

Little Waldingfield Parish Council

Acting Clerk: Chris White, Walnut Lodge, Haymarket Little Waldingfield CO10 0SY.
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Approved Minutes of the Council Meeting held on Tuesday 09 January 2024 in the Parish Room.

Present: Cllr Matt Foster (Acting Chair), Cllr Robert Wheeler, Cllr Tina Impett, Cllr Chris White (Acting Clerk)

Attending: 1 Member of the Public.

1. Apologies and approval of absences.

Apologies were received from Cllr Sheppard whose absence was approved; and from SCC Cllr Faircloth-Mutton, BDC Cllrs Margaret Maybury & Paul Clover

2. Declarations of Interests by Members and Requests for Dispensations.

None

3. Approval of Minutes of the Previous Meeting held on 09 November 2023.

The Minutes of the previous meeting held on 09 November 2023 were approved and signed by the Acting Chair.

4. Reports by County Councillor and District Councillors.

The report from BDC Cllr Paul Clover shown at Annex A was delivered by the Clerk.

A discussion followed on Babergh & Mid Suffolk DC's proposal to impose parking charges in Sudbury, Hadleigh and Lavenham without consulting surrounding Parishes.

It was resolved to send a letter to BMSDC raising strong objections to the proposals and to raise awareness of the petition on Babergh's website.

5. Public Forum.

An issue was raised regarding a collapsed wall by the garages in Croft Lea which are owned by Babergh DC. It was agreed that the Clerk would raise the issue with BDC.

6. Recent Correspondence.

On the matter of the ANPR cameras at last coming to the village in the Spring, a Councillor observed that the Police Mobile Camera van was frequently in Gt Waldingfield and queried how it might be requested to come to the village. It was agreed that the Clerk would contact the Clerk at Gt Waldingfield for information.

7. Clerks Report.

Councillors reviewed the Clerk's report (Annex B) and noted the following:

- a. Speed Indicator Devices – awaiting delivery and they will be installed on the Street as soon as they arrive.
- b. Dog Bin – the new dog bin had been delivered and would be installed adjacent to Archers Farm. It was agreed to purchase a supply of dog waste bags to be placed in the phone box.
- c. Defibrillator – the bid to the Government's Community Defibrillator Fund for a second defibrillator was successful and it has been delivered. It will shortly be installed on the Playing Field pavilion.

8. Planning Applications

- a. DC/23/04372 Application for Listed Building Consent - Repositioning of front door and window: Hall Barn, Haymarket, Little Waldingfield. Councillors noted that permission had been granted.

9. Finances.

a. RFO's report. (Annex C)

Members reviewed RFO report and noted the recent receipts and payments vs Budget and the Bank balances @ 30 December 2023 of £30794.37 (Treasurers Acct) and £2547.99 (BusBank Acct).

b. Approval of Bank Reconciliation @ 30 December 2023.

The Bank Reconciliation prepared by the Clerk was reviewed, approved, and signed by Councillors.

c. Review and Approval of Payments Presented & Online Authorisations.

The list of outstanding payments was presented by the RFO, and members approved the following payments: - LW Parish Room £14.00 for venue hire, Cllr R Wheeler £6.35 for parking charges SALC Conference, R Furlonger £33.59 for PRow signage.

d. Review and Approval of 2024/25 Budget.

Members reviewed the final Budget figures for 2024/25 as shown in Annex D; the Budget was approved and signed.

e. Precept Demand 2024/25.

The Clerk informed the Council that the final BDC Tax Base figures indicated a potential reduction of £136 in Precept to £8968. Members confirmed that the Parish Council would not levy any increase in its element of the overall Council Tax and the Precept demand would be set at that figure. The BDC Parish Precept demand was completed and signed by the Acting Chair and Clerk

10. Governance.

a. SALC Conference.

Cllr Wheeler presented his report on the 2023 Suffolk Association of Local Council Conference. (Annex E)

b. Surrounding Parishes Community Emergency Planning Meeting report.

The report will be circulated to Councillors for consideration; the requirements and contents of a local plan will be discussed at the next PC meeting together with contributions to the next CEP meeting.

c. Community Emergency Planning meeting 6 February 2024.

