



1235 Minutes of the Parish Council Meeting held on Tuesday 14 September 2010

Present: Councillors Kay, Matheson, Rayner, Gold, Videlo, Wootton and Elliot, SCC Cllr O'Brien and SCDC Cllr Falconer, no members of the public were present.

- 1 To **RECEIVE** Declaration of Acceptance of Office from Cllr Elliot
- 2 **APOLOGIES AND APPROVAL FOR ABSENCE** - Cllr Archer (Family Commitment), Cllr Wright (work) PC Paul Smith and PCSO Amy Clarke of Suffolk Police.
- 3 **DECLARATIONS OF INTEREST** - None
- 4 It was **RESOLVED TO ADOPT** the minutes of the Parish Council Meeting held on 10 August 2010
- 5 **REVIEW ACTION POINTS** from the Parish Council Meeting held on 10 August 2010
 - On Agenda** - **Emergency Planning Officer**. Clerk has written to Neil Winship and given him website address for up to date details. No response yet.
 - Ongoing** - **Annual PC Appraisal**. Cllr Kay to progress.
 - Ongoing** - **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. Harriet Earle has responded to the Clerk indicating she is no longer able to be part of this group.
 - In Progress** - **Play Field**.
 - i) **In Progress** - **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 awaiting details of cost. Since then Clerk has read an article in the SLCC's magazine that indicates the Clerk MAY be able to carry out this work. Will investigate.
 - ii) **Ongoing** - 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.
 - iii) **Ongoing** - 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'.
 - 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 did not come in time so in consultation with the Chairman the Clerk gave the order to SCL Landscapes.
 - v) **Cleared** - Cllr Wootton would like to see playspace and sportspace funds used for more equipment. Clerk to supply details of application process to him for information. Now done. Clerk had discussions with Cllr Archer and Cllr Wootton and it is suggested, subject to ratification by the Parish Council that Cllr Wootton joins Cllr Archer as Joint Playing Field Representative. Unanimous approval.
 - 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.
 - Ongoing** - **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. No further progress at present. Betsy Reid and Cllr Kay meeting in September.
 - 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.

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Reported that SCDC had enforcement order to demolish. Further application 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.

On Agenda - 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. Clerk handed Cllrs Wootton and Wright timetable of future courses. Dates of planning courses were handed to Cllrs Gold and Matheson. All to check and ask Clerk to book.

In Progress - 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. 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 reported that overhanging tree needs trim, but 'pinch point' still telegraph pole and hedge. Clerk has contacted Mr Gold again and Cllr Videlo has found owners of tree, and their home address. Clerk has written. Reply received and tree is to be felled as also interfering with electricity 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. Clerk to pursue.

On Agenda - Fishpond Road Junction. SCC proposals rejected. Reply received re PC's alternative suggestions, circulated to councillors.

Cleared - Letter to Scrutiny Committee and Working Group re exclusion of LDF from scrutiny process.

Cleared - Letter to Philip Ridley, SCDC Planning Department re Secretary of State FAQ's and LDF.

Cleared - response to Deben Estuarine Strategy Scoping Consultation.

Ongoing - 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.

Cleared - 'No Parking' sign on wall opposite the Maybush. Has been put up.

Cleared - 'No Bonfire' sign on the beach. Sailing Club agreed to put up.

On Agenda - Parish Online Service. No one had time to look at this or the Alternative Open Street Map. Bring back to next meeting.

In Progress - 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.

On Agenda - Suffolk Records Service Consultation 28 September – Agenda for next meeting.

On Agenda - Nuclear Build Proposals 18 October – Agenda for next meeting

Cleared - Government Proposals re Council Tax Referendums 10 September – very important that we respond. All to look at and respond to Clerk within two weeks to enable Clerk to send letter. Letter drafted by Chairman, added to by Clerk and circulated and sent.

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 as no members of the public present

To **RECEIVE** reports from:

- a) County Councillor Patricia O'Brien. Report received and circulated. Drew attention to Police report that Anti-social behaviour crime figures are down. Suffolk Coastal District Council are working with Waveney to see where duplicates of work can be shared.
- b) Suffolk Coastal District Councillor Veronica Falconer. Report received and circulated.

