him to come to a meeting before any decision could be made.

- 10 To **CONSIDER** any further action re Public conveniences

It was now clear that despite strenuous efforts by the Parish Council money would not be coming from SCDC to fund any sort of Public Convenience provision whatever. Environmental Health could only act if specific incidents were reported to them. Parish Council had no other avenues to try so this item is considered cleared, BUT everyone should remain vigilant, and make sure that if further evidence emerges it is relayed to Environmental Health without delay.

- 11 To **CONSIDER** Benches for Beach/Cliff Road

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The Locality Grant for 2009/10 has been received so money needs to be spent on benches quite soon. Liz Kennedy had reported to our Handyman Roy Lord that the benches on the beach were once again in need of attention. Residents had also asked for a bench in the layby in Cliff Road. Cllrs Archer, Videlo and Kay would assess the existing benches and the need for one in Cliff Road, look at the catalogues given by the Clerk and report back.

- 12 To **REVIEW** and **CONSIDER** action as necessary re Car Parking at The Maybush

Original notice at entrance to Car Park said 'Patrons only' but has recently been changed to just 'Pay and Display'. Andy Brown at the Boatyard had written to the PC with a copy of his letter to SCC asking for double yellow lines to be painted on road by the Pub as parking had increased and was in danger of blocking the road to coaches trying to access the boatyard for river trips. Parking problems may have eased now that parking signs at pub had changed. Cllr Matheson to contact Andy Brown and find out and report back.

- 13 To **CONSIDER** notices re Public Payphones at The Maybush and Mill Road

The Clerk had put a message out on Waldringfielders giving details of how to protest against closure of these phones. No response had been received from residents, so appears no real support to keep them. Parish Council had protested against closure on a number of occasions since 2005, but to no avail.

- 14 To **CONSIDER** Ipswich Borough Council plans for re-route of traffic Back Hamlet and Docks in Ipswich

Although it may be too late Parish Council decided to protest against this re-route which would affect people using the main Foxhall Road into Ipswich town centre. Clerk to send letter.

- 15 To **CONSIDER** appointments for Deputy Flood Warden and Emergency Planning Officer

Cllr Videlo reported that Ged Morgan would take on the Deputy Flood Warden role and was in contact with Clive Underdown and John Smith, to ascertain what he needed to do.

Cllr Gold reported via the Clerk that Neil Winship would become Emergency Planning Officer, but needed an understanding of what was required. He would need to work with John Smith and Ged Morgan. Clerk to contact Emergency Planning Service at SCDC to get more information.

- 16 To **CONSIDER** Training for more Councillors

Clerk reminded councillors of the need to comply with standing orders and make sure their training was up to date. Particularly import that new members of the Planning Group do the planning workshop and new councillors would have to go on the New Councillors course.

- 17 To **RECEIVE** report and **REVIEW** Internal Audit

Copy of Internal Auditor's report had been circulated. Nothing was wrong, but recommendations had been listed as reminders. Clerk drew councillors attention to:

**Financial Regulations:** Clerk's additional hours being authorised by the Chairman as per contract. The Council is reminded that authority for expenditure can be delegated to a committee, but not an individual councillor. Should be ratified at the next Council Meeting. *It is ratified at the next meeting, but advice is to now make sure that the extra hours are recorded in the minutes against the payment. Clerk is now recording this.*

**Risk Assessment:** Provided that the Council regularly reviews its risk assessment and takes appropriate action when an event is newly identified as a risk, the consideration of risk management appears to be adequate for the level of activity. *This has been done, and risk is re-assessed every September/October when insurance is due for renewal.*

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The Council should retain documents relating to the **regular weekly inspections of the recreation site**. *Documents are retained in the accounts, but the advice is to copy them and retain in a separate file so they are to hand in the event of an insurance claim. This is now being done.*

**Payroll Controls:** Clerk has employment contract in place to retain self-employment status. The Council should ensure that it has sight of documentation from HMRC confirming that liability for tax and national insurance is in hand. *HMRC will not provide document. Clerk obtained copy of HMRC receipt of online PAYE return from her accountant and sent to Internal Auditor who advised that this would suffice.*

**Asset Control:** The Council should ensure that the register is verified on a regular basis (annually) and this process should include confirmation that insurance cover is adequate. *This is carried out annually.*

**Bank Reconciliation:** Deposit account only updated to 30 November. Obtain an up to date statement for the deposit account each year. *Clerk/RFO has tried several times, but Ipswich Building Society will only make up their accounts once a year at the end of November.*

**Internal Audit and internal control procedures:** Ensure that the review of the effectiveness of internal control and internal audit is undertaken before 31 March 2011 and each subsequent financial year and minuted accordingly. *This is done each year.*

18 To **CONSIDER** Grant Applications for:

Village Hall Trust £500, PCC £500, Church Field Trust £300 (£100 less than last year), Wildlife Group £200. These had been budgeted for in this year's budget, and all necessary applications forms and copies of their accounts had been received by the Clerk/RFO. Proposed by Cllr Videlo that these grants be paid, seconded by Cllr Kay and all agreed.