It was agreed that Cllr Foster or Cllr White would attend the meeting.

11. Highways and Footpaths.

a. FPWG Update.

A member of the public reported at the previous Parish Council meeting that vegetation was significantly extruding over Footpath 3. Councillor Wheeler resolved this the following day.

The Parish Council recently agreed to fund the printing of an updated leaflet on 'Circular walks around the Waldingfields', the original of which was developed by Leslie Hammond around twenty years ago. Copies of the new leaflet, printed by Indigo Ross of Sudbury, were circulated to councillors and put on the PC website. Further copies will be placed in the phone box, the church and other appropriate places.

Signs have been placed on footpaths advising they are for walkers only following reports that in places they have, on occasion, been used by cyclists and users of motorised bikes. Signs have also been erected about dog fouling, following further complaints.

The Footpaths Group has put together a second report on the findings of the survey, this time focussing on the aspiration to connect Footpaths 2 and 4. This will be shared at the next Parish Council meeting.

b. Improvements to 753 Bus Service.

Members were informed of a Lavenham PC proposal that Suffolk County Council apply to the Government's £3.6 million Rural Bus Service Improvement Plan for funds to improve the 753 bus service.

It was agreed to liaise with the District and County Councillors at the next meeting in ways to support the Lavenham proposal and suggest further improvements in favour of Little Waldingfield. These included options for a bus stop close to the junction of the B1071 and B1115, and a small reroute of some services into the village.

c. Bus Timetable.

The matter was raised that the bus timetable on the signpost by the bus stop is some 10 years out of date and although the current 112 Service timetable is on the Telephone Box the official one should be updated.

It was agreed to establish who is responsible for that timetable and request it be updated.

d. Pavement extension along The Street towards the B1071 Lavenham Road.

Arising from the Footpaths Group's recent survey, the issue was raised of providing better access to the B1071 Lavenham road for pedestrians and bus users through extending the pavement, perhaps in sections. The acting clerk informed members that following some research into the price of installing new pavements, setting aside the actual logistical problems and viability of the scheme, the likely costs could run into hundreds of thousands of pounds and that CIL funding is limited to a maximum of 75% of the total project cost. It was decided to seek further information through the Suffolk County Councillor and continue the discussion, including alternative options, at the next meeting.

e. Consider final design and costs of Village entrance 'gates'.

The acting clerk informed members that he had still not received the information on whether Suffolk Highways, who installed the original gate adjacent to Park Farm, would supply a replacement gate. It was agreed that the matter could not proceed until that question was answered and would be carried over to the next meeting.

f. SCC/DCC funding assistance for agreed speed reduction measures.

As none of the County or District Councillors were able to attend the meeting this matter has been postponed to the next meeting.

g. Licence to install street furniture update.

The Clerk informed members that the SCC Licence to install street furniture was charged at a cost of £150 per installation and the work had to be carried out by a SCC approved contractor.

h. Consider date for annual village litter pick.

It was agreed that the annual litter pick would take place on Saturday 23 March with volunteers gathering at the Parish Room at 10 am.

i. Consider verge and hedge cutting along The Street towards Lavenham Road.

It was agreed that the hedges and verges along The Street towards the Lavenham Road should be cut before the litter pick and the Clerk would seek a contractor.

12. Questions to the Chair.

The were no questions to the Chair.

13. Items for future consideration

- a. Community Emergency Planning
- b. Improvements to 753 Bus Service.
- c. Pavement extension along The Street towards the B1071 Lavenham Road.
- d. Final design and costs of Village entrance 'gates'.
- e. SCC/DCC funding assistance for agreed speed reduction measures.
- f. Consider methods to improve Community engagement.
- g. D-Day June 2024 Celebrations.
- h. BMSDC Trees, Hedgerows & Wildflower scheme 2024.
- i. Freedom of Information Policies review.

14. Date of next Meeting.

Due to the number of outstanding items members decided to hold a meeting on Tuesday 30 January at 7:30pm in addition to the next scheduled meeting on Tuesday 05 March.

