

**Minutes of Playford Parish Council meeting held at the Village Hall
at 7pm on Wednesday, 14th January 2015**

Present: Mrs Joan Metcalfe - Chairman
Mr Stephen Hicks - Vice-Chairman
Mrs Veronica Bunbury - Councillor
Mr Bob Coppillie - Councillor
Mr Tim Llewellyn - Councillor
Mr Peter Bellfield – County Councillor
Mr Steven Hudson – District Councillor

In attendance:
Ms Marian Rosling - Clerk

Also present:
Mr Ted Herrington,

Apologies for absence:
PCSO Sally Thomas – Police rep.

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

Joan Metcalfe declared an interest as a treasurer of Playford Village Hall committee.
Tim Llewellyn declared an interest as a trustee of Playford Village Hall committee.
This information was duly recorded.

2. To approve the Minutes from the meetings held on 5th November and 10th December 2014.

Joan Metcalfe proposed acceptance of both sets of minutes and this was seconded by Steve Hicks. The minutes were then signed by the Chairman.

3. Matters arising from the Minutes.

Ted Herrington pointed out that road C3311 referred to in para 12 of the November minutes was actually U3311 – the clerk undertook to change this.

Signed

4. Action Log Review

AP-71 David Chenery has confirmed that two of the spare yellow grit bins sitting in the Saxmundham depot can be allocated to Playford – the clerk has re-submitted the email pinpointing required location of the bins as the previous email apparently did not reach its correct destination.

AP-81 Repairs to Byway 19 - Debbie Adams of Eastern Area Highways, Saxmundham has reported that further damage has been done to the track by a local large farm vehicle and that she is pursuing the farmer to make good the damage. Materials for repairs to the track prior to this recent damage have still not been delivered but Debbie hopes to liaise with the farmer and the landowner to combine the repairs.

AP-90 Bridleway sign at junction of C324 opposite Church Road still not repaired although the clerk has been assured that a new sign has been ordered.

AP-92 Footpath no. 20 (through Alder Carr) - despite assurances that vegetation would be cut back in December, it has still not been achieved and will now need to wait until the Spring before it can be done.

AP-93 Situation with unregistered footpath from C330 to U3311 needs to be clarified. Clerk is in process of liasing with SCC as to the best way forward.

AP-94 Footpath no. 8 from Hill Farm Road to Lt Bealings - nettles and weeds have been cleared but a fallen tree has now completely blocked the path – this has been reported to Highways.

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

5. County Councillor Peter Bellfield's report

Peter Bellfield apologised for his prolonged absence which was due to ill health. He gave an overview of happenings at SCC:

Nine new gritters have been commissioned making a total of 39 in preparation for possible bad weather. This will mean that main priority routes can be gritted within 2½ hours and dealing with second priority routes will commence at 9.30am the following day.

Completion of the Energy from Waste Recycling Plant at Great Blakenham has been achieved on time and it is up and running. It should produce enough energy to power itself and 30,000 homes – excess heat produced will be used to heat two large greenhouses.

Signed

A new Youth Employment Centre for 16–24 year olds has opened in Ipswich. This is the first in the country and the programme aims to halve youth employment in the greater Ipswich area within two years. It will provide expert advice and help with CV's and job interviews.

It is anticipated that the extra £10m being pumped into better Broadband facilities will result in 95% coverage by 2017, however, it has not been confirmed that Playford will benefit in the near future. Moves are also afoot to push mobile phone networks into improving their coverage in the area.

Road speeds: A paper has been produced for the extension of speed limits. This had previously put on hold but is now back on the agenda. Peter Bellfield has written to Graham Newman, SCC cabinet member for Roads, Transport & Planning, putting forward suggestions for a boxed area with a 40mph limit inside – this would stretch from the A1214 to the south, the A12 to the east, the A1120 to the north and the A140 to the west and where there is a 30mph limit, this should be retained. The increase in both major and minor accidents in the area is mainly due to excessive speed. Schemes such as this are already in place in Devon (the whole of Dartmoor) and also in parts of rural Surrey. Anyone wishing to comment or add support to this idea may write to Eastern Area Highways, at Saxmundham.

A stretch of the road between Grundisburgh and Tuddenham is to be closed for six weeks commencing 9th Feb 2015 to enable essential repairs to be carried out to the carriageway. Peter is asking for this period to be shortened if at all possible, to limit disruption.

There may be funds available in the next financial year from SCC's Locality Budget to help towards the cost of painting the river bridge at Playford.

Peter Bellfield left the meeting at 7.40pm.

6. District Councillor Steven Hudson's report

Steven Hudson reported on happenings at SCDC – he has been involved with the Annual Governance report but since this is confidential he cannot divulge any details.

Playford is designated for zero development in the Local Development Framework.

Money is still available in the Communities Enabling Budget but this must be used by the end of this financial year. There may be up to £1000 available for Playford to use possibly towards sand-blasting and repainting the river bridge – Joan Metcalfe to email him with details of this.

Steven Hudson left the meeting at 8.00pm.

Signed

7. Police Report.

PCSO Sally Thomas was unable to attend the meeting but sent in the Police report for Kesgrave & District SNT – there have been a number of thefts from motor vehicles in the Kesgrave area which is causing concern. Priorities are also in tackling anti-social behaviour and monitoring speeding in the area. The 12PT reports show one assault in Playford in November and two people being charged with going equipped to steal in Playford in December.

For more details - see the Police report appended at the end of these minutes.

8. Finance

○ Reporting & authorisation of cheques:-

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|-----|-------------------------------|---------|---------------------------------------|
| 745 | HMRC | £124.20 | 3mths tax on clerk's salary |
| 746 | Old Parsonage Garden Services | £165.00 | Grass cutting Oct + Hedge-trimming |
| 747 | M J Rosling | £21.88 | Clerk's expenses |
| FPS | Joan Metcalfe | £22.22 | Break Glass for field gate |

○ Bank balances:

| | | |
|-------------------------------|----------------|----------|
| Barclays Bank current account | as at 31.12.14 | £3973.71 |
| NS&I Savings account | as at 31.12.14 | £1779.12 |

○ Budget Forecast for 2015/2016:

The clerk had prepared a draft budget for 2015/2016 and a discussion of the forecast figures ensued. Most of the expenditure will not change by much (i.e. SALC subscription up by £3, insurance costs may increase by a similar amount, hall usage should stay the same, donation to the Benefice magazine will remain at £100. It was agreed at the previous meeting that the hedges surrounding the playing field would benefit from an extra cut per year so the annual cost of grass and playing field maintenance will rise by approx £190 as grass cutting costs have increased to £52.50 per cut. Allowance must be made for the forthcoming elections in May 2015 – if the Parish Council elections are not contested, the costs of this should be around £100. It was felt that a sum of money should be set aside as contingency to cover any emergency or event such as a accident on the playing field or a tree falling down – this could well be recovered from the insurance policy but it may be necessary to have some readily available funds.

It was agreed by all to keep the Precept at the same level for next year – Joan Metcalfe proposed this and it was seconded by Veronica Bunbury. It was also agreed to transfer £1500 from the current account at Barclays to the NS&I Savings account to allow for any emergency payments. Joan Metcalfe proposed this and it was seconded by Steve Hicks.

Signed

- Changes to audit procedures:
In December 2014 the Government issued a code of recommended practice for parishes with a turnover of less than £25K in March 2015. This states that effective from April 2017, such small parishes would be exempt from the external audit but instead would be obliged to publish annual figures itemising all transactions of expenditure greater than £100, the end of year accounts, the annual governance statement, the internal audit report, a list of councillor or member responsibilities and the details of public land and building assets– all of the above items must be published on a website which is publicly accessible and free of charge.

- SALC recommended increase to Clerk’s salary:
The National Joint Council for Local Government Services has reached an agreement on new pay scales for 2014-2016 to be implemented from 1st January 2015. This includes a one-off payment of £100 (pro rata) in December 2014 as the pay rise is not back-dated and new rates to commence in January 2015.

- Grass cutting contract 2015:
Hedge cutting costs remain the same at £120 per cut (including waste removal) and grass cutting is now £52.50 per cut – this will amount to £990 per annum if 12 grass cuts are achieved but in practice it is usually less than this. Joan Metcalfe proposed acceptance of this and it was seconded by Veronica Bunbury. Clerk to confirm this with the contractors, The Old Parsonage Garden Services.

