

**Minutes of Playford Parish Council meeting held at the Village Hall
at 6.30pm on Wednesday 7th March 2018**

Present: Mrs Joan Metcalfe - Chairman
Mr Stephen Hicks - Vice-Chairman
Mr Tim Llewellyn - Councillor
Mr Ted Herrington - Councillor
Mr Keith Carson –Councillor
Mr Robert Whiting – District Councillor

In attendance:
Ms Tracy Herrington – taking minutes

Also present:
Mr Mike Shields
Mrs Hilary Legard
Mrs Kerrie Tibble & Miss Sophie Tibble
Mrs Sue Lister
Mr Martin Yates
Mr Tim James & Mrs Kate James
Mrs Sally Herrington
Mrs Veronica Bunbury
Mr Glen Thimblethorpe

Apologies for Absence:
Mr Adrian Melrose – Councillor
Mr Robin Vickery – County Councillor
Mrs Marian Hedgley - Clerk

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

Joan Metcalfe declared an interest as Treasurer of Playford Village Hall Committee, Tim Llewellyn declared an interest as a Trustee of Playford Village Hall and as applicant of Planning Application DC/17/5096/OUT. This information was duly recorded.

2. Planning Application DC/18/0738/ROC

Applicant: Exors of the late Chas Lofts c/o Watkins, Stewart & Ross Solicitors.

Address: 2 Hill Farm Cottages, Playford.

Proposed: Removal of Condition No. 2 of E6694 - Use of land for development – Removal of Agricultural Occupancy Condition

It was noted that the agricultural restriction had not actually been observed by the current agent/owner in their more recent lettings. No objections at all to the proposed change of use.

Council vote: Against: 0; In favour: 5, Abstained: 0

In favour proposed by: Joan Metcalfe/seconded by: Steve Hicks

Signed

3. Planning Application DC/18/0424/FUL

Applicant: Miss Hailey Bennett

Address: Treetops, 3 Church Lane, Playford.

Proposed: To erect a one bedroom single storey self-contained annex at bottom of garden with pedestrian right of access across a verge from a no-through road to access annex.

All Spring Meadow residents attending the meeting made the same points:

The proposed building itself:

An annex should be associated with or joined to the house

It should share services/facilities/access with the main building

It does not make sense to put a granny house at the bottom of a steep garden

No details of the proposed sewage treatment.

Exit onto Spring Meadow:

Proposed egress onto Spring Meadow is a steep incline in a wooded area, unsuitable especially for an elderly person and there is no lighting at night

The exit at this point will be blind and is at the tightest part of Spring Meadow

Who owns that part of the bank? (The applicant's fence finishes higher up the bank than this - no one seems to know who owns the bank though the PC does get it cut occasionally) * Note from Clerk – this is council owned land and cut by SC Norse Ltd about once a year

Spring Meadow capacity:

There is already considerable street parking in Spring Meadow by residents and their visitors, including in the lay-by.

The road is not suitable nor wide enough to allow for more traffic/parking/access - children play in the street, street lighting poor/non-existent.

Spring Meadow condition/conservation

Surface water issues already exist

This part of Spring Meadow is a 'wildlife area' / there are eco considerations

Would lose the hedgerow.

A counter view offered was that it is only one annex and one car to be considered.

- Precedent that this would set for neighbouring houses to also look to build at the bottom of their gardens / open up access into Spring Meadow, with piecemeal development.
- it doesn't look as though they sought pre-planning advice (several councillors raised this)
- solution would be to go for an extension to the house as this ought to be within permitted development rights or adjacent to the house with short covered walkway to better fit definition as an 'annex'.

Council: Against: 5; In favour: 0, Abstained: 0
(Public: Against: 10, In favour: 0, Abstained: 1)

Rejection proposed by: Joan Metcalfe/seconded by: Tim Llewellyn

The Chairman reminded public to post their comments on the planning website directly by the deadline.

Signed

4. To approve the Minutes from the meetings held 10th January 2018 and Footpaths site meeting minutes held 31st October 2017 and matters arising.

Tim Llewellyn proposed acceptance of Minutes of both meetings, this was seconded by Stephen Hicks and duly signed by the Chairman.

Matters arising:

Speedwatch/Welcome Sign with Speed Limit

In the absence of the Clerk any update that might have been received from Rushmere St Andrew was unavailable

Cyclists speeding along footpaths

Joan Metcalfe queried what type of sign would be effective in warning cyclists against speeding. It was decided the Clerk would investigate whether Debbie Adams has standard signage for this already available.

New bench/memorial plaque for the late Charles Lofts

Joan Metcalfe reported that the bench and its plaque have been installed in the location agreed with Tom Lofts. There is some nearby ivy that may need to be cut back in due course. A photo of the bench will be taken for submission to the District Council and Fynn-Lark News publications as this has been funded from the District Councillor's budget.