Annex A to LWPC Minutes 09 January 2024

PAUL CLOVER, DISTRICT COUNCILLOR REPORT FOR LITTLE WALDINGFIELD

Babergh Cabinet proposal to introduce car park charges in the town centres of Lavenham, Sudbury and Hadleigh

This proposal was launched just before Christmas in order to help balance the Council's budget. A maintenance cost of £425k to run council car parks has been reported, an increase of £240k since 2021. We await the breakdown of these figures. An online e-petition on the Babergh website which we commenced just before Christmas has garnered over 3,000 responses to date and should secure the opportunity for debate by full council rather than cabinet. The cabinet and its officers have announced that they will enter a process of consultation with the town/parish councils where the car parks are located. However, the councils of the surrounding parishes whose residents use these car parks are not to be consulted. Given the poor public transport service for the area, lack of infrastructure investment in town centres and free parking facilities offered by supermarkets/retail parks, the introduction of car park charges would appear to be punitive to residents and independent retailers alike, in our rural areas without full council debate. If you wish to support the petition you can either go to the Babergh website, type in 'Petitions' in the search bar, click on first item 'Petitions' then scroll down and 'view current petitions.' Apparently, there is no lower age limit to signatories who either have to live, work or study within Babergh District. Please contact me, Paul Clover if hard copies of the petition are required. The petition closes on 31 January.

Possible tax premiums on second homes and empty properties

The council is considering higher tax premiums on second/empty homes following new govt. rules.

£2m for climate emergency action in Suffolk

A further £2m has been pledged by Suffolk Public Sector leaders to tackle the climate emergency.

Annex B to LWPC Minutes 09 January 2024

Clerks Report 09 January 2024			
Minute	Item	Action	Done
7	Circular Walks Leaflet invoice	Invoice received and paid	✓
9c	Review and Approval of Payments Presented & Online Authorisations	All payments uploaded and approved by 2 members.	✓
9d	2024/25 Precept review	Following agreement not to increase LW's share of Council Tax the Precept demand will be in line with 2024/25 Tax Base figure	
10b	Councillors to set up dedicated LWPC email accounts.	Confirmation from Cllr Impett (tinaimpett@btinternet.com) Awaiting confirmation from Cllrs Sheppard, Foster & Wheeler.	
10c	Asset register revision	Asset Register revised layout was approved & signed and has been uploaded to PC website	✓
11a (i)	Support for pedestrian & footpath proposals - Edwardstone Neighbourhood Plan	Edwardstone NP response form completed supporting pedestrian & footpath proposals. Acknowledgement received.	✓
11a (i)	Updating Bus Timetable	Added to January meeting agenda for discussion with SCC Cllr.	
11b	Speeding Action Plan - Speed Indicator Devices	Order placed for 2 SID's with dual colour display and data collection capability. Awaiting delivery & also consulting with Sudbury Town warden regarding locations and revised Service Level Agreement.	
11b	Speeding Action Plan - Village entrance 'gates'.	Quote requested for suggested design. Item added to January agenda for review and discussion with SCC Cllr.	
11c	Pavement extension and CIL Funding	Added to January meeting agenda for further discussion.	✓
11e	New Dog Bin - adj Archers Farm	New Dog Bin ordered and received. Currently awaiting installation. Once installed BDC Public Realm will be requested to add it to their schedule for emptying.	
11f	BMSDC Trees, Hedgerows, & Wildflower Scheme: possible locations	Item deferred to additional meeting - date TBA.	
12a	Purchase of replacement defibrillator battery	Following consultation with Community Heartbeat it was established the battery should not need replacing until December 2024.	✓
12b / 5	Application for new defibrillator at Playing Field Pavillion	Application submitted and was successful. £750 donation sent to London Hearts and £375 received from LWPC. Defibrillator received and given to LWPC for installation.	✓

ANNEX C to LWPC Minutes 09 January 2024

RFO REPORT - 09 January 2024					
Bank Balances @ 31 December 2023					
Treasurers Account	£30,794.37	BusBank Acct	£2,547.99		
Receipts					
	Date	Details	Power	Amount	
BusBank Acct	09-Nov-23	Bank Interest		£2.81	
	11-Dec-23	Bank Interest		£2.90	
			Total	£5.71	
Treasurers Acct					
	28-Dec-23	LW Playing Field		£375.00	
			Total	£375.00	
Payments					
BusBank Acct					
		NIL		£0.00	
Treasurers Acct					
	09-Nov-23	CAS One Suffolk Website Hosting	Loc Gov't Act 1972 s142	£60.00	
	09-Nov-23	Parish Room - Venue Hire	LG Act 1972 (s133)	£14.00	
	09-Nov-23	D. Gotts - Grasscutting	LG Act 1972 (s 215)	£974.00	
	28-Nov-23	Indigo Ross - Footpath leaflets	LG Act 1972 S111	£49.20	
	18-Dec-23	Glasdon UK Ltd - Dog Bin	Litter Act 1983, ss.5,6	£153.82	
	18-Dec-23	London Hearts - Defibrillator donation	LG Act 1972 s137	£750.00	
			Total	£2,001.02	
		Outstanding			
	09-Jan-24	LW Parish Room - Venue Hire Jan 24	LGA Act 1972 (s133)	£14.00	
	09-Jan-24	R Wheeler - Car parking SALC Conf.	LG Act 1972 S111	£6.35	
	09-Jan-24	R Furlonger - New PRow Signage	Road Traffic Reg Act 1984 s.72.2	£33.59	
			Total	£53.94	
Reconciliation 01 Nov 23 - 31 December 23					
Account	Opening Balance	Receipts	Payments	Closing Balance	
BusBank	£2,542.28	£5.71	£0.00	£2,547.99	
Treasurers	£32,420.39	£375.00	£2,001.02	£30,794.37	
Signed:					
09 January 2024					

ANNEX C to LWPC Minutes 09 January 2024 Contd.

RFO's report page 2 - Actual Income/Expenditure vs Budget

Actual vs Budget							
<u>Income</u>				<u>Expenditure</u>			
	Budget	Actual	Difference		Budget	Actual	Difference
Precept	£9,104.00	£9,104.00	£0.00	Clerk's Salary	£4,500.00	£450.60	£4,049.40
Grants Received	£414.00	£397.60	-£16.40	Clerk Expenses	£200.00	£22.34	£177.66
Donations Received	£0.00	£375.00	£375.00	Office Expenses	£200.00	£116.94	£83.06
VAT Refunds	£600.00	£1,159.71	£559.71	Insurance	£530.00	£382.16	£147.84
Bank Interest	£10.00	£18.67	£8.67	Audit expenses	£180.00	£169.00	£11.00
Miscellaneous	£0.00		£0.00	Maintenance	£600.00	£763.59	-£163.59
				Professional Fees/ Subscriptions	£380.00	£290.81	£89.19
Total	£10,128.00	£11,054.98	£926.98	Parish Room	£100.00	£144.00	-£44.00
				Training	£1,500.00	£120.00	£1,380.00
				Donations Made	£250.00	£150.00	£100.00
				S137 Donations	£25.00	£830.00	-£805.00
				Dog & Litter Bins	£420.00	£540.15	-£120.15
				Grass Cutting PRoW	£725.00	£394.00	£331.00
				Closed Ch'yard Grass Cutting	£550.00	£580.00	-£30.00
				Defibrillator	£200.00	£0.00	£200.00
				SID Scheme	£290.00	£281.70	£8.30
				Elections	£125.00	£131.70	-£6.70
				Street Lighting	£350.00		£350.00
				Miscellaneous	£0.00	£48.07	-£48.07
				Plat Jubilee	£0.00	£176.40	£176.40
				VAT Paid	£800.00	£260.37	£539.63
Totals	£10,128.00	£11,054.98	£926.98	Totals	£11,925.00	£5,851.83	£6,073.17

ANNEX D to LWPC Minutes 09 January 2024

Little Waldingfield Parish Council		
Final Budget 2024/25		
Receipts		
Precept		£9,000.00
Grants Received		£485.00
Donations Received		£0.00
VAT Refunds		£2,000.00
Bank Interest		£25.00
Miscellaneous		£0.00
	Total	£11,510.00
Payments		
Clerk's Salary		£4,500.00
Clerk Expenses		£200.00
Office Expenses		£200.00
Insurance		£420.00
Audit expenses		£190.00
Maintenance		£600.00
Professional Fees/Subscitions		£350.00
Parish Room		£100.00
Training		£1,000.00
Donations Made		£250.00
S137 Donations		£100.00
Dog & Litter Bins		£690.00
Grass Cutting PRow		£450.00
Closed Churchyard Grass Cutting		£600.00
Defibrillator		£300.00
SID Scheme		£400.00
Elections		£125.00
Street Lighting		£250.00
Miscellaneous		£100.00
VAT Paid		£900.00
	Total	£11,725.00
Reserves		
General		Circa £5000
Asset Relacement		£4,000.00
Closed Churchyard		£4,000.00
Street Lighting		£4,000.00
Elections		£1,500.00
Clerk Training		£1,500.00
Clive Memorial		£2,600.00
	Total	£22,500.00

ANNEX E to LWPC Minutes 09 January 2024

Report on SALC Conference 29/11/2023

I attended the Suffolk Association of Local Councils Conference in Ipswich as Little Waldingfield Parish Council's SALC link member. The meeting was well attended, with representatives from councils across the county, though few from our area.

The day was divided into four main parts, with smaller events outside of those.

The first part's speaker was Peter Aldous, MP for Waveney, and Vice President of SALC. He spoke about a range of subjects, starting with 'Levelling Up', which he said was a good idea, but its implementation had been more challenging. Of its twelve aspects, five were identified as making insufficient progress, including Transport and Education.

On Climate Change, he stated that its pace is much faster than anticipated. It was not yet required to be part of the planning process, but that should change in the next two to three years. It is needed, for example, to mitigate potential flooding. Related challenges would be carbon emission reduction, coastal erosion, flood defence schemes and the need for greater electrification and for more reservoirs.

Peter Aldous concluded by stating that market towns were an important feature of Suffolk, but they too faced challenges, such as the withdrawal of banks, and the need for joint banking hubs to still provide banking services.

The second part's speaker was Tom Newcombe, Head of Planning and Environment at Birketts, a law firm which does much work for and with Suffolk County Council. He spoke about the Levelling Up and Regeneration Act of 2023. He spoke about its setting out to give residents a voice; its approach to compulsory purchase orders; increases in planning fees by up to 35%; and a new infrastructure levy. Developers will be required to demonstrate a Biodiversity Gain Plan, eg by 10%.

The third part of the day was led by members of the Suffolk Office for Data and Analysis (SODA). Their information is publicly available, as is further support. Much of this can be accessed at

knowledgeandintelligence@suffolk.gov.uk

Its key areas of work include epidemiology, data analysis, population health management, evidence and wider intelligence, and mapping. The associated Joint Strategic Needs Assessment (JSNA) seeks to assess the health needs, mental and physical, and wellbeing of, individuals and communities. It underpins the Joint Local Health and Wellbeing Strategy (JLHWS).

Also relating to this is the Suffolk Observatory. This is an 'online one stop shop' for data about Suffolk (largely from the 2021 census). It might be best described as encyclopaedic. Searches can be undertaken for, for example, an overview report on Little Waldingfield, or for various themes for areas. The Data Explorer has the facility to dig down to individual datasets for individual parishes. Other facilities include Place Based Needs Assessment Dashboards and 'Fingertips', which allows us to compare with other geographical areas.

The fourth and final part of the day featured a variety of speakers on Suffolk Highways, including a representative of the new contractor, Milestone, and the Deputy Head of Highways at SCC. It was revealed that Suffolk has 4,500 miles of highways and 21 inspectors. So, the online reporting tool is important. Milestone's approach is to respond less to individual potholes and other issues, but to more to geographic groups of such incidences, in an attempt to be more efficient.

Flooding has become more common due to climate change. There are 1,000 locations where flooding can be an issue. There are 150,000 gulleys in Suffolk. £50,000,000 is spent on Highways each year in general, with £8,000,000 on drainage e. Vegetation is the responsibility of landowners. The County does not do sign cleaning. A 'Quick Guide' is being developed for information on self-help for parishes.

Robert Wheeler