

**Minutes of Playford Parish Council meeting held at the Village Hall
at 7.00pm on Wednesday 10th January 2018**

Present: Mrs Joan Metcalfe - Chairman
Mr Stephen Hicks - Vice-Chairman
Mr Tim Llewellyn - Councillor
Mr Adrian Melrose - Councillor
Mr Keith Carson –Councillor
Mr Robert Whiting – District Councillor

In attendance:
Mrs Marian Hedgley – Clerk

Also present:
Mr & Mrs Soames
Miss Tracy Herrington
Mrs Veronica Bunbury
Mr Sam Webber

Apologies for Absence:
Mr Ted Herrington – Councillor
Mr Robin Vickery – County Councillor (absent – no apologies received)

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 as applicant of Planning Application DC/17/5096/OUT. This information was duly recorded.

2. Planning Application DC/17/5096/OUT

Applicant: Mr Tim Llewellyn

Proposed: Erection of a new dwelling and garage within garden amenity land belonging to Old House, Playford and creation of a new vehicular access on to Bransons Lane, Playford.

Plans were on public display before the meeting and were discussed at length by councillors and members of the public. Tim Llewellyn abstained from the discussion as an interested party.

Two neighbours voiced their concerns about the fact that the private access lane is single track and quite narrow and if this application is successful, there could potentially be extra vehicles using the track in future. Also horses regularly use this lane and there is little room to pass. There are already potholes in the surface and delivery vehicles carrying building materials/equipment would significantly add to the damage - these neighbours are worried about being required to contribute to repairs to the access road. They are also concerned about the design of the new build but this is beyond the remit of the present application which is merely for outline permission.

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Joan Metcalfe asked for a vote to support the application: Result 4:0 in favour but with reservations regarding the extra traffic which another dwelling would attract and concerns about damage from construction vehicles. Tim Llewellyn abstained from voting.

3. To approve the Minutes from the meetings held 1st & 17th November 2017.

Joan Metcalfe proposed acceptance of Minutes of both meetings, these were seconded by Tim Llewellyn and Keith Carson respectively and duly signed by the Chairman.

4. Matters arising from the Minutes.

Adrian Melrose requested an amendment to the notes of the footpaths' site visit (held 31st October) appended to the meeting on 1st November. Para 1 to conclude "as long as the boundary fence is not electrified". Clerk to amend notes and these will be signed at the next meeting.

5. Action Log Review

AP -115 Build up of silt on C324. No action has been taken on this - Highways has removed the record from their online reporting page. Clerk phoned to query this and to have the issue reinstated – they will investigate who is responsible for clearing this.

AP-131 Water constantly trickling down FP7 making it hazardous. Notification received from Highways on 27.11.17 to say blocked drains in Church Lane (thought to be the problem) have been cleared but local reports say there is still a problem, possibly an underground spring. Case to be re-opened under same reference.

AP-132 Verges/ditches in Hill Farm Road/boundary with Chas. Lofts' land need clearing of vegetation. Clarke & Simpson gave go-ahead for contractors to clear this. Clerk to chase progress.

AP-134 Speed roundels on C324 to deter speeding. Clerk phoned to enquire if this is feasible, awaiting report.

AP-135 Ongoing problems with FP's 1, 3 & 20 – Clerk to contact Debbie Adams for an update.

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

6. County Councillor's report - There was no County Councillor's report.

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7. District Councillor's report

District Councillor Robert Whiting reported that the Secretary of State has given his backing for a new "Super District Council" for East Suffolk, comprising Suffolk Coastal and Waveney - a National First.

The consultation period for future management of off-street car parks has finished and the responsibility for this will eventually be transferred from the Police to local Suffolk councils. This is likely to commence from April 2019.

Women on Wheels fundraising event has been rescheduled to Sunday 22nd April – money raised from this will go to the British Legion Poppy Appeal.

Details of the East Suffolk Photo competition have been announced.

Total Capital Investment for the district council is expected to be £43.45m over the period 2018/19 – 2021/22. Spending on Deben Pool renovations will total £3m.

Garden Waste Collection: £43 pa to be charged for emptying brown bins - details yet to be worked out, probably fortnightly collections will remain and new bins will be issued.

8. Finance

○ Reporting & authorisation of cheques/online payments:

Online payment: SALC/ seminar on Data Protection	£26.40
Online payment: J Metcalfe/new key box & padlock for field gate	£34.42
Chq no. 793 HMRC Tax Q3 on Clerk's salary	£272.20

○ Bank Balances:

Barclays Bank current account	as at 10.1.18	£6592.52
NS&I Savings account	as at 10.1.18	£3336.10

Steve Hicks performed a reconciliation of the bank statement and budget sheet and signed both to reflect this.

○ Budget

Budget for 2017-18 is on track, and a forecast balance of £7127 should be shown in the accounts at the end of this financial year. Allowing for £3100.00 earmarked funds, this will leave a usable £4027 to carry forward to the next financial year.

The budget figure required for 2018-19 was discussed and allowances made for slight increases in insurances and subscriptions plus 1% on Clerk's salary. Ground maintenance costs will also increase next year due to extra hedge trimming and possible increase in contractors' fees. Adrian Melrose proposed to remove the £800 allowed in the budget for the appointment of a DPO (as

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recommended by SALC) as this was deemed unnecessary, but to allow for extra insurance costs regarding possible breaches of Data Protection. This was seconded by Steve Hicks and unanimously agreed. £100 was included for miscellaneous expenditure.