5. Action Log Review

AP115 - Silt build up at Church Road end of C324 as in previous years - the Clerk had spoken with Highways 2.3.18 who advised the issue had been sent to East Suffolk for assessing. Ted Herrington added that he had also pursued it via the District Council and following site inspections, had been advised by both Norse and the County Council that it is their responsibility to clear the hazard but this would require a road closure.

AP131 - Water tricking down FP No 7 making it hazardous - the drains in Church Lane (thought to be the cause of this problem) were cleared last November but this problem persists, probably caused by an underground spring (which they can do nothing about). Co Cllr Robin Vickery will be asked for advice on how to progress this.

AP135 - Ongoing problems with FP's 1, 3 & 20 - Wet weather has impeded progress on these FP's. Debbie Adams and Elizabeth Mansfield will advise progress as and when this is possible. Joan Metcalfe added it was her understanding that FP1 will be done first.

AP136/137 - Sand/grit required for Spring Meadow & Hill Farm Road - The Clerk had reported these online and asked for replenishments to be delivered.

Mr Glen Thimblethorpe asked whether the old sand bin next to the phone box could be removed since there is also a new plastic bin on that site. Joan Metcalfe explained that once the remaining grit had been used up, it would indeed have served its purpose, having been made by Ted Herrington nearly 40 years ago.

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

Signed

6. **County Councillor’s report** - There was no County Councillor’s report.

7. **District Councillor’s report**

District Councillor Robert Whiting reported that the new ‘super district’ has been agreed.

The Council Tax increase for 2018-2019 has been set at 3.15%. This is less than £5 per annum for a Band D property.

Garden Waste collection - signing up for the new service to have brown bins emptied can now be made on line, by telephone or at Felixstowe and Woodbridge libraries. It will cost £43 pa and new bins will be issued. Further details from May 2018.

A public consultation on Air Quality is taking place until 19th March 2018.

8. **Finance**

- o Reporting & authorisation of cheques/online payments:

Already transacted:

P E Holmes £35.99 Domain name registration/website
 Realise Futures £464.18 Memorial bench for Chas Lofts
 SC Norse Ltd £1052.40 Annual grass cutting/Hedge trimming etc

Pending:

Sam Webber £194.53 Reimbursement for materials used to renovate verges
 M Hedgley £58.95 Clerk’s expenses (4 mths) Stationery+ink cartridges
 Joan Metcalfe £54.06 Brass plaque for memorial bench for Chas Lofts

Above transactions proposed by Keith Carson & seconded by Tim Llewellyn

- o Bank Balances:

Current a/c £5511.01
 NS&I £3351.82 (£15.72 interest rec’d 1.1.18)

- o Current Budget and that for 2018-2019 was discussed and it was agreed there was no change since previous meeting

Proposed: Tim Llewellyn/Seconded: Steve Hicks

- o The Asset Register will be updated for 2018 to include the new Charles Lofts bench/plaque. In their 2017 review, BDO provided some advice with regards to the treatment of values for new versus repaired items such as the Village Sign.

Joan Metcalfe and Tim Llewellyn will review these details with the Clerk as follow up. * Note from clerk: The advice from BDO was that items on the asset register did not depreciate but stayed at cost price until they were either sold or otherwise disposed of and that costs of repairs did not constitute part of their value.

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- o Internal Controls

Standing Orders were reviewed by all councillors present and no change recommended.

Proposed Joan Metcalfe/Seconded Ted Herrington

Financial Standing Orders were reviewed by all councillors present and no change recommended.

Proposed Joan Metcalfe/Seconded Steve Hicks

Risk Assessment – the following changes were made:

Keith Carson will now be responsible for checking the Parish Hall/Playing Field entrance from Butts Road, Bottle Bank and Dog Waste Bins (replacing previous councilor in charge of this, Neil Tibble). No other changes.

Proposed: Tim Llewellyn/ Seconded Steve Hicks

Financial Risk Assessment - two amendments put forward:

i) Under heading Data Protection/Electronic Records – this to be reworded to reflect that there is now an appointed DPO

ii) Minutes & Agenda – to correct typo manor vs manner

Proposed: Ted Herrington / Seconded Tim Llewellyn

9. Highways

Suffolk Highways had sent a ‘Community Self Help’ survey to gauge existing and future community interest in maintaining roads, footways and verges themselves. It was discussed that volunteers in Playford already undertake work on the highways such as footway, vegetation and grip clearing plus planting. Councillors did not feel the community would be prepared to undertake other work currently provided by the Council apart from receiving details on how it could support management of overgrown vegetation. The Chairman completed the survey to reflect these points of view. The question was raised as to liability and whose insurance covers this type of volunteer works, this would need to be clarified going forward by SCC.

Repairs to verges and banks in village centre:

On behalf of the Parish Council, the Chairman extended very grateful thanks to resident Mr Sam Webber and his Rapid Relief Team for doing the excellent verge repairs and hazard signs at the junctions of Butts Road/Church Lane and Butts Road/Hill Farm Road. Several favourable comments had been received. The hazard posts worked particularly well, especially in the recent bad weather.

