

**Minutes of Playford's Annual Parish Council meeting held at the Village Hall
at 7.00 pm on Wednesday 4th May 2016**

Present: Mrs Joan Metcalfe - Chairman
Mr Steve Hicks - Vice-Chairman
Mr Tim Llewellyn - Councillor
Mr Ted Herrington - Councillor
Mr Adrian Melrose - Councillor
Mr Neil Tibble - Councillor

In attendance:
Ms Marian Rosling - Clerk

Also present:
Mr Eric Metcalfe
Mrs Sally Herrington

1. Election of Chairman

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

2. Apologies for Absence

Councillor Adrian Melrose was absent, no apologies received.

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

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

4. Appointment of Officers:-

Tim Llewellyn proposed Steve Hicks as Vice-Chairman, this was seconded by Joan Metcalfe. Tim Llewellyn proposed Joan Metcalfe as the Village Hall representative and this was seconded by Steve Hicks. Ted Herrington agreed to continue with the task of 12PT/SNT rep –this was proposed by Joan Metcalfe and seconded by Tim Llewellyn. Joan Metcalfe proposed that the clerk should enquire whether Colin Grimwood would be prepared to do the internal audit for 2017 and this was seconded by Tim Llewellyn. Steve Hicks will continue with his role of Footpaths Officer.

Robert Whiting left the meeting at 7.10pm

5. To approve the Minutes from the Meetings held on 2nd March and 11th April 2016, including the notes of the site meeting held on 6th April 2016.

These were approved en bloc and acceptance was proposed by Tim Llewellyn, seconded by Neil Tibble and the minutes were signed by the Chairman as a true record.

Signed

6. Matters arising from the Minutes

It was agreed by all that no progress was being made in resolving the planning issues with Airys Cottage. Joan Metcalfe proposed the clerk should write to Robert Whiting to ascertain whether pre-planning advice had been sought from SCDC and whether the nature of this advice could be revealed.

Tim Llewellyn asked whether any responses had been received from prospective candidates for a new councillor – there were none.

7. Action Point Review

- **AP81 –Byway 19.** No further progress has been made. This will be carried forward to the next meeting.
- **AP91- Verges and ditch at lower end of Hill Farm Road.** Suffolk Coastal Norse Ltd has now trimmed the verges at the Parish Council’s expense. The clerk approached Clarke & Simpson who are currently responsible for the upkeep of the adjacent fields, and the hedges have now been trimmed by them and the ditches cleared.
- **AP93 -Unregistered footpath from C330 to U3311.** See agenda item.
- **AP98 -Temporary repair at the junction of Butts Road and Brook Lane.** Tarmac has fallen away again and repair has not been successful –we are still awaiting further remedial work – Clerk to chase.
- **AP100- Arm fallen off signpost at junction of C324 and Church Road –** this repair is still outstanding. Clerk to chase.
- **AP104 - Splay at junction of C324 and Church Road** has not been sufficiently well cut back and is impeding vision. This has been reported and chased up repeatedly but SCC Highways reported in February that no action was necessary. No progress with this but it was resolved to leave it as the EAOW depot will be constructed in this vicinity soon so the problem should then be taken care of.
- **AP106 - FP9 & FP13 overgrown with brambles.** This is in the hands of the contractors and we are still awaiting some action. Clerk to chase.
- **AP108 - Fallen laurel tree on left of Spring Meadow** at bend just beyond layby. This has been dealt with but debris still remains. Clerk to ask Suffolk Coastal Norse Ltd for a quote to remove this.
- **AP 114 - FP20 blocked by fallen branches at Alder Carr –** clerk to report.

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

Signed

8. Finance

○ Reporting and authorisation of Cheques

Online payment	£100.00	Donation to Benefice Mag 2015/16
Cheque No 769	£124.20	HMRC (3 mths tax Clerk's salary)
Online payment	£183.74	M J Rosling – clerk's salary & expenses
Online payment	£714.36	Hexasports Ltd – basketball equipment

Bank balances: Barclays current account £5558.04
 N S & I savings account £3316.17

The first instalment of the Precept £2276.79 was received on 29th April 2016 (this includes £26.79 precept grant).

It was agreed to pay this year's donation of £100.00 to the Benefice magazine immediately and a cheque no. 100771 was signed for this.

