

**Minutes of Playford Parish Council meeting held at the Village Hall  
at 7.00pm on Wednesday 1<sup>st</sup> November 2017**

**Present:** Mrs Joan Metcalfe - Chairman  
Mr Stephen Hicks - Vice-Chairman  
Mr Tim Llewellyn - Councillor  
Mr Ted Herrington – Councillor  
Mr Adrian Melrose - Councillor  
Mr Keith Carson –Councillor

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

**Also present:**  
Mr Glen Thimblethorpe  
Mrs Eileen Stennett

**Apologies for Absence:**  
Mr Robin Vickery – County Councillor  
Mr Robert Whiting – District Councillor

**1. Declarations of Members’ Interests in any items on this Agenda.**

Joan Metcalfe declared an interest as Treasurer of Playford Village Hall Committee, Tim Llewellyn declared an interest as a Trustee of Playford Village Hall and Adrian Melrose as landowner of land over which FP20 may be re-routed - this information was duly recorded.

**2. To approve the Minutes from the meetings held 6th September 2017.**

Three minor errors were corrected.

Para 4: the reference to a double gate in the fence at Playford Grange should have read “single gate”. Para 6: Executor should have read “Executive” and the date of the next meeting was corrected to read 1<sup>st</sup> November 2017.

Adrian Melrose proposed acceptance of the minutes and this was seconded by Keith Carson. The minutes were then signed by the Chairman.

**3. Matters arising from the Minutes.**

No further matters arising.

Signed .....

4. **Action Log Review**

**AP -115 Build up of silt on C324.** Clearance of this was finally logged on as a job by SCC Highways on 30.8.17 and works ordered on 12.9.17 with a priority of 14 weeks. Should be dealt with week beginning 11<sup>th</sup> Dec 2017.

**AP -127 Redirection of FP20** – see agenda item/para 11.

**AP-131 Water constantly trickling down FP7 making it hazardous.** This has been reported to PROW and referred to SCC Highways who say it's a regular occurrence caused by blocked drains in Church Lane – these will be flushed out and a permanent remedy sought. Progress to be reported to the clerk in due course.

**AP-132 Verges/ditches in Hill Farm Road/boundary with Chas. Lofts' land need clearing of vegetation.** Clarke & Simpson as agents, were asked to deal with this in mid October but no progress as yet. Clerk to chase up.

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

5. **County Councillor's report**

There was no County Councillor's report.

6. **District Councillor's report**

There was no District Councillor's report.

7. **Finance**

- Reporting & authorisation of cheques/online payments:-

Payments were authorised as follows:

Chq no. 792 Clerk's expenses (Ink cartridges+stationery including extra for Neighbourhood Plan expenses) £71.14  
Online payment to Joan Metcalfe (Daffodil bulbs for village) £44.45

The latter was proposed by Adrian Melrose and seconded by Tim Llewellyn

Receipts:

The second instalment of the Precept has been received £3750.00  
Grant money for new bench in memory of Charles Lofts £500.00

- Bank Balances:

Barclays Bank current account	as at 31.10.17	£7540.48
NS&I Savings account	as at 31.10.17	£3336.10

Signed .....

- Presentation of Audited Accounts for year ended 31<sup>st</sup> March 2017  
The audited accounts were received back on 9<sup>th</sup> Sept and were marked “Qualified”. The reason for this as stated in Matters Arising was that the Fixed Assets were not dealt with on the same basis as the previous year’s accounts, which is not in accordance with Proper Practices. The Parish Council had agreed in 2016 to add the village sign which is over 40 years old, to the List of Assets and to ascribe it a nominal value of £1000 but no receipts were shown in the accounts. This matter was discussed and it was agreed that the figures on the Asset List should be left as they are, as they were accepted in 2016-17 accounts and would not agree with next year’s accounts if they were subsequently altered.

BDO will not audit the accounts next year as their contract has finished – next year’s arrangements will be notified to us by Smaller Authorities Audit Appointments (SAAA) via SALC. Because a Qualified Audit was received this year, an External Audit in addition to an Internal one will be required for next year and the Parish Council will be liable for a fee of £200 to the new External Auditors.

