

**Minutes of Playford Parish Council meeting held at the Village Hall  
at 7.30pm on Wednesday, 6<sup>th</sup> November 2013**

**Present:** Mrs Joan Metcalfe - Chairman  
Mrs Veronica Bunbury - Councillor  
Mr Stephen Hicks - Councillor  
Mr Bob Coppillie - Councillor

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

**Also present:**  
Mr Eric Metcalfe  
Mr Ted Herrington,  
Mrs Sally Herrington  
Mr Tim Llewellyn  
Mrs Gina Corani

**Apologies for Absence.**  
PCSO Sally Thomas

- 1. Declarations of Members' Interests in any items on this Agenda.**  
Joan Metcalfe declared an interest as a member of Playford Village Hall committee.  
This was duly recorded.
- 2. To approve the Minutes from the Meeting held on 4<sup>th</sup> Sept 2013.**  
It had been pointed out to the Chairman that Mr Bob Coppillie had not apologised for his absence in advance of this meeting. The Minutes will be amended to reflect this. Also a minor slip will be corrected regarding the collection made for June Gosling. Approval of the main contents of the minutes was proposed by Veronica Bunbury and seconded by Steve Hicks
- 3. To approve the Minutes from the Meeting held on 27<sup>th</sup> Sept 2013.**  
These were proposed by Veronica Bunbury , seconded by Steve Hicks and signed as a true record.
- 4. Matters arising from the Minutes.**  
There were no matters arising.
- 5. Co-option of new councillor.**  
Mr Tim Llewellyn had put his name forward as a potential councillor – acceptance was proposed by Joan Metcalfe and seconded by Bob Coppillie. Tim Llewellyn duly joined the table and signed his Councillor's Declaration of Acceptance. He declared an interest as Secretary of the Village Hall committee and this was duly recorded.

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**6. Action Log Review:**

**AP71** – The two sand bins which were smashed when the roadside verges were trimmed back in early June, have still not been cleared away or replaced. The Clerk was contacted by the Highways technician on 20.9.13 and told that these would be replaced by yellow plastic bins - this has been recently chased up again and the Clerk is awaiting a report.

**AP72-** The drainage ditch in Butts Road outside the Village Hall has still not been cleared. Tom Duchesne of The Old Parsonage Garden Services had agreed that he would do this next time he came to cut the grass but this was delayed by weather and the fact that the grass did not need cutting for several weeks. The Clerk is currently trying to contact him for an update.

**AP77 & AP78-** Footpaths no/s 1 & 20 have still not been cleared of weeds despite being reported on 20<sup>th</sup> August. In both cases the middle sections have been cleared but the Playford entrances are still badly overgrown. The weeds have now died back to a certain extent but still need tidying – the Clerk has recently chased Highways department over this and is awaiting their report.

**AP79-** The white railings on the river bridge in Butts Road are badly in need of a new coat of paint and safety check and this was advised to SCC on 3.10.13. Stuart Heald from SCC Highways reported to the Clerk on 8.10.13 that a routine safety check had been carried out in Aug 2012 but that SCC do not have funds to renew paintwork. If we wish to do this ourselves, the parish council will need to submit a satisfactory package to SCC detailing risk assessments of how the job would be carried out, before they could give the go-ahead.

**7. County Councillor Peter Bellfield’s report.**

Peter Bellfield arrived at 7.25pm .

- a) He reported that it had been decided to cancel SCC’s BT contract after all – they were running Customer Services Direct, HR, IT and Finance Operations. Although BT had recently offered better terms than their initial offer, it was felt that there was too much scope for escalation of prices within the new offer and so it has been declined. Instead, it has been decided to bring these services “In-House”. IT etc. can be done much more cheaply this way and the changeover should be a seamless process. 400-500 staff will be taken on to achieve this.
- b) Waveney District Council has been granted Planning Permission for a new office at Lowestoft. At present, there are 8 or 9 different sites serving the area and all are old and uneconomic. This should save £3m in running costs.

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- c) Finance: The County Council must save £156m from their budget of £590m in the next 4 years as the central government grant is going down by 37%. Education cannot be touched. The biggest areas of spending are currently the Elderly, Children and Highways. It may be possible to re-organise carers' schedules and visiting routes - this is currently being investigated. Also it may be possible to pass the running of children's centres onto the voluntary sector.
- d) Education was slated last year as far as Key Stage 2 and GCSE results were concerned although A-level results are above the national average. GCSE results have improved this Summer and are now only 5% below the average. However, the two-tier system of education appears to be the correct way forward and things are looking a little better.
- e) Broadband coverage is being looked at hard and the creation of apprentice jobs being considered. Overall, the Council is trying to improve the economic situation in the county during very difficult times.

