

**Minutes of Playford Parish Council meeting held at the Village Hall  
at 7pm on Wednesday, 3<sup>rd</sup> September 2014**

**Present:** Mrs Joan Metcalfe - Chairman  
Mr Stephen Hicks - Vice-Chairman  
Mrs Veronica Bunbury - Councillor  
Mr Tim Llewellyn - Councillor

**In attendance:**  
Ms Marian Rosling - Clerk

**Also present:**  
Mr Ted Herrington,  
Mrs Judith Dunnett

**Apologies for absence:**  
Mr Peter Bellfield – County Councillor  
Mr Steven Hudson – District Councillor  
PCSO Sally Thomas – Police rep.  
Mr Bob Coppillie - Councillor (apologies received retrospectively due to an emergency)

**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 2<sup>nd</sup> July, 22<sup>nd</sup> July & 19<sup>th</sup> August 2014**

Para 13 of minutes of meeting held on 2<sup>nd</sup> July was amended to add the words (funds) ” to be used to improve parish amenities”. The rest of minutes were unanimously approved and the signed by the Chairman.

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

Signed .....

**4. Action Log Review**

**AP-81** Condition of Byway 19 - Clerk will contact Debbie Adams for an update on this.

**AP84** – Blocked drain on RH side of Church Lane going out of village. This has not been fixed yet – clerk to chase.

**AP85** - STOP sign at exit of village hall car park has now been mended by the Highways dept.

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

**5. County Councillor Peter Bellfield report.**

Peter Bellfield is still recovering from his recent illness, he is working from home but unable to attend meetings at present. He conveyed to the clerk that he wishes to be contacted if there is anything to be taken up by him on behalf of the Parish Council.

**6. District Councillor Steven Hudson**

Steven Hudson was unable to attend due to serious illness.

**7. Police Report.**

PCSO Justin Moss has been transferred to Kesgrave area but he sent in a final report saying that there were no crimes reported in Playford for June and July of this year. The Police priorities at the moment are in tackling anti-social behaviour in parts of Kesgrave and Rushmere St Andrew and monitoring speeding within Kesgrave SNT including villages within the districts IP5 & IP6.

PCSO Moss’s full report can be seen appended to the minutes on the village website.

**8. Finance**

- o Reporting & authorisation of cheques:-

A cheque was signed for:  
 738 M J Rosling                                £21.49    Clerk’s expenses.

Signed .....

- Budget review:  
The current state of the on-going budget was looked at closely. We have extra funds at present due to the proceeds of the sale of the Pocock paintings and from renting out the village playing fields for events. It was felt that more could be spent on improving the look of the village in addition to replacing the bench on the Green. The railings on either side of the river bridge are badly in need of cleaning and repainting and the clerk will obtain quotes for this work. Also the grass verge on the LH side of Brook Lane would be greatly improved by more frequent cutting and the clerk will contact the contractors to arrange this.
  
- Bank balances:  
Barclays Bank current account as at 31.8.14      £2515.62  
NS&I Savings account                      as at 31.8.14      £1779.12
  
- Approval and Acceptance of Annual Report:  
The Intermediate and External Audits for the year ended 31<sup>st</sup> March 2014 are now complete and a notice advertising the Conclusion of Audit has been placed on the village notice board. The Annual Report was circulated to all councillors and noted. Joan Metcalfe proposed acceptance of the report and this was seconded by Steve Hicks.
  
- Issues arising from the Annual Report.
  - i)      The Precept Grant of £310.42 from SCDC had been entered in Box 3 instead of Box 2 in Section 1 of the accounting statement.
  - ii)     Budgeting procedures – although these had been satisfactorily carried out they had been inadequately minuted.
  - iii)    Risk Assessment – there was inadequate evidence that the Risk Assessment had been carried out and no adoption of the policy was minuted.

The council and clerk resolved that in future, these points would be more closely observed.

- Online banking:  
“View- Only” procedures have now been set up so that the state of the Bank account can now be checked online by the Chairman and Clerk. Although forms enabling transactions to be carried out online have been requested by the Clerk, these have not yet been received for completion. The Clerk will contact Barclays Bank again.

Signed .....

**9. Highways**

Although sand covering the kerb near Mr & Mrs Herrington's house in Boot Street has been repeatedly reported to Highways by them, nothing has been done to clear it. Clerk to follow this up.

**10. Governance & Accountability procedures.**

This is a large document produced by the Joint Practitioners' Advisory Group (JPAG) in March this year. It covers the legal framework within which all councils must operate and gives guidance on accounting procedures and the completion of the annual return. Because it was felt that councillors need more time to fully digest the contents of this, it was resolved to defer discussion until the next meeting.

**11. LAIS changes to Rights of Way**

LAIS1367 contains information about the Deregulation Bill. The only parts relevant to Playford appear to be clauses 21-27 which concern rights of way. Local authorities are required to maintain and keep under review definitive maps and statements showing public rights of way in their area. There is a cut off date of 1<sup>st</sup> January 2016 after which time all footpaths must be registered and cannot be altered. Tim Llewellyn offered to try and obtain a definitive map for the Playford area. Our current footpath map (which has recently been obtained from Highways dept.) does not give enough detail clearly. The matter can then be discussed at the next meeting.

**12. Amendments to Legal Topic Notes (LTN's) & subsequent changes to Standing Orders**

These changes mainly refer to photography and recording laws as applied to council meetings – they have now been extended to include real time and streaming. No recording of any sort is permitted without the council's prior written consent. Joan Metcalfe has amended para 3.15 of Playford's Standing Orders to reflect this. Joan has also amended para 3.3 regarding approval of a councillor's absence from a meeting. Joan proposed acceptance of these changes and this was seconded by Tim Llewellyn. The new changes will be incorporated into the version currently on the village website as soon as the minutes are published.