The Annual Return including our certification was approved by the council – acceptance was proposed by Tim Llewellyn and seconded by Ted Herrington.

- Future audit procedure:  
It was resolved to double check the entries on the Annual Return for 2018-19 with two councillors present to avoid future errors as these could prove costly under the new audit regime.
- Budget  
The budget for 2017-18 is on track, and a likely balance of £7200 should be showing in the accounts at the end of the financial year. However, £1500 of this is earmarked as contingency for emergencies and £1600 is grant money received but not yet paid out.

Budget for 2018-19 is along the same lines as current year but allows for a slight increase in insurances and subscriptions, also hedge trimming and ditch clearance costs may be increased a little next year.

## 8. **Highways**

Keith Carson reported that his front hedge had been damaged by an unknown contractor driving a tractor and trailer but that the damage should eventually rectify itself and the hedge would grow back.

Ted Herrington would like to see roundels depicting 30mph speed limit, painted on the road surface on the C324 at the point where the speed limit is reached from the Tuddenham direction. Clerk to enquire of SCC Highways.

Signed .....

**9. Appointment of Data Protection Officer (DPO)**

There are difficulties and pitfalls in appointing a DPO as this is a rather complex situation and the officer appointed needs to be well-briefed on the legal and practical issues of data held by parish councils. The clerk will ascertain whether Playford PC is insured for Data Protection breaches. Keith Carson offered to attend a briefing on the subject and to report to the next meeting. SALC is to be approached for advice on appointing an independent DPO.

**10. Neighbourhood Plan – update**

Keith Carson met with Conor Crowther, Planning Officer at SCDC and was given a copy of the Planning Notice and the Local Plan. Conor commented that there was not much to worry about as regards proposed development in Playford at the moment. Keith has circulated proposals for the steering committee's terms of reference, the clerk was unsure about expectations of her involvement as her hours are fully committed at present but was assured that a member of the steering committee would undertake to produce bullet point minutes of any meetings. A finance application for funds needs to be submitted by January 2018 and any surplus funding not used up by 31.3.18 will have to be repaid. Keith estimated that £6000 should suffice, a steering committee meeting will be held to approve the finance and they will also work on a vision for the Plan and approach local people to assist. The Plan's website needs updating, Adrian Melrose has set this up and will supply details of the login and password to Keith. Joan Metcalfe stated that a regular update in the Fynn Lark News and a call for more volunteers would be helpful. Conor Crowther to be asked for further advice.

**11. Issues with FP no/s, 1,3 & 20**

A site meeting was held on 31<sup>st</sup> October 2017 attended by:

Debbie Adams, PROW Footpaths Officer  
 Robin Vickery, Co. Councillor  
 Elizabeth Mansfield representing the landowner of the water meadow  
 Ralph Hardy, Fenton's Farm Manager  
 Joan Metcalfe, Chairman  
 Steve Hicks, Vice Chairman & Footpaths Officer  
 Adrian Melrose, Councillor (also landowner)  
 Marian Hedgley, Clerk

See also notes on this meeting appended to these minutes.

The Definitive Map states that FP20 starts at Byway 19 and progresses in a southwesterly direction across the water meadow to a stile and then crosses the drainage ditch to the southern course. The regular walked route carries on along the northern side of the ditch which accords with the Footpath Statement. Adrian Melrose is willingly to allow the footpath to be re-routed across his land (the southern option) on the condition that the owners of the water meadow will undertake to maintain FP no. 1 (which crosses the water meadow on the other side of the R. Fynn) in a reasonable state so that access can be enjoyed by all members of the public.

Signed .....

Conditions to include levelling and rolling the surface, proper post and stock wire fencing and structures to be placed over the boggy areas of poor drainage that will take a motorised buggy or pushchair.

Adrian Melrose will write to Elizabeth Mansfield detailing his terms of consent and copy in Playford Parish Council. The Clerk will also write to Elizabeth Mansfield to say that the Parish Council will support the Definitive Map version of Footpath 20 as long as Footpath 1 is made usable as follows:

- The fence needs to be a regular distance from the hedge
- The surface needs to be levelled and kept mown
- Electric fence to be moved further out into the meadow whilst remedial work is in progress, until a reasonable path is established.