9. Highways

Speeding through the parish continues to be an issue. Ted Herrington commented that the police had said it was not safe to monitor speeding through villages as there was no room to pull motorists over. It was suggested that speed limit roundels may be the answer to reminding drivers to slow down or possibly flashing signs - prices for the latter can be considered at a later date when funds permit. Solar powered devices which display speeds of vehicles may also be an option.

10. Risk Assessment Update

The schedule drawn up and discussed at the previous meeting was updated to add inspecting the village sign and notice board regularly for damage and to include the new bench in this – the bench also needs to be added to the insurance policy, clerk to arrange this. Funds need to be earmarked for any emergency which may arise and for any eventuality which requires specialist action such as tree disease. It was decided to allow £500 for extra maintenance required for upkeep of hedges and grass areas and £300 for any eventuality regarding trees. £350 is to be set aside for any repairs to the Boules Piste and £150 to replace any sand bins as required. £500 is to be set aside for fence repairs and £200 for possible repairs to the goal posts and worn grass in front of them. A minimum of £2000 will be needed for this.

Signed

Concerns have been raised about inappropriate use of the Glass Recycling facilities in the village hall car park and Veronica Bunbury has drafted a reminder to be published in the Benefice magazine and circulated to parishioners via Googlemail regarding this. It was also decided to include in the schedule to check that the village dog litter bin was emptied regularly as this could pose a health risk if neglected.

Tim Llewellyn stated that financial risks should also be considered, regarding money in transit, cheques etc or any documents kept at the clerk's premises and possible fraud. He undertook to upload a document itemising requirements which could subsequently be adopted. Clerk to check exactly what is covered by the insurance policy.

11. Outdoor Playspace funds.

The current application for funds from the Playspace scheme is with Sarah Shinnie at SCDC. The Boules Club members have objected to the surface of the Boules Piste being used in conjunction with basketball activities and so a different location must be agreed upon and more funds will be required for creating hard-standing for this. There appears to be extra funding available in the Enabling Communities Budget and invoices will need to be submitted to apply for this. Clerk to arrange this. Also a meeting must be arranged in daylight to view and agree upon another suitable site for the location of the basketball post.

12. Painting railings over river bridge.

Paint samples sent off for analysis have been found to contain lead and a quote has been obtained from Colin Godfrey of the Structures Maintenance team at SCC. It will cost between £8000-£10,000 for erecting scaffolding, sand-blasting and cleaning the structure and finally repainting it. This is not possible without the help of grants and extra funding - Peter Bellfield may be able to contribute £2000-2500 out of next year's SCC Locality Budget but a fund will need to be set up to save towards the total cost. In the meantime a working party could be arranged from within the village to clear moss, weeds and undergrowth from around the bridge to improve the overall appearance.

13. Correspondence received:

- a) A letter has been received from the Local Association Information Services (LAIS) regarding the Parish Polls Consultation on the government's intention of modernising parish poll regulations, LAIS 1371. Details of this may be found at <https://www.gov.uk/government/consultations/parish-polls> and the deadline for comments is 30th January 2015.

Signed

- b) A letter has been received from Barclays Bank plc confirming their acceptance of Tim Llewellyn as a signatory to the current account held with them.
- c) A letter has been received from SCDC reminding us that it is Holocaust Memorial Day on 27th January 2015 (this date marks the 70th anniversary of the liberation of Auschwitz-Birkenau) and inviting us to arrange a commemoration.
- d) A letter has been received from Ipswich Borough Council informing us of a public consultation on two planning documents between 12th December 2014 and 5th March 2015. This is the proposed submission stage and the council is inviting comments. For more details please visit: www.ipswich.gov.uk/consultations

14. AOB

- a) Thanks to Ted Herrington who has kindly cleaned the road sign in the village and the sign post on the village triangle – this has greatly improved their appearance.
- b) Tim Llewellyn will put a notice in the Benefice magazine asking parishioners to consider putting themselves forward as prospective candidates for the parish council election in May this year and to contact the clerk for further details.
- c) The parish council are very grateful to Gill & Edward Morgan who have cleaned up the telephone box on the village green as it was very dirty.
- d) Thanks also to be extended to William Stennett for cutting the hedges in Butts Road and opposite Sonnet House and in Brook Lane.

15. Date of next meeting: Wednesday 4th March 2015

The meeting ended at 9.30pm

Signed