

**Minutes of Playford's Annual Parish Council meeting held at the Village Hall
at 7.40 pm on Wednesday 7th May 2014**

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

In attendance:
Ms Marian Rosling - Clerk

Also present:
Mr Eric Metcalfe
Mr Ted Herrington,
Mrs Sally Herrington

1. Election of Chairman

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

2. Apologies for Absence

Mrs Veronica Bunbury - Councillor
Mr Peter Bellfield - County Councillor.

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

Joan Metcalfe and Tim Llewellyn both declared an interest as members of Playford Village Hall committee. Tim Llewellyn also declared an interest as a member of the Benefice Magazine team. This information was duly recorded.

4. Appointment of Officers:-

Steve Hicks agreed to carry on in his role as Vice-Chairman, this was proposed by Tim Llewellyn and seconded by Joan Metcalfe.
Joan Metcalfe agreed to continue as the Village Hall representative and to take on the task of 12PT/SNT rep., proposed by Steve Hicks and seconded by Tim Llewellyn.
It was felt (in her absence) that Veronica Bunbury would be happy to continue in her role as footpaths officer – this was proposed by Joan Metcalfe and seconded by Steve Hicks. Veronica Bunbury has since agreed to this.
Mr Paul Gardiner had informed the Clerk prior to the meeting that he would continue in his role as the Internal Auditor, this was also proposed by Joan Metcalfe and seconded by Steve Hicks.

5. To approve the Minutes from the Meetings held on 5th 19th & 26th March 2014

These were proposed by Joan Metcalfe and seconded by Bob Coppillie and were signed as a true record.

Signed

6. Matters arising from the Minutes

None.

7. Action Point Review

- **AP71** – The two sand bins smashed last year by SCC vehicle cutting the verges will finally be replaced shortly. The job order was apparently delayed during a change of staff at SCC Highways.
- **AP75** - recycling bins in Village Hall car park will not be replaced by larger ones. The caretaker will put the bins out regularly for collection and the situation is being monitored.
- **AP78** – Footpath no. 20 (through Alder Carr). The fallen tree has been cleared away now but it has been reported that there are possibly dangerous branches overhanging the path some 100m further down the track. The clerk has asked the landowner to investigate.
- **AP81** – Byway 19. Debbie Adams from SCC will arrange for repairs on this track now that the surface has dried out sufficiently – the clerk will contact her to ask if this could be reverted to a Bridle Way to prevent vehicles using it and damaging the surface again in winter.
- **AP82** – Surface water in Church Lane. Contractors working there have promised to try and repair an underground pipe which appears to be causing the problem.

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

8. Finance

- **Statement of Accounts 2013 /2014**
The Annual Return and Statement of Accounts 2013/14 were approved by the Councillors and signed by the Chairman and Clerk. Tim Llewellyn proposed acceptance and this was seconded by Joan Metcalfe. These have been internally audited by Mr Paul Gardiner and are now ready for the external auditors BDO LLP. Anyone wanting to inspect the accounts may do so by appointment at the Clerk’s house up until the 3rd June 2014.

Signed

- The following cheques were signed:

Cheque No 724	£120.00	SALC - annual subscription
Cheque No 725	£54.15	M J Rosling – clerk’s expenses
Cheque No 726	£358.20	AON annual insurance renewal
Cheque No 727	£20.00	Paul Gardiner - internal audit

Balances of accounts: Current a/c at Barclays Bank £3821.46
NS&I Savings £1779.12

The first instalment of the Precept £2,405.21 was received on 30th April 2014 (this includes £155.21 precept grant).

- Authorisation of Clerk’s salary:
It was agreed to continue the Clerk’s salary & expenses at the same rate as the previous year and from 1st April 2014 the paid hours are to be increased from 4 to 5 hours per week.
- Annual Insurance renewal:
It was proposed by Joan Metcalfe to continue insurance cover with AON at an annual figure of £358.20 (last year was £357.47). This was seconded by Tim Llewellyn.
- Changing Bank Account:
It will be necessary to change to online banking at some point in the future. The clerk will look at procedures with this in mind and research procedures with Barclays and Lloyds Bank to make comparisons and report to the next meeting.
- Amendments to Financial Standing Orders:
Changes to the Financial Standing Orders are necessary to enable online banking to be carried out. Joan Metcalfe has amended them and circulated details to the Clerk and all Councillors. Adoption of the new paragraphs were proposed by Tim Llewellyn and seconded by Steve Hicks. The Clerk will amend the current version and send the results to be put on to the website.
- Pricing of assets:
Paul Gardiner has suggested in his audit report that the price of the sand bins should be reviewed. As two replacement bins are soon to be installed by SCC Highways Dept and we have 3 green bins that were installed only a couple of years ago, it was considered that these should be valued at £700 in total. The playing fields have a nominal value of £1 for audit purposes.