**12. Speedwatch/Welcome Sign with Speed Limit**

The Clerk has obtained quotes for a Welcome to Playford sign with a speed limit notice which could be placed at either end of Butts Road as this could help deter speeding motorists. Grant money of £700 obtained last year from the District Enabling Communities Budget (and not used) could be used for this project, possibly be topped up with further grants from District and County budgets. Clerk to enquire about further funding.

**13. Defibrillator**

Joan Metcalfe has investigated costs which would be in the region of £1995 + £25 delivery, installation by a qualified electrician would be required. Running costs are likely to be £75 pa over 4 years. Community Heartbeat Trust would provide support. Permission from the Village Hall Committee will need to be obtained. There are various options for funding. Glen Thimblethorpe from the floor, offered to train as a First Responder. It was resolved to apply for funding and to progress this project.

**14. Cyclists speeding along footpaths**

Eileen Stennett from the floor stated that cyclists were not allowed to use footpaths and that if using a bridleway, they should give way to pedestrians. Remedies were discussed and it was suggested that “No Cycling” signs could be purchased and put on posts along the footpaths to deter cyclists. Joan Metcalfe to investigate.

**15. Grant for new bench/memorial plaque for the late Charles Lofts.**

Grant money of £500 has been received for the new bench. Joan Metcalfe suggested the bench should be placed in Hill Farm Road overlooking The Mere on the Lofts’ estate. Adrian Melrose will write to the Exors of the late Chas Lofts for permission to do this. The bench cannot be ordered until the location is agreed.

**16. Retrospective permission for hire of playing field on 15<sup>th</sup> October 2017**

Joan Metcalfe proposed acceptance and this was seconded by Tim Llewellyn.

**17. Co-opting a new councillor**

Enquiries are still being made and parishioners asked to volunteer.

Signed .....

**18. Proposed dates of meetings for 2018:**

Agreed as follows:

- Weds 10<sup>th</sup> January
- Weds 7<sup>th</sup> March
- Weds 2<sup>nd</sup> May APM (starts 6.30pm) & APCM
- Weds 4<sup>th</sup> July
- Weds 5<sup>th</sup> September
- Weds 7<sup>th</sup> November

**19. Correspondence:**

- a. Suffolk Accident Rescue Service (SARS) - update on their activity and requesting a donation as they have responded to several incidents in the vicinity in the last 12mths.
- b. SALC: 2018/19 Local Gov Finance Settlement: Technical Consultation
- c. NALC: Legal Briefing LO-17  
Payment of Fees to the Information Commissioner's Office
- d. AONB Monthly Update October 2017
- e. Press Release – Jo Churchill is hosting an Older Person's Information Fair at The Apex in Bury St Edmunds on Fri 1<sup>st</sup> Dec 10.30am – 1.30pm
- f. LAIS 1402 Precept Consult Consultation
- g. LAIS 1403 Data Protection Bill (22 pages)
- h. LAIS 1404 Right Homes Consultation
- i. LAIS 1405 Councillor Disqualification

**20. AOB**

Joan Metcalfe reported that the key to the playing field gate is missing – she will obtain a new padlock and keys and submit receipt to the clerk. Spare break glass kit for the field gate to the playing field also to be ordered.

It has been reported to the clerk that the lid of the dog litter bin near the village hall entrance was difficult to operate and that the liners did not fit properly. Clerk to discuss with SC Norse Ltd.

It has also been reported that traffic is to be diverted along Butts Road between 13<sup>th</sup> – 24<sup>th</sup> November during a forthcoming road closure in Tuddenham. No official notice has been received by the clerk. The redirection was thought to be probably due to EAOW cable route work – clerk to contact Edward Rees the Community Liaison Officer for Scottish Power Renewables, to find out more details and to circulate the information via Playford & Bealings Goglemail.

**Date of next meeting:** Wednesday 10th January 2018 at 7.00pm

The meeting ended at 9.28pm.

Signed .....