

**Minutes of Playford's Annual Parish Council meeting held at the Village Hall  
at 7.00 pm on Wednesday 3rd May 2017**

**Present:** Mrs Joan Metcalfe - Chairman  
Mr Steve Hicks - Vice-Chairman  
Mr Tim Llewellyn - Councillor  
Mr Ted Herrington - Councillor  
Mr Neil Tibble – Councillor  
Mr Keith Carson - Councillor

**In attendance:**  
Mrs Marian Hedgley - Clerk

**Also present:**  
Mr Brian Seward  
Mrs Veronica Bunbury  
Mr Charles Bunbury  
Mr Eric Metcalfe

**1. Election of Chairman**

Ted Herrington proposed Joan Metcalfe as Chairman for the coming year, this was seconded by Tim Llewellyn and the Declaration of Acceptance of Office was duly signed.

**2. Apologies for Absence**

Councillor Adrian Melrose.  
District Councillor Robert Whiting  
Co. Councillor Robin Vickery (in Purdah)

**3. Declarations of Members' Interests in any items on this Agenda**

Joan Metcalfe declared an interest as Treasurer of Playford Village Hall, Tim Llewellyn declared an interest as a trustee of Playford Village Hall and as a committee member of the Fynn Lark News. This information was duly recorded.

**4. Appointment of Officers:-**

Joan Metcalfe proposed Steve Hicks as Vice-Chairman, this was seconded by Keith Carson. Joan Metcalfe proposed Tim Llewellyn as the Village Hall representative and this was seconded by Steve Hick. Colin Grimwood has agreed to do the internal audit for 2018, acceptance of this was proposed by Joan Metcalfe and seconded by Tim Llewellyn. Steve Hicks will continue with his role of Footpaths Officer.

**5. To approve the Minutes from the Meetings held on 1st March 2017.**

These were proposed by Joan Metcalfe, seconded by Tim Llewellyn and the minutes were signed by the Chairman as a true record.

Signed .....

**6. Matters arising from the Minutes**

Ted Herrington commented that no apologies had been received from Co. Councillor Robin Vickery for non-attendance at the meeting held on 1<sup>st</sup> March 2017. Clerk to ascertain procedure for taking this further.

**7. Action Point Review**

- **AP98 -Temporary repair at the junction of Butts Road and Brook Lane.** Tarmac has broken away again and repair has not been successful –we are still awaiting further remedial work. This was referred to Robin Vickery who in turn referred it to David Chenery who reported that he had thought it was complete– Clerk has affirmed that this is not the case. It will be assessed at the next routine inspection by SCC Highways and Clerk will to chase up if necessary.
- **AP100 - Arm fallen off signpost at junction of C324 and Church Road –** this repair has been reported as complete but the finger pointing to Ipswich and Tuddenham is still missing. Clerk to re-report as a new job.
- **AP 115 – Build up of silt on C324 –** This has still not been cleared as no-one can decide who is responsible. Clerk reminded David Chenery on 10.4.17 this was still outstanding and will chase further action.
- **AP122 – Ash tree in Butts Road suffering from Ash Die-Back.** The arboriculturist’s report has been received confirming this tree in the early stages of Ash Die-Back but is not a danger to the public. It will be inspected regularly and reports sent to the Clerk.
- **AP 123 – FP 1 Boggy section blocked by fallen branches.** Steve Hicks reported that two bridges have now been constructed here and the FP is passable. Clerk to check details with Debbie Adams.
- **AP 125 - White road markings in need of re-painting.** The Clerk reported that markings at both ends of Butts Road need attention – these have been inspected by Highways who say they are not bad enough to be seen to yet.
- **AP 125 – FP 8 overgrown by nettles.** The Clerk has reported this to PROW and been assured it is on the cutting schedule and will be dealt with soon.

For more details see Action Log appended at end of the Minutes.

Signed .....

## 8. Finance

### ○ Reporting and authorisation of Cheques/online payments

SALC	Clerks Networking Day 23.3.17	£19.20
SALC	Annual Subscription	£132.10
Fynn Lark News	Annual Donation	£150.00
Clerk's Expenses	AGM refreshments	£26.41
Fee/Donation for	internal audit	
	Grundisburgh Baptist Chapel	£30.00
Aon UK Ltd	Annual Insurance renewal	£360.15

### ○ Bank Balances

Barclays current account	£6429.16
N S & I savings account	£3336.10

The first instalment of the Precept £3750.00 was received on 26<sup>th</sup> April 2017

It was agreed to pay £30.00 donation to Grundisburgh Baptist Chapel in respect of Colin Grimwood's services as internal auditor - this was proposed by Joan Metcalfe and seconded by Tim Llewellyn.

### ○ Statement of Accounts 2016 /2017

Copies of the Annual Governance and the Statement of Accounts were circulated to all councillors in advance and discussed at the meeting. Acceptance of the Statement of Accounts was proposed by Tim Llewellyn and seconded by Keith Carson and signed by the Chairman and the Clerk. The Annual Governance Statement was also read out by the Chairman, was approved by all councillors and signed by the Chairman and Clerk.