Peter Bellfield left the meeting at 8.58pm.

## 8. Report by Police

PCSO Sally Thomas had tendered her apologies for not attending the meeting. A crime report had been sent to the Clerk, showing no recorded crimes in the parish in October.

## 9. Finance

### • Reporting & authorisation of cheques:-

Cheque No 707	Old Parsonage Garden Services	£52.50	Grass cutting - August
Cheque No 708	HMRC	£32.00	Tax on Clerk's salary –Sept
Cheque No 709	HMRC	£32.00	Tax on Clerk's salary -October
Cheque No 710	Old Parsonage Garden Services	£52.50	Grass cutting - September
Cheque No 711	M J Rosling	£29.90	Clerk's expenses

Barclays have still not sanctioned changes to the Bank Mandate, further changes to remove former signatories were required and the Mandate will be re-submitted with the signatures of two council members.

It was resolved to add Veronica Bunbury as a signatory to the NS&I account – forms had been sent to the Clerk and these were duly completed.

The Clerk reported that the Budget for the current year is on track. There will possibly be two more grass-cuttings to pay for this year and the hedges should be cut for the second time soon.

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The Budget will be fully reviewed during the January 2014 meeting.

The balance of the account is:-

Barclays	£2978.63
NS&I	£1,765.88

The second half of the Precept for this year £2250.00 was received on 30th September and the council grant of £233.00 received on 11<sup>th</sup> October 2013.

**10. East Anglian Offshore Windfarm**

Veronica Bunbury attended the Planning Inspectorate hearing at Ipswich Town Hall on 12<sup>th</sup> September and voiced Playford's concerns over the lack of consideration over alternative routes for the Windfarm cable and also the lack of communication and planning of traffic routes for vehicles servicing the proposed depôt at Playford.

Joan Metcalfe attended the Socio-Economic hearing on 26<sup>th</sup> September, Martlesham and Bawdsey parishes were also represented. The Inspectors were asked about compensation for disruption during the cable laying and the hearing was told that 1700 jobs were being created by the process and that this should provide enough of a bonus.

The Clerk went on site visits to view the proposed cable route from Bawdsey to the sub-station at Bramford. This appears to be fairly well thought-out and documented with a wide margin of scope for avoiding ancient woodlands and with minimal disruption to the landscape.

**11. Highways – any new issues**

Veronica Bunbury has contacted Highways department over a number of diversion signs left in Butts Road by after recent road works. However the sign were removed within a few hours of being reported.

**12. Update of Standing Orders, including Code of Conduct and Financial Regulations**

Joan Metcalfe has undertaken to revise the council's Standing Orders, Code of Conduct and Financial Standing Orders. This has been a mammoth task but she has used a shortened version which is now available for smaller parishes.

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Standing Orders:

After some discussion and explanations, acceptance of the new standing orders were proposed by Steve Hicks and seconded by Veronica Bunbury. Further review would be undertaken at the next meeting.

Code of Conduct:

The new code of conduct suggested by SALC was discussed and acceptance was proposed by Veronica Bunbury and seconded by Tim Llewellyn.

The issues surrounding non-pecuniary interests discussed at a meeting should be reviewed annually.

Financial Standing Orders:

- (i) Section 3.2 - incurred expenditure exceeding the Budget. Items such as grass cutting requirements cannot be estimated accurately at the beginning of the year and so provision should be made to move funds from one category to another to accommodate this.
- (ii) Section 3.4 - to allow payments of up to £150 to be authorised by the Clerk and Chairman between meetings to cover any for emergencies that might arise. These would be reported as soon as practicable and discussed at the next meeting and minuted.
- (iii) New Section 6.7 – All invoices and cheque book stubs to be initialled by signatories at the time of signing cheques and any cheques in favour of the RFO should be signed by other signatories.

Changes will be amended as above and put onto the Agenda for approval at the next meeting in January 2014.

Complaints Procedure:

Copies of a complaints procedure were handed out to the Council and will be discussed and adopted at the next meeting.