10. Appointment of Data Protection Officer (DPO)

Joan Metcalfe has continued to evaluate all the advisory notices to establish what procedures are needed to comply with the new legislation. This has saved having to pay for external advice at this time. As a result an initial audit has been conducted by the Clerk and an action plan is being created.

Wording for a Confidentiality & Privacy footer to be added to all official emails was proposed by Joan Metcalfe and seconded by Tim Llewellyn. The following was also suggested with regard to data held by the Clerk on her computer:

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- create a guest log-in for users other than the Clerk
- add email footer (as above)
- use bcc for the distribution list when sending out emails. It was noted that SCDC don't yet do this
- Robert Whiting asked whether there was a retention policy. Joan advised that it will be reviewed every 2-3 months, and to keep anything that is still needed at that point
- Discussion about whether accessing/storing emails via the mail server is fine or if any should be downloaded/removed from the server and saved on to an drive/external disc.

The Privacy Policy and Data Protection Policies will be uploaded to the website once they are adopted

Tim Llewellyn proposed that Joan Metcalfe was appointed as Data Protection Officer (DPO) for PPC, this was seconded by Keith Carson.

11. Neighbourhood Plan – update

Keith Carson thanked Joan Metcalfe and Glen Thimblethorpe for their help in compiling and uploading the questionnaire which is now live. There is a dedicated website for the neighbourhood plan (www.playfordvillage.co.uk) and the survey has been publicised in the Fynn-Lark News. Responses are already being received. The goal is to get input from as many individuals and ages as possible. Various additional actions to publicise and encourage this will be forthcoming.

Additional actions were agreed to include:

- simplify the survey address link, and put a direct link to it from the website
- distribute via Playford list on 'gmail news' (Keith to send covering note and link to Phil Holmes)
- add some text to the website, survey and email notice to clarify that it is per person, not per household and also to encourage all ages to have their say.
- add privacy wording to the survey to say that data given will be used only for the survey
- paper copies may need to be distributed towards the end of the consultation period (and will then need to be keyed in to Survey Monkey)

The survey monkey tool costs £35/month and will run for 2 months. It will also generate the results report. Tim recommended website 'Suffolk Observatory' for additional household data that could be added to the overall analysis.

Keith is waiting to hear from Gillian Benjamin about final dates for making the application but anticipates applying for £15k for use in 2018/19 shortly. Robert asked to be copied on all emails to her, using his Co Council address. He also suggested that Gillian/her team be invited to attend the Annual Parish Meeting to give an report. Joan thought this was a good idea but Keith to check with Marian if this is suitable first.

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12. Issues with FP no/s, 1,3 & 20

See Action Log AP135.

13. Defibrillator

A total of £1505 has been received towards this (Robert Whiting SCDC £405; Robin Vickery SCC £1100). Playford PC agreed it will fund the estimated shortfall of £300 as this is an important asset for the community (to cover final purchase, installation and electrical connection). Proposed: Keith Carson/Seconded: Tim Llewellyn

The Chairman advised that an information & training session will be held for the village once the defibrillator is in place. Glen Thimblethorpe offered to subsequently run a more advanced CPR session for anyone interested.

14. Request from Gt Bealings PC for contribution to EAOW meeting costs

Gt Bealings PC has asked for £12.00 contribution towards cost of hiring the hall for the EAOW meeting held at Playford Village Hall last December. It was agreed to pay this, but the letter confirming this to also request that in future any expenses are agreed in advance.

Proposed: Keith Carson/Seconded: Steve Hicks

15. Possible illegal car trading in Hill Farm Road

The Clerk had phoned SCDC who said they would investigate. No official report received though the number of cars parked on the premises seems to have diminished. Keith reported seeing a low loader remove a number of cars.

Robert Whiting recommended that if the situation occurs again to note the car registration details and they can be checked.

16. Co-opting a new councillor - no further update.

17. Correspondence – this has mainly been circulated to councillors but any outstanding issues will be held over until the next meeting.

18. AOB

Suspicious cars/anti social behaviour seen in the Village Hall car park have been reported to the police. Similar incidents had also been heard of on the barn hardstanding and Churchyard.

There is concern that the building work at Airy's Cottage does not match the plans that were approved and also that the owner is parking his business vehicle (Elvis van) in the garden whereas access was only agreed for construction vehicles. Joan noted that it would be difficult to see any action taken with regard to the building even if there were consensus on this point but asked that the Clerk write to SCDC Planning dept to ask if the property has been signed off as the wall has not been filled in and to flag the fact that the space is being used for more than just construction access.

Date of next meeting: Weds 2nd May 2018 Annual Parish Meeting **6.30pm**
immediately followed by Annual Parish Council Meeting.

The meeting ended at 8.45pm.

Signed