- Setting Precept

Joan Metcalfe proposed to keep the Precept required for 2018/19 at £7500, the same level as the previous year and this was unanimously agreed.

9. Highways

The procedure for temporary road closures has changed – details will now only be circulated to parishes in which closures occur and not to neighbouring parishes but regular information will be available on www.roadworks.org.uk

Keith Carson has complained to SCC Highways about verge erosion in the centre of the village. Ruts in several places on the edges of the carriageway have been made steadily worse by large delivery vehicles and extra traffic due to recent road diversions. He received a reply saying that it is now Highways’ policy not to repair such ruts as “they will only reappear”. Sam Webber kindly offered assistance in repairing these ruts with a team of helpers and suggested a brief of what needs attention, should be made. Keith undertook to draw up a list of locations. Robert Whiting suggested the Co. Councillor should be asked to provide funds for obtaining materials such as aggregate, hi-vis jackets etc. A vote of thanks was extended to Sam.

10. Risk assessment update – it was agreed to defer this until next meeting in March.

11. Appointment of Data Protection Officer (DPO)

Joan Metcalfe offered to act as DPO for the council. She has spoken to the Information Commissioner’s Office who confirmed that it is in order for a councillor to take on this task – SALC has advised this has to be someone who does not have a conflict of interest. Adrian Melrose seconded the proposal.

12. Neighbourhood Plan – update

Keith Carson reported that the questionnaire to be circulated to parishioners is almost finished. There is a shortage of helpers but more aid is anticipated soon. The Ipswich firm Planning Direct has quoted for services to assist with the Neighbourhood Plan and a discussion ensued as to how much the council could legitimately spend on this. Joan Metcalfe proposed that we apply for the maximum grant of £15,000 from the Dept. for Communities and Local Government and this was seconded by Tim Llewellyn. Keith to follow this up.

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

None of the remedial work on these footpaths (as agreed with the landowners’ representatives at the site meeting on 31st Oct 2017 and followed up by letter) has been started yet. Clerk to chase progress and report back.

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14. Speedwatch/Welcome Sign with Speed Limit

No further news of the SIDS device for deterring speeding motorists, which was being purchased from residual funds from the disbanded 12PT. Clerk to ask the newly appointed clerk to Rushmere St Andrew parish for an update.

15. Defibrillator

Joan Metcalfe has contacted East of England Ambulance Service who has recommended a package from Wel Medical costing £1605 +VAT. This comprises a defibrillator in an external heated cabinet plus training costs. Approval for the location on the outside of the Village Hall has been obtained from the Village Hall Committee who will also fund the ongoing electricity costs.

Funds of £405.00 from Robert Whiting's ECB have been agreed and funds of £1100 from Robin Vickery's Locality budget have been pledged but neither amount has been received yet. Clerk to chase both.

16. Cyclists speeding along footpaths

Joan Metcalfe will look into ordering some warning signs to be placed on footpaths to deter cyclists from offending.

17. New bench/memorial plaque for the late Charles Lofts.

Adrian Melrose has chased Clarke & Simpson for agreement on the location for the bench and is waiting to hear from them.

18. Playing field inspection report

Joan Metcalfe reported that the Village Hall committee pay for the annual inspection of the equipment on the playing field but that this year, the items which the Parish Council is responsible for, had also been included as follows:

<u>Petanque/Boules Piste</u>	Weeds around edges of surface area to be removed. Fungus on site to be identified and removed if poisonous. Replace all rotting and missing timber edgings. Action: Clerk to contact Simon Hanson of the Boules Club re work to be done.
<u>5-a-side Football Pitch & Goals</u>	Treat any rusting metalwork and repaint. Reinstate eroded ground surfaces. Action: No action to be taken yet.
<u>Litter Bin</u>	Satisfactory – no work required
<u>Basketball equipment</u>	Reinstate surrounding surface levels to remove trip hazards. Post is slightly loose in its foundations – monitor this and repair as necessary. Action: Steve Hicks to monitor this.

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19. Co-opting a new councillor

No-one has yet been found to fulfil this role.

20. Correspondence:

- a) Secretary of State's announcement: Message to Leaders to Town & Parish Councils –Creation of a new super district for East Suffolk National First for East Suffolk.
- b) Ipswich Borough Council:
Statement of Community Involvement Review
- c) Headway Suffolk - requesting support/donations
- d) HMRC – Important changes to IT systems (mainly involving VAT claims)
- e) Pegasus Group – Proposed Telecomms installation for Argiva at Kesgrave ATE at Dr Watsons Lane.

21. AOB

It has been noted that the barn roof is being replaced at High Meadows in Butts Road. ESDC Planning dept is aware of this and will inspect the situation and keep the Parish Council informed.

There is a consultation on the planning application SCC/0235/17 relating to Kesgrave Quarry, Sinks Pit, to extend the permitted time to permit the removal of stockpiles and restoration of land, until 13th December 2019. This is largely due to the fact that they are unable to work between 1st May and 31st August because of dust and noise.

Date of next meeting: Wednesday 7th March 2018 at 7.00pm

The meeting ended at 9.15pm.

Signed