

**Minutes of Playford Parish Council meeting held at the Village Hall
at 7pm on Wednesday, 5th November 2014**

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

In attendance:
Ms Marian Rosling - Clerk

Also present:
Mr Ted Herrington,
Mrs Sally Herrington

Apologies for absence:
Mr Peter Bellfield – County Councillor
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 meeting held on 3rd September and to sign a minor amendment to the minutes of meeting held on 2nd July 2014.

The Minutes were signed by the Chairman

3. Matters arising from the Minutes

None

Signed

4. Action Log Review

AP-71 We are still awaiting the replacement of sand bins demolished on Butts Road in June 2013 by verge trimming vehicles. David Chenery will advise the clerk when this will be done but it would appear that the wisdom of only cutting the verges once instead of twice a year is being queried by SCC.

AP-81 Repairs to Byway 19 - Clerk is still awaiting a report from Debbie Adams of Saxmundham Highways dept. for an update on this.

AP-84 Blocked drain on RH side of Church Lane going out of village. This appears to have been fixed but a watchful eye will be kept out for further leaks.

AP-86 Build up of sand/silt covering kerb near Clematis Cottage. This has now been removed.

AP-87 Safety issue of horses & riders exiting onto Butts Road from Footpath halfway up hill to north of the village. Highways dept. will not allow a mirror to be placed on the opposite bank to aid visibility so there is little that can be done other than monitor the situation. It has been suggested that riders should use a safer exit.

AP-89 Footpath no. 8 from Hill Farm Road to Lt Bealings. This is overgrown again with nettles and schoolchildren are having difficulty using it. This has already been reported to Highways who said they would attend to it during school half-term holiday – this was not done, clerk to chase it up.

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

5. County Councillor Peter Bellfield's report

Peter Bellfield is still not back to full strength but hopes to be able attend the next meeting in January 2015. He reported via the clerk that Education in Suffolk is now heading in the right direction and that the percentages of children attaining the expected level of achievement have improved in Keystages 1 & 2 to bring them in line with and in some cases above the National Average. The statistics regarding GCSE passes were slightly down due to the way that they are now being recorded, but had not dropped as much as the National Average.

Another £10m is being pumped into better Broadband coverage.

Mr Bellfield stressed that he is available to be contacted if there is anything to be taken up by him on behalf of the Parish Council.

Signed

6. District Councillor Steven Hudson's report

Steven Hudson gave a brief report on happenings at SCDC.

He pointed out that the new ward boundaries adopted in the recent Boundaries Commission reorganisation include the northern part of Rushmere St Andrew along with the five parishes of Playford, Tuddenham, Witnesham, Westerfield & Swilland which form the new Fynn Valley ward.

The annual audit of SCDC's finances went well. Plans are proceeding with the move of the HQ offices at Melton Hill to an as yet undisclosed location as the present premises are now too small.

There are still funds available in the Enabling Communities budget for further improvements to the parish.

Ted Herrington enquired why parish councils are not now being automatically advised of the outcome of planning applications. The planning website is not particularly user-friendly and it is not easy to quickly ascertain the position of planning decisions online.

Veronica Bunbury enquired why locals were regularly getting two copies of "Coastline" magazine, one is individually addressed and the other is delivered to all households unaddressed – this seems a waste of council resources.

Steven Hudson will look into the above two matters.

7. Police Report.

PCSO Sally Thomas was unable to attend but the 12PT report shows no crimes reported in Playford for the last two months. However, there was one report of harassment.

8. Finance

o Reporting & authorisation of cheques:-

739	Suffolk Coastal Services Ltd	£30.00	Extra refuse bin
740	HMRC	£121.50	3mths tax on clerk's salary
741	Old Parsonage Garden Services	£135.00	Grass cutting Aug/Sept
742	Joan Metcalfe	£97.48	reimbursement for signs & engraving of plaque
743	M J Rosling	£21.18	Clerk's expenses
744	Glasdon UK Ltd	£152.34	Grit bin

Signed

2014/15-27

- Budget review:
The on-going budget was discussed. The second half of the Precept and Precept grant (totalling £2405 .21) was received on 30th Sept. and £891.00 has been received from the Enabling Communities budget at SCDC to cover the cost of having the notice board refurbished, the cost of the new bench on the village triangle and the new grit bin. The budget is well on track and Joan Metcalfe suggested that money is spent on more frequent hedge trimming to keep the village looking tidy. The clerk will convey this to the contractors and also request a quotation for grass and hedge trimming services in 2015 so that this can be discussed at the next meeting. It was felt that the hedges should be cut three times per year as they are of mixed species and some parts grow faster than others. The budget for 2015 will be approved at the next meeting.

Bank balances:

Barclays Bank current account as at 31.10.14	£4863.68
NS&I Savings account as at 31.10.14	£1779.12

- Online banking:
Online payments are now being transacted although the latest payment to The Old Parsonage had failed due to an (undetermined) technical reason and a cheque had to be sent instead.

Changes to the Financial Standing Orders are required so that the clerk (who is deemed the originator by the bank) can set up payments and ask for them to be authorised by another signatory online. Where the beneficiary of any payment is the clerk or the authorising co-signatory, these payments must first be sanctioned and minuted by the council. Joan Metcalfe proposed to adopt these changes and it was seconded by Veronica Bunbury.

- New signatory:
It was agreed by all to add Tim Llewellyn to the list of authorised signatories on the Barclays current account. Clerk to obtain the necessary forms to implement this.

9. Highways

The verge along the lower part of Hill Farm Road is not being regularly trimmed by Highways dept. and also, concerns have been raised about the amount of garden rubbish deposited in the ditch at the side of the road. The clerk will report the matter to Highways and request that this area is included in their cutting schedule.

Veronica Bunbury reported that local footpaths in general were not being kept trimmed back to a reasonable standard by Highways. Their cutting schedule was not frequent enough. In particular, the money spent on improving FP 20 through Alder Carr in recent years was in danger of being lost, as the path is deteriorating through lack of maintenance. It was felt that Peter Bellfield could perhaps take this up on the council's behalf and the clerk undertook to bring the matter to his attention.

Signed

2014/15-28

Ted Herrington reported that the road sign at the junction of C324 and the bridleway which starts opposite to Church Road, is in need of repair, Clerk to report this to Highways.

Steven Hudson left the meeting at 8.10pm

10. Governance & Accountability procedures.

Councils must meet their public accountability duties each year by completing the Annual Return issued by JPAG. This covers the legal framework within which councils must work. Joan Metcalfe stressed the need to expound this at the Annual Parish Council meeting when this is agreed each year in May.

11. Risk Assessment Update

Joan Metcalfe has drawn up a table of items to be considered necessary to form the Risk Assessment schedule and this was circulated to all councillors prior to the meeting.

The playing field is to be checked regularly for any hazards; broken glass, molehills, rabbit burrows etc and the condition of the trees is to be regularly checked by an expert. An emergency contingency fund is to be kept in case tree surgery or lopping is required, contingency funds may also be required to replace/fund extra sand bins in winter. The goal posts on the five-a-side football pitch must also be checked regularly. If anyone hiring the field erects a marquee or bouncy castle, then the contractors supplying these items must have public liability insurance in place.

Parking is often a problem as visitors to the grounds sometimes block the field gates which need to be kept free at all times for emergency vehicles to gain access. This is despite notices having been placed to deter cars from parking in front of them. Keys to the gates are kept in various locations but it was proposed by Joan Metcalfe that a Break/Glass kit was purchased for the gates for emergency use– this was seconded by Veronica Bunbury. It was felt that an additional sign was not required for cautioning drivers of vehicles to watch out for pedestrians in the car park.

The area of the bottle bank also needs regular checking for broken glass in its vicinity.

The schedule will be reviewed and finalised at the next meeting.

12. LAIS changes to Rights of Way

Pathway from C330 to C3311 needs to be registered. Evidence is required from people using this path to back up the application. Clerk to enquire from SCC Public Rights of Way as to the procedure.

13. Outdoor Playspace funds.

This has been delayed due to the corrections to quote not being obtained but will be submitted shortly

Signed

2014/15-29

14. Painting railings over river bridge

Paint samples have been taken from the railings and sent off for analysis to ascertain whether there is any lead in them as part of the Health & Safety procedures that must be performed before permission can be granted by Highways to have the bridge cleaned up. This may affect the cost of the work to be carried out so no progress can be made until we have the results.

15. Car parking at the village hall

Joan Metcalfe produced a plan of the village hall car park, drawn up by Tim Llewellyn, showing 35 spaces for cars and marking the areas to be kept clear for emergency vehicles, should the need arise. She proposed to talk to the village hall committee at their meeting the following evening and suggest it be issued to people hiring the hall so that parking arrangements are made clear to all. Also, a copy can be displayed for walkers and other people using the car park but not necessarily the hall. Bob Coppillie seconded the motion.

16. Parish Council Meeting dates for next year.

The Parish Council will meet in the Parish Hall on the following Wednesdays in 2015 at 7.00pm (apart from the Annual Parish meeting which will commence at 6.30pm followed by the Annual Parish Council meeting at 7.15pm)

14th January

4th March

13th May – APM 6.30pm start

1st July

2nd September

4th November

17. Correspondence received:

- a) A letter has been received from Ipswich Borough Council to advise that the Ipswich Garden Suburb Supplementary Planning Document (SPD) has been adopted as interim guidance.
- b) An email was received from Karen Friend regarding the safety issue of ponies and riders entering Butts Road from the footpath halfway up the hill to the north of Playford.
- c) A letter has been received from SCDC regarding the Local Plan Site Allocations and Area Specific Policies Working Group. An invitation was extended to express an interest. This was followed by an update inviting comments and thoughts by 17th November 2014.

Signed

- d) An advice of the Adopted Statement of Community Involvement (Planning Policy and Delivery Team) was received from SCDC.
- e) An email was received from Jos Saunders, thanking the Parish Council for cutting back nettles and weeds on the footpath from Hill Farm Road to Little Bealings School which is used regularly by school children. It was initially thought that Highways were responsible for this but subsequently found to have been kindly done by Steve Hicks. However it is Highways' responsibility to keep it clear and they need to do it more regularly. The clerk will speak to them.

18. AOB

- a) Sam Webber has kindly offered to remove the logs and rotting wood from behind the Boules Piste as he has a trailer to do this with. Veronica Bunbury to contact him to arrange this.
- b) Joan Metcalfe gave an update on the village sign which is being renovated . There is considerably more rot in the carving than originally thought and this is currently being treated although it may be some time before it is ready to replace above the notice board.

19. Date of next meeting: Wednesday 14th January 2015

The meeting ended at 9.15pm

Signed