19 To **CONSIDER** Clerk and RFO Report

To **CONSIDER** items of expenditure and sign cheques accordingly

a) **Items of Expenditure to be approved on 14 June 2010**

Norse Commercial Services – 2 Five-a-side goals and anchors £2024.00

SCL Landscape Management Ltd – 1<sup>st</sup> lot of Footpath Maintenance £225.00

SCL Landscape Management Ltd – Emergency tree works to tree on Playing Field £434.75

Mrs J Potter – Admin Contract Hours May 2010 £502.25 (includes extra 21.25 hours)

Mrs J Potter – Expenses Mileage and Telephone £48.96

Heelis & Lodge – Internal Audit £55.00

Mr Roy Lord – Weekly Inspections of Playing Field and quarterly inspections of Tennis Court  
£152.25

CPRE – Annual Subscription £29.00

b) **Income received up to 1 June 2010**

SCC – Locality Grant for 2010/11 £650.00 received 1 June (not included in bank total)

c) **Balances held at Bank and Building Society as at 30 April 2010**

Bank £5307.11

Building Society £10,122.88

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

20 To **CONSIDER** any Correspondence received before the meeting

Confirmation from Roy Lord that he will add the Village Sign to his schedule and check it once a month.

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## WALDRINGFIELD PARISH COUNCIL

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CATS (Coastal Accessible Transport Service Ltd. AGM 17 June. Details of service to go in August Newsletter.

Stan Baston Village Hall Trust – Thanks for help with suggestions for Grant Funding for Car Park and letter of support from the Parish Council. They are through to the last Suffolk ACRE national round and will have a decision by 9 July.

NANT Public Meeting on Tuesday 29 June 7 pm at St Michael' Church Hall re action regarding BT Planning Application

SCDC Corporate Scrutiny Meeting on 21 June. Cllr Kay going and may be able to speak.

Melton PC invited PC's and interested parties to a meeting regarding concerns re SCDC Planning processes. Cllr Kay went and gave a précis of our concerns. If 1% of residents of a parish council area sign a petition on a subject of concern a representative may get 5 minutes of time to speak at a SCDC cabinet meeting.

### 21 **PARISH MATTERS for next Agenda**

None at present.

The Chairman closed the meeting at 9.50 pm

### **Summary of Action Points as at 9 July 2010**

**REVIEW ACTION POINTS** from the Annual Parish Council Meeting held on 11 May 2010

- a. **Cleared** - **Report and Review of Internal Audit.** Copy of Internal Auditor's report had been circulated. Nothing was wrong, but recommendations had been listed as reminders. Clerk drew attention to individual recommendations.
- b. **Cleared** – Cllr Videlo reported that Ged Morgan would take on the **Deputy Flood Warden** role and was in contact with Clive Underdown and John Smith, to ascertain what he needed to do. Cllr Gold reported via the Clerk that Neil Winship would become **Emergency Planning Officer**, but needed an understanding of what was required. He would need to work with John Smith and Ged Morgan.  
**In Progress** - Clerk to contact Emergency Planning Service at SCDC to get more information. Left Message but no response. Clerk has contacted Goff Evans, the previous Emergency Planning Officer – awaiting reply  
and **REVIEW ACTION POINTS** from the Parish Council Meeting held on 11 May 2010.
- a. **Ongoing** - **Annual PC Appraisal.**
- b. **Ongoing** - **Housing Policy** for Village to be included in revised **Parish Plan**. Working Group members Bob Crawley, Harriet Earle and Cllrs Kay, Videlo and Rayner. All would ask other individuals to join the group.
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Solicitors with copy of Tennis Court Deed and ask them to find the original as well as Trust Deed for Playing Field. Reply received; law firm in Chelmsford had taken on some of Fison & Co's previous work. Clerk has written to them and received a reply to say their Deeds Holder is on annual leave at present but will check upon return from holiday.

- b) **In Progress - Playspace Scheme Fund** – Total at present in fund £9014.97. **Sportspace Scheme Fund** – Total at present £56024.06 for Waldringfield, Hemley, Newbourne and Martlesham. Since PC Meeting Primary School at Martlesham had applied for £45,000 to refurbish and upgrade facilities. They were using £35,000 of own funds. Asked for support of WPC. Clerk had circulated letter. Reply required by Monday 28 June.
- c) **Cleared** - Under the new LDF Planning Policy proposals for residential development will be expected to contribute to **indoor sport and playspace** as well as outdoor. Clerk had forwarded details of indoor provision in Waldringfield.
- d) **In Progress** - Cllr Archer to get estimates for Access Area to Playing Field so we can apply for funding to Playspace Scheme.
- f. **In Progress - Locality Grant 2009/10** saved from Bus Shelter now to be used for **benches**. Cllrs Kay, Videlo and Archer had taken brochures and would report back.
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  - a) **In Progress** - 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.
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- h. **On Agenda - 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 now received for Planning Permission to change into Holiday Let. No extension granted. Reply by 5 July.
- i. **In Progress** - Concerns regarding the poor **road markings at the crossroads**, PC Paul Smith and Clerk have checked with SCC. Still awaiting delivery of signs. Clerk had chased up SCC again as signs have been installed but not markings. Also concerns re height of vegetation on verges blocking view of road.
- j. **In Progress – Grit Bins.** Further 4 grit bins are on order at original special price. Locality Grant from SCC Councillor Patricia O'Brien will cover cost of bins, delivery and installation. Bins received, awaiting installation.
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- q. **On Agenda - SCC Consultation re Waldringfield Quarry** due back by 14 July. No extension will be granted. Next Agenda
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- s. **In Progress - Ipswich Borough Council plans for re-route of traffic Back Hamlet and Docks in Ipswich.** Although it may be too late Parish Council decided to protest against this re-route which would affect people using the main Foxhall Road into Ipswich town centre. Clerk had sent letter. Awaiting Reply.

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