○ Statement of Accounts 2015 /2016

The Annual Return and Statement of Accounts were circulated to all councillors in advance and discussed at the meeting. The Annual Governance Statement 2015/16 was read out by the Chairman and was approved by all Councillors and signed by the Chairman and Clerk. However the internal audit has not yet been completed and so it was decided to convene another full meeting on 1st June 2016 for the purpose of approving and accepting the Accounts.

The Annual Return is due to be sent off for the external audit at BDO LLP by 6th June 2016. Anyone wanting to inspect the accounts may do so at the Clerk's house between 3rd June and 14th July 2016 by prior appointment.

○ Authorisation of Clerk's salary:

The continuation the Clerk's salary and expenses at the same rate as the previous year was proposed by Tim Llewellyn and seconded by Joan Metcalfe though it was suggested that this might later be reviewed for 2017-18.

○ Annual Insurance renewal:

The annual AON insurance premium has been fixed for three years but as Insurance Premium Tax has been increased, the renewal will be £352.11 this year.

○ Pricing of Assets - review:

It was decided that the value of sand bins in the village should remain at £700.00, and should depreciate at 25% per annum over 4 years. The bench on The Green should be £450.00, depreciating at 10% per annum over 10 years and the village sign should be £2000.00 with no depreciation factor.

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

It was agreed that the new basketball post be included on the insurance policy.

Signed

9. Highways - No issues

10. Outdoor Play Space Scheme

A date of 16th May 2016 has been agreed for the work to be done on the hard surface and the installation of the basketball post. Clerk to report to Sarah Shinnie of Outdoor Playspace Scheme so that the outstanding balance of the funds can be obtained.

11. Neighbourhood Plan - progress

Hilary Hanslip, Principal Planning Officer SCDC, said at the meeting held on 23rd March 2016 at SCDC offices, that Playford was probably adequately covered by statutory Land Use policies and Countryside policies and that it may not be worth our time in setting up a specific Plan of our own. This will be discussed again at a later date.

12. Kesgrave Town Council – Neighbourhood Plan issues

Kesgrave TC is planning to incorporate the area of Playford Heath and the land on which Kesgrave School is situated, in its Neighbourhood Plan. The land on which the school is built was made over to Kesgrave in the 1980's but Playford Heath is still within Playford's remit - it was unanimously agreed by councillors that this proposal was unacceptable and that the clerk should write to the clerk of Kesgrave TC saying that Playford does not accept it. Copies to be sent to their chairman Neal Beecroft-Smith, to Hilary Hanslip and to Robert Whiting.

13. Speedwatch

No further progress with this project as yet, other than funds of £700.00 having been received from SCDC via the Locality Budget. No more volunteers have come forward as yet though requests are to appear in the Benefice magazine and the Grundisburgh News.

14. Byway 19 progress

This is to be held over until the next meeting

15. Unregistered footpath from C330 to U3311

More evidence forms verifying the existence of this FP have now been received. Joan Metcalfe will now progress this further

16. Correspondence:

- a) Suffolk Constabulary and Suffolk Police and Crime Commissioner have written detailing their significant review of local policing.
- b) EAOW One – Notice of decision of Secretary of State for a non-material change to the Offshore Wind Order for 2014.

Signed

- c) LAIS update received regarding the internal audit procedures for 2016 and LAIS 1389 detailing the new Governance and Accountability Guide and the launch of a consultancy to facilitate the Universal Service Obligation for Broadband speeds.
- d) An A2 size Definitive map and Statement has been received, also a pdf of an A3 version which can be printed onto 2 x A4 sheets.
- e) Requests for donations have been received from the DAS and Helimedi.
- f) Colin Noble, leader of SCC wrote to announce the sad death of County Councillor Peter Bellfield which occurred on 23rd April 2016.

17. AOB

- A suggestion has been received that a warning sign be placed in Church Lane denoting the entrance of the footpath down to the children's play area on the playing field as drivers in Church Lane do not seem to always consider this. Clerk to report this to Highways as a safety issue.
- The top of the footpath from Spring Meadow into Church Lane is very muddy as cars parking there have churned up the grass, forming deep wheel ruts. The drains appear to be blocked – clerk to report this to Highways.

16. Date of next meeting: 6th July 2016 at 7pm

The meeting ended at 8.55 pm

Signed