Signed

9. Highways

It was felt that road warning signs and street name signs could benefit from being kept cleaner and Ted Herrington commented that the onus is on Councillors to ensure vegetation is cleared away from around sand bins. Tim Llewellyn offered to become a monitor to oversee this and will publish an item in the Benefice magazine asking parishioners to wipe any road signs near their houses if they were in need of it.

10. Auction of Pocock paintings.

It was agreed to hold the auction in the Village Hall on Wednesday 25th June and Bob Coppillie has offered to be auctioneer. There will be a reserve price on all five pictures and commission bids will be accepted for anyone unable to attend. Joan Metcalfe will arrange to do a leaflet drop in the village, advertise the event on the website and contact the EADT forthcoming events section. It was suggested that Grundisburgh News might also be used to advertise the event.

11. Outdoor Play Space Funds

Steve Hicks has obtained a quote of £1068 for a concreted Basketball post – price of the post and net alone is £522. He will email details to the clerk who will then approach the Outdoor Playspace Scheme organisers at SCDC to check whether we can go ahead with this. Sally Herrington suggested that if they did not sanction it, perhaps a swing for toddlers might be considered.

12. Headway van to trade from Playford village:

Headway Ipswich and East Suffolk is a charity that offers rehabilitation to people with brain injuries. The clerk has been approached for permission for their van which is in effect a mobile charity shop, to park somewhere central in Playford on a regular basis. The clerk to ascertain when and how often they would like to do this.

13. Repairs to Village Notice Board:

Quote from Titchmarsh & Goodwin to renovate the sign and notice board £350+VAT
Quotes from Jeremy Hearle:

- (a) to oil the notice board and to replace the pin board surface £95 (no VAT)
- (b) to fit new doors with toughened glass & barrel bolts £220 (no VAT).

An employee from T&G has also offered to clean up and repaint the sign in his spare time in return for a £50 donation to the local hospice.

The question of having new doors fitted was passed 3:1 in favour but it was suggested that ventilation may be needed at the bottom to prevent condensation. The clerk will contact Jeremy Hearle to discuss further.

Steven Hudson left the meeting at 9.10pm

Signed

14. Correspondence:

- a) Police report received showing one crime reported in Playford during April – this was the theft of a brown recycling bin taken from a residential property.
- b) Letter from David Cameron urging us to consider taking on more employees to take advantage of the new Employment Allowance!
- c) Letter from SCDC re Community Infrastructure Levy and the Statement of Community Involvement – this is for information only.
- d) Letter from Mrs Trisha Laws in response to our request, stating that her hedges would be cut back after the bird-nesting season had finished.
- e) Information from IBC giving details of meetings re Ipswich Local Plan.
- f) Letter from EAOW re reducing no. of turbines used for EAOW1- info only.
- g) Letter from RH Hardy, farm manager for Kiln Farm, Kesgrave reassuring the council that the drivers of their farm vehicles were doing their best to respect the state of the verges and roadsides.
- h) Letter from Helen Micklesen of Home Farm, Nacton apologising for any damage that may have already occurred but they were mindful of possible damage and trying to keep road movements to a minimum.

15. Planning Applications passed:

We received notification on 2nd May 2014 that permission had been granted for the following applications:

- DC/13/2945/AME Playford Grange -alterations to kitchen extension & fenestration
- DC/14/0233/FUL Playford Grange -replacement of dormers & alterations to internal loft layout
- DC/14/0326/FUL 4 Church Lane –single storey extension & alterations
- DC/14/0444/FUL 2 The Courts - front, side & rear single storey extensions
- