

**Minutes of Playford Parish Council meeting held at the Village Hall  
at 7.00pm on Wednesday 6<sup>th</sup> January 2016**

**Present:** Mrs Joan Metcalfe - Chairman  
Mr Stephen Hicks - Vice-Chairman  
Mr Tim Llewellyn - Councillor  
Mr Ted Herrington - Councillor  
Mr Neil Tibble - Councillor  
Mr Adrian Melrose - Councillor  
Mr Robert Whiting – District Councillor

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

**Apologies for absence:**  
Mr Peter Bellfield – County Councillor

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

Joan Metcalfe declared an interest as Treasurer of Playford Village Hall committee and Tim Llewellyn declared an interest as a Trustee of Playford Village Hall. Adrian Melrose declared an interest as the owner of Playford Hall. This information was duly recorded.

**2. To approve the Minutes from the meetings held on 4th November 2015.**

Joan Metcalfe proposed acceptance of the minutes and these were seconded by Ted Herrington. The minutes were then signed by the Chairman.

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

It was noted from the minutes that the new litter bin for the village hall car park had not been ordered, owing to a dispute over delivery charges. A new one has now been chosen and the clerk will go ahead and order it.

**4. Action Log Review.**

**AP-81** Byway 19. See agenda item.

**AP-91** Verges and ditch at lower end of Hill Farm Road. See agenda item.

**AP-93** Unregistered footpath from C330 to U3311. See agenda item.

Signed .....

**AP-98** Temporary repair at the junction of Butts Road and Brook Lane where tarmac has fallen away has not been successful –this was re-reported in Sept 2015 but has still not been attended to. Clerk to chase progress.

**AP-100** Arm which has fallen off signpost at junction of C324 and Church Road – this will be repaired when a technician is next in the area.

**AP-104** 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 – the clerk was assured in December that it would be attended to.

**AP-106** FP9 & FP13 overgrown with brambles. Debbie Adams from Highways, Saxmundham said it was in the contractors’ hands but she will chase again.

**AP-107** Ditch blocked in Spring Meadow opposite junction with FP from Church Lane. The clerk is still awaiting an update which was requested on 26.10.15.

**AP-108** Fallen laurel tree on left side of Spring Meadow beyond the layby and overgrown ivy has now been cleared away.

**AP-111** Branches fallen from trees in the Alder Carr were reported in November – they have been cleared to one side to allow a clear passage and will be removed completely later this month.

**AP-112** Overgrown vegetation on FP4 (Pig Lane Bridleway) was reported in November. The landowner has cleared as far as he can and is waiting for SCC Highways to clear the rest.

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

## 5. District Councillor’s report

District Councillor Robert Whiting reported that County Councillor Peter Bellfield was unfortunately too unwell to attend.

Success has been declared with the trial of managing without traffic lights at the western roundabout at the junction of Ropes Drive and the A1214 near Bell Lane. Traffic delays were proven to be reduced by 50% without the traffic lights and these will be removed sometime during the Summer, at night time to minimise disruption.

Work will commence soon to put in two new soakaways at the top of Bell Lane.

There are available funds left in Peter Bellfield’s Locality Budget for the current tax year and Robert Whiting would like to be contacted by email if anything is required.

Signed .....

A discussion then ensued regarding the two planning applications that were referred back to planning department as they either did not comply with conditions of consent or had been carried out without consent:

Airys Cottage. There are concerns regarding the new entrance made onto the Church Road/Church Lane junction with Hill Farm Road and with the kerb stones around the roadside border that have been replaced with unsuitable substitutes. Also no application for a dropped kerb has been received by Highways Dept.

Sonnet House. Drainage for the new drive has been constructed at the top of the drive instead of at the bottom (as stipulated). This means that run-off water entering the road at Church Lane has not been minimised.

A site meeting with David Chenery (Highways), the owners and representatives from the Parish Council will take place at a date to be agreed soon, to discuss these issues.

Kesgrave Town Council has received an application for an extra 300 dwellings in the Bell Lane area, the closing date for comments is 18<sup>th</sup> January 2016. Martlesham Parish Council has received an application for 215 dwellings to be erected in Top Street, closing date is 13<sup>th</sup> January 2016. Both of these projects will mean extra traffic in the vicinity.

Finally, a decision has been made by SCDC not to charge residents any extra for emptying brown wheelie bins for the next financial year.

Robert Whiting left the meeting at 7.40pm

## 6. Finance

○ Reporting & authorisation of cheques/online payments:-

100765	HMRC – tax on clerk’s salary	£124.20
100766	M J Rosling – clerk’s expenses (4 mths)	£ 46.07

Bank balances:

Barclays Bank current account	as at 31.12.15	£4731.84
NS&I Savings account	as at 31.12.15	£3292.46

○ Internal audit:

The clerk has approached Mr Colin Grimwood, Baptist Minister for Grundisburgh and he is willing to carry out an internal audit on the parish accounts at the end of this tax year. This was unanimously agreed by the council and the clerk will negotiate remuneration, possibly a donation to the Grundisburgh Chapel funds.

Signed .....

- Grant application for purchase of computer equipment.  
The clerk has had to replace her computer equipment in order to continue working for the parish council and to comply with current transparency regulations. NALC has funds available to assist with this and it was agreed that the clerk could apply via SALC for help towards the cost of this. The relevant application form was completed by the clerk and signed by Joan Metcalfe as Chairman. The clerk stated that the maximum amount that might be reimbursed would be £350.00 and that she was willing to fund the rest of the purchase herself. The equipment would then be part-owned by the council.
  
- Budget Update 2015/2016  
The Budget was discussed in detail at the previous meeting –there are funds of approx £1543 allocated to the Basket Ball project and £2000 set aside for any emergencies that may arise on any common ground in the parish. £1500 is also being held in the NS&I account in case it is required for the initial set up of a Neighbourhood Plan. Final bills for grass cutting/grounds maintenance and for hire of the Village Hall for meetings, have yet to be received before the end of the tax year. Apart from the annual donation of £100.00 to the Benefice magazine, it was felt that the council should not be donating funds to other causes as this would result in the need to raise the precept, thus increasing council tax levels for next year.

It was agreed by all that the current precept amount of £4500 did not need to be increased for 2016-2017, despite the amount of precept grant having been lowered to £53 this year. Joan Metcalfe proposed this and it was seconded by Adrian Melrose.

## **7. Highways**

Pot holes in Butts Road at the junction with Brook Lane have now been repaired. No further issues to record.

## **8. Risk assessment**

The Risk assessment document was read out and amended as follows:

Neil Tibble was appointed to monitor the area around the playing field/parish hall entrance onto Butts Road and to report as necessary if anything was amiss.

Joan Metcalfe to monitor trees on Parish Council land once every 3 months and after storms and to report any damage or disease.

Joan Metcalfe to monitor the gate between the village hall car park and the playing field (including the break glass compartment where the emergency key is stored) and to report or deal with any problems.

Neil Tibble to monitor the area around the bottle bank and to contact Suffolk Norse Ltd if the bins needed emptying before the next regular collection was due.

Signed .....

The possibility of replacing the dog litter bin with a larger one was discussed as it was considered that this could be useful. Joan Metcalfe to make enquiries as to whether the Parish Council would need to fund this and who would be responsible for emptying it.

**Unregistered Footpath from C330 to U3311 - progress**

Joan Metcalfe now has six completed evidence forms to prove the existence of this footpath. The matter was discussed with Robert Whiting and it was thought that more people needed to be approached to add weight to the application for reinstating the footpath. Joan Metcalfe will address this.

**9. Downgrading of Byway19 to a Bridleway.**

The byway continues to be churned up by 4WD vehicles using this track and the problem is exacerbated by wet weather. Adrian Melrose will approach The Ramblers Association to sound them out for advice on how best to approach the question of having this route closed to wheeled traffic as at the moment it is unfit for use by walkers.

**10. Neighbourhood Plan - progress**

A meeting will be held in the Village Hall on Saturday 16<sup>th</sup> January 2016 to discuss with parishioners the merits of adopting a Neighbourhood Plan and to invite their views . Adrian Melrose and Tim Llewellyn will provide slides and a written presentation to explain what it's all about. Leaflets are being prepared and will be distributed to each house in the parish very shortly, to emphasise the fact that this is a very worthwhile exercise and in every household's interest. Adrian Melrose will start up a new website to invite parishioners' views and to report progress of the Plan. Email addresses will be collected at the meeting for this purpose, for those wishing to participate.

**11. Hill Farm Road verge and ditches.**

Despite writing to the landowners last November requesting that this area is tidied up, the clerk has received no response. Verges will not be cut by SCC Highways as this is an unclassified road and the ditch desperately needs clearing. The clerk will approach Suffolk Norse Ltd for a quote to do this work and will report to the next meeting.

**12. Outdoor Playspace funds.**

Steve Hicks reported that Adrian Sandham has been asked to come and look at the work required to erect a Basketball post and net and to provide a quote as the previous contractor is no longer available. Steve will report progress on this.

**13. Queen's 90<sup>th</sup> Birthday Celebrations**

The Bank Holiday in honour of the Queen's birthday is on Monday 13<sup>th</sup> June. It was suggested that Saturday 11<sup>th</sup> June might be possibility for a celebration in the village. This will be discussed further at the next meeting.

Signed .....

**14. Correspondence received:**

- a) A letter was received from Ipswich Borough Council informing us that the Core Strategy and Policies Development Plan Document (DPD) Review and the Site Allocations and Policies (incorporating IP-one Area Action Plan) DPD had been submitted to the Secretary of State for examination. These documents together will form the Ipswich Local Plan.
- b) SALC forwarded a communication regarding the East Suffolk Partnership (ESP) board meeting held on 16<sup>th</sup> Dec 2015 detailing changes to policing in the county. There will be greater emphasis on investigating crime but only three police offices offering a counter service. These will be at Bury St Edmunds, Ipswich and Lowestoft.
- c) A letter was received from Suffolk County Council giving details of the Suffolk Fire & Rescue Service Integrated Risk Management Plan 2015-2016.
- d) A letter was received from Suffolk Constabulary regarding Match Funded Police Community Support Officers in the 2016-2017 financial year. The Constabulary is contemplating removing 68 PCSO posts and offering parish councils the opportunity to fund (wholly or partly) Match Funded PCSO's in 2016-2017.
- e) LAIS 1384 received from SALC detailing Housing – Campaign for Rural England (CPRE) Report and Spending Review

**15. AOB**

The clerk has been approached by Rushmere St Andrews parish with a view to a joint venture with Community Speedwatch. Funds are available in the Locality Budget to purchase equipment to deter speeding through the villages but the running costs of such equipment are as yet unknown. Six volunteers from the two parishes would need to be trained and to be available to check and move the equipment as required. Clerk to enquire further into this matter which will be discussed again at the next meeting.

**16. Date of next meeting:** 7pm Wednesday 2<sup>nd</sup> March 2016

The meeting ended at 9.18pm

Signed .....