**13. Pocock paintings**

Joan Metcalfe has been approached by a lady wanting to sell 5 original Pocock paintings of Playford scenes. Joan has offered to buy these pictures – it will then be up to the council to decide whether it would be possible to raise funds and acquire

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them for the village or to offer them to individuals by some fair method. i.e. by auction or lottery so that all parishioners have an equal chance of acquiring one, or whether they should be housed in the village hall. Further discussions would take place at the next meeting once the Councillors had had time to think about the alternatives. This was proposed by Veronica Bunbury and seconded by Steve Hicks.

**14. Risk assessment update:**

Joan Metcalfe will replace Simon Hanson as Tree Warden and Veronica Bunbury will oversee the Boules Piste.

**15. Possible showing of Beauty's Legacy.**

Great & Little Bealings parishes would like to combine with Playford to host a live theatre production of this modern play in Lt Bealings village hall sometime next year. It would be produced by a company called The Keeper's Daughter and acted by school age children. Cost and proceeds would be split three ways between the three parishes. However it was felt that as this was a production mainly aimed at younger audiences, there could be difficulty in generating enough interest and the cost would be too high for the Council's budget. It was resolved not to go ahead with this.

**16.** After the power cuts of the previous week, Joan Metcalfe proposed a motion to encourage people to check the trees in their gardens and to trim or prune those which might cause problems with telephone or electricity supplies. It was proposed to put an article in the Benefice Magazine to do this and to ask Phil Holmes to send out a suitably worded email to this effect - clerk to arrange this.

**17. Website issues** – it was resolved to address this matter at the next meeting.

**18. Fix dates for 2014**

The Clerk has proposed the following dates for meetings in 2014:

- Wednesday 8<sup>th</sup> January
- Wednesday 5<sup>th</sup> March
- Wednesday 7<sup>rd</sup> May
- Wednesday 2<sup>nd</sup> July
- Wednesday 3<sup>rd</sup> September
- Wednesday 5<sup>th</sup> November

All commencing at 7pm - these dates will be agreed with the bookings secretary before being circulated.

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**19. Correspondence received:**

- a) Suffolk Local Code of Conduct and details of newly proposed Standing Orders were received from SALC – these were passed on to Joan Metcalfe to incorporate in her current review.
- b) Notification of the closing date (22<sup>nd</sup> November) for comments to The Planning Inspectorate re East Anglia One Windfarm Ltd was received. It was felt that this has already been adequately covered.
- c) An invitation was received from SCDC to send a representative to SCDC's Scrutiny Committee to report on the extent of vandalism in Playford. This was not deemed necessary.
- d) A request for a donation to Homestart Suffolk Coastal was received. Clerk to reply stating that this will be considered at the next meeting when we look at our Budget review.
- e) Planning Permission has been granted for alterations at 1 The Courts, Playford to be commenced not later than 3 years from 1<sup>st</sup> August 2013.
- f) A copy of a letter from Brandon Lewis MP, Parliamentary Under Secretary of State has been circulated stating the level of funding in respect of Council Tax Support for 2014/2015, which will be £3.3m and this is expected to be passed down to local councils. County Councils are being urged to keep precepts down by providing the required grants to local councils.
- g) Notification has been received from Ipswich Borough Council to advise that the Ipswich Local Plan: Development & Flood Risk & Local List Supplementary Planning Documents has been adopted.
- h) Joan Metcalfe said she had received an e-mail from a parishioner which she was dealing with as a complaint against the Council. She would report on this at a later date when the issues had been resolved satisfactorily.

**20. AOB**

Veronica Bunbury reported that it had been said that dogs fouling in Charles Lofts' fields had caused Toxocara Canis and that the tenant farmer had lost three calves as a result. She proposed that SCC be approached to install a Dog Litter Bag dispenser and that notices should be put up to encourage people to clean up after their dogs. It was resolved that Veronica should approach the council to this effect.

Mr Matthew Percy has again expressed an interest in being co-opted onto the council. It was felt that for the time being a council of five was probably workable and that it would be better to co-opt a resident of Playford if possible, when/if we needed an extra member. Clerk to e-mail Mr Percy to decline his offer with thanks.

Joan Metcalfe has obtained quotes for an outdoor table tennis table – this will be further discussed at the next meeting.

Signed .....

**2013/14-28**

The Clerk has been asked by Carol Ramsden, Clerk of Little Bealings, whether Playford would be prepared to post an update on the village website of the current situation regarding the running of The Admiral's Head public house by a syndicate of local people. There were no objections to this.

**21. Date of next meeting:** Wednesday 8<sup>th</sup> January 2014 at 7pm

The meeting ended at 9.05pm

Signed .....