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- c) Suffolk Police PC Paul Smith. Written report received, circulated and noted.
- 6 To **CONSIDER** Planning Applications for **COMMENTS:**
C10/2055 Starboard Ho, Sandy Lane. Erection of Front Porch and construction of a cover over the patio at the rear of the house.
Front Porch approved. Not sure whether pergola and cover needs planning permission. If it does the Parish Council has no objection other than it is not happy that this is a retrospective planning application.
- To **NOTE** any application decisions received
C10/00082/TPO Tree at Little Stubbs, Cliff Road. Approved
C10/1617 Coach House Plot, Broomfield, School Lane. Approved with 6 conditions
C10/1383 Change of use of Garage Low Farm. 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.
- 7 To **RECEIVE** Report re appointment of Emergency Planning Officer
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.
- 8 To **CONSIDER** SCC response to our suggestions re Fishpond Road Junction
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.
- 9 To **CONSIDER** Suffolk Records Service Consultation – 28 September
No Comment to make.
- 10 To **CONSIDER** 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.
- 11 To **CONSIDER** Parish Online Service versus Open Street Map
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.
- 12 To **CONSIDER** Training for Councillors
Cllr Wootton will check dates and reply to Clerk. Cllr Videlo not sure which course to do as refresher. Clerk will check and find dates for relevant course. Cllr Gold and Matheson will attend Planning Workshop on Thursday 16 December.
- 13 To **RECEIVE** Report of External Auditor
Clerk reported Report had been received with no qualification or comment. The audit for year 2009/10 was now complete.
- 14 To **CONSIDER** Risk Analysis
Clerk had drafted a document for discussion. No time to deal with. All Councillors to read again and Clerk to Agenda for next meeting.

The current Risk Assessment document on Assets and Responsibilities needed to be updated in view of the resignation of Cllrs Earle and Underdown during the last year. Clerk to update and Agenda for next meeting for Approval.

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- 15 To **CONSIDER** Insurance Valuation and renewal
Clerk had drafted a valuation of assets at probable renewal cost and highlighted the need to ensure we were adequately insured. Councillors decided we could not afford to insure the playing field equipment for either impact or all risks. Clerk to approach Suffolk Acre for revised quote and Agenda for next meeting for approval of payment. We would be insured for up to 30 days after the 30 September to allow final decision to be made at October meeting.
- 17 To **CONSIDER** Clerk and RFO Report
Clerk sent email on 15 August requesting power to purchase the new publication for Standing Orders and Financial Regulations at £23.95. We must have this in order to update our own standing orders. Also requested the full reference set of Legal Topic Notes also just published. Would give a core of documents for reference, something we don't have at present. Comes in CD form and hard copy and come as a pack. Updates are then supplied on an ongoing basis. Cost £37. Clerks Manual also required £20. Requested the meeting to authorise this expenditure for all three which will be invoiced after delivery. Agreed.

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

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

Mr R V Quantrill - £40.00 No Parking and No Bonfires on Beach Signs
Whitehouse Enterprises - ££1057.50 2 Seats on Beach and 1 in Layby (includes £157.50 recoverable VAT)
Waldringfield Village Hall Trust - £250.00 Hire of Meeting Room
Suffolk Association of Local Councils - £105.75 Course for Councillor (includes £15.75 recoverable VAT)
BDO LLP - £158.63 External Audit (includes ££23.63 recoverable VAT)
321 Print - £111.00 May and August Newsletters
Anglian Health & Safety - £448.65 4 more Grit Bins (includes £66.85 recoverable VAT)
Mrs J Potter - £134.31 Expenses August 2010 Mileage/Phone/Stationery - Print Cartridges
Mrs J Potter - £416.50 Hours worked August 2010 (includes 12.5 extra hours)
Total expenditure £2,722.34

Balance of Precept to come £4656. Clerk to send out rest of cheques when precept received.
Will need to transfer some funds from Building Society to put into Bank Current Account before Christmas.

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

None

c) **Balances held at Bank and Building Society as at 1 August 2010**

Bank £562.46
Building Society £10,122.88

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

- 16 To **CONSIDER** any Correspondence received before the meeting
Cllr Videlo reported sign demolished at entrance to Bretts Pit.

17 **PARISH MATTERS for next Agenda**

Fairway report on Moorings
Nuclear Build Proposals
Risk Analysis
Approval of Risk Assessment on Assets and Responsibilities
Insurance Renewal

The Chairman closed the meeting at 9.47 pm

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Review of Action Points as at 6 October 2010

Cleared – **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. Cllr Wright has agreed and is meeting all three officers and will report back to the Parish Council.

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

Ongoing – **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.

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 Playspace Fund for a grant for the gates. Can also apply 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.
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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

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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

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