**13. Individual Electoral Registration.**

The way we need to register to vote has changed and is now the responsibility of the individual rather than the householder. The clerk attended a meeting in July given by the Electoral Services dept. at the SCDC office in Melton, where the process of transferring data from DWP information on to the Electoral system was explained together with the on-going problems of chasing up inaccuracies and discrepancies. The new system of course has to be fully up and running by the forthcoming elections in May 2015.

Signed .....

Postal votes and proxy votes may not be automatically switched over to the new system if there is not an exact match on the data and a person's ID is not confirmed so if anyone relies on a postal vote and they have not had a letter of confirmation that this will be continued, they should contact the Electoral Services on 01394 444324 for advice.

**14. Outdoor Playspace funds.**

Steve Hicks has now obtained a new quote for the basketball net & post and the application for funds can now be submitted.

**15. Purchase of new bench for Village Green**

Will Gibson from SCDC's Enabling Communities team rang the clerk regarding the funding that District Councillor Steve Hudson had promised. A quote of £511.20 (inc VAT) has been obtained by Joan Metcalfe from Realise Futures for a bench made from recycled materials and this would include a commemorative engraving and installation and fixing costs. It was agreed that the inscription should read: "To the memory of Geoffrey B Pocock 1879-1960, artist of this parish" and that a 1.8m bench would be the optimum size. The clerk has downloaded an application form for funds from the Enabling Communities' budget and can now complete it. It was also decided that a new grit bin was required on the Green as the old wooden one is beyond repair. The clerk will obtain a quote for another grit bin similar to the three purchased in July 2012 and submit this along with the quote for a new bench.

**16. Booking of Playing Fields July 2015**

An application has been received by the clerk for the use of the playing field grounds at a wedding reception on 11<sup>th</sup> July 2015. Terms and conditions have been agreed by the applicant and a fee of £50.00 will be charged. Joan Metcalfe proposed acceptance of this application and it was seconded by Veronica Bunbury.

**17. Bottle Bank issues**

Refuse continues to be left beside the Bottle Bank and regularly has to be removed by councillors or other public-spirited parishioners. Joan Metcalfe has been in touch with Refuse & Recycling dept. at SCDC and they can investigate any rubbish deposited, with a view to tracing the culprits by addresses etc. left on the items. However, it was felt that this was a somewhat inexact science and that an extra wheelie bin could be provided for the use of such rubbish at a cost of £30 pa. Joan Metcalfe undertook to organise this.

Signed .....

**18. Correspondence received:**

- a) A letter has been received from Community Connect regarding the proposed development of land west of Westerfield Road, Ipswich to advise us that initial planning permission has been sought for Phase 1 of the project which is for the development of 80 homes.
- b) A letter from Ipswich Borough Council has been received, advising us that outline planning permission is proposed for a mixed development of up to 815 dwellings to the south of Westerfield Road, Ipswich with a district centre of retail shops, financial services, restaurants, pubs and takeaways. These plans can be inspected at the Town Hall in Ipswich.
- c) SALC has issued an update to the Suffolk Local Code of Conduct to maintain the high standards of conduct within its area.
- d) Polling Station Review Consultation: A review of all polling districts, places and stations is required to be carried out by the end of December 2014 and a notice to this effect has been placed on the village notice board. There are no recommendations for any changes at Playford.
- e) Ipswich Local Plan: Ipswich has published its Draft Ipswich Urban Character Supplementary Planning Document (SPD) for public consultation from 8<sup>th</sup> August until 25<sup>th</sup> September 2014. Documents may be inspected at: [www.ipswich.gov.uk/consultations](http://www.ipswich.gov.uk/consultations) and at various locations in Ipswich – please ask the clerk for further details if necessary. Comments may be submitted by email to [planningandregeneration@ipswich.gov.uk](mailto:planningandregeneration@ipswich.gov.uk)
- f) The Local Government Boundary Commission have made their final recommendations for boundary changes and this can be viewed at <http://consultation.lgbce.org.uk> or if you require a paper copy please ring Heather Fuller on 020 7664 8534. Their recommendations for Playford are broadly as we had hoped; a new ward named Fynn Valley has been created and will comprise the villages of Playford, Swilland, Tuddenham, Westerfield & Witnesham.
- g) Philip Watkins, director of Eastern Edge has replied apologising that the siting of the EAOW1 notices of proposed works were not ideal. By the time he looked at them, the notice period had expired but he has taken our comments on board for next time.

**19. AOB**

- a) Joan Metcalfe has obtained a price of £30 for a sign to deter people from parking outside the gates to the playing field thus blocking the entrance for emergency vehicles if required. She proposed acceptance of this suggestion and it was seconded by Tim Llewellyn.

Signed .....

- b) Tim Llewellyn suggested we might consider a blue plaque for Anna Airey's cottage and will look into it.
- c) Ted Herrington enquired about the pile of logs which has still not been removed from the playing field and was told that Bob Coppillie is looking for a trailer to do this.
- d) Planning decisions are no longer communicated to the clerk by post. Decisions on planning may be found on the SCDC website and an email will be automatically sent if an interest is registered. The clerk will do this in future so that the information can be passed on to the council.
- e) Ted Herrington has now kindly trimmed back the offending trees overhanging the village hall car park.

**20. Date of next meeting:** Wednesday 5<sup>th</sup> November 2014

The meeting ended at 8.56pm

Signed .....