The Annual Return is due to be sent off for the external audit at BDO LLP by 12<sup>th</sup> June 2017. Anyone wanting to inspect the accounts may do so at the Clerk's house between 5<sup>th</sup> June and 14<sup>th</sup> July 2016 by prior appointment or by contacting the Chairman if the Clerk is unavailable.

### ○ Authorisation of Clerk's salary:

The Clerk's hours have been increased from 1<sup>st</sup> April 2017 – rate of expenses will continue the same as the previous year. Continuation of this was proposed by Joan Metcalfe and seconded by Tim Llewellyn.

### ○ Annual Insurance renewal:

The annual insurance premium has been fixed with Aon for three years at a discount of 5%. Payment of the renewal figure for the coming year, £360.15 was proposed by Joan Metcalfe and seconded by Steve Hicks.

Signed .....

- Pricing of Assets - review:  
Various items have been added to the list of assets currently held, these are held at cost price (ex VAT) and are not subject to depreciation. The list now includes:

Sand boxes	£700.00
Bench on the Green	£401.00
Village Notice Board	£1000.00
Basketball Post & Net	£595.00

The playing fields have a nominal value of £1 for audit purposes.

## 9. Highways

The current bad state of the local roads was noted although some improvements have been achieved prior to the pre-enabling works for the EAOW project. Clerk to liaise with David Chenery, SCC Highways Manager, although this is an on-going task.

## 10. EAOW issues

Pre-enabling work has commenced, some of the routes which transport vehicles will be taking have received some improvements and repairs to tarmac but there are still areas which need attention. The new depot has been marked out between the junctions of Church Road and Butts Road on the C324 and work on this is proceeding. An archaeological dig is currently in progress at the rear of the depot, to the west side of Church Road.

## 11. Neighbourhood Plan - progress

An article promoting the plan has been published in the Fynn Lark News, together with a map showing the area of the plan (this coincides with the parish boundary) and inviting parishioners' comments on this, to be received by 12<sup>th</sup> June 2017.

## 12. Airys –re-submission of previously quashed plans ref. DC/16/2137/FUL.

The re-submission of these plans will come before SCDC Planning Committee on 18<sup>th</sup> May 2017. Representation by the Parish Council may be made at the hearing, to re-iterate the previously held objections to the application. Also, SCDC's District Management Policy DM21 and various aspects of Supplementary Planning Guidance (SPG) 13 seem to have been ignored by the Planning team in the original application. A representative from the Parish Council will be sent to the hearing and District Councillor Robert Whiting will also attend to object to the aesthetics of this application.

## 13. Speedwatch

PCSO Mike Sarbutts has contacted the Clerk to offer assistance and recommendations for purchasing VAS equipment. He mentioned that as Playford PC was part of the 12PT under the umbrella of Kesgrave SNT, Playford would be included in the deployment of the SID equipment to be bought with the remaining 12PT funds. This would mean there could be two SID devices for use in Playford.

Signed .....

**14. Recycling in the community/ partnership with EAAA & the Salvation Army.**

Playford has been asked to participate in this scheme by providing space for a clothes bank bin in a central location. Clerk to ascertain more details such as the size of bins and frequency of emptying, before a decision can be made.

**15. Hire of Playing Field.**

A request has been received by the Clerk for the hire of the field on 20<sup>th</sup> May 2017 for a Wedding Reception. Forms have been signed and fees agreed. Joan Metcalfe proposed acceptance of this and Keith Carson seconded the proposal. The clerk will ask S C Norse Ltd to cut the grass a couple of days beforehand

**16. Correspondence:**

- a. Ipswich Borough Council Adoption of Ipswich Borough Council Local Plan
- b. Ipswich Borough Council.  
Adoption of Public Open Space SPD & Ipswich Garden Suburb Planning Doc SPD .
- c. Ipswich Borough Council – Planning Application ref:14/00638/OUTFL  
Land to the south of Railway line, Westerfield Road, Ipswich – additional info has been submitted to the original plans received 24<sup>th</sup> July 2014.
- d. E J & V C Fenton – to inform the PC they are carrying out substantial ground and drainage works along the meadow in Brook Lane, map attached.
- e. SALC:
  - i) LAIS 1396. Housing White Paper entitled “Fixing our broken housing market” 22 pages in length.
  - ii) LAIS 1397 National Living Wage
  - iii) LAIS 1398 Running Free – regarding events being staged in local parks for adults and children. The consultation proposes to set a significant precedent by prohibiting local authorities from charging the organisers for the use of their parks.
- f. Disability Advice Service: asking for £25.00 grant to assist with their funds.

Signed .....

**17. AOB**

- Joan Metcalfe proposed ordering a plaque to commemorate local farmer & landowner Charles Lofts, to be placed on the Bench on the Green. This will be placed on the agenda for the next meeting for approval.
- Following the resignation of Neil Tibble, a notice advertising for more parish councillors will be placed in the next edition of the Fynn Lark News.
- Current Safeguarding Policy needs updating – this will be placed on the agenda for July’s meeting.
- Councillors’ names and details need updating on the village website – Clerk to attend to this.

**18. Date of next meeting:** 5th July 2017 at 7pm

The meeting ended at 8.15 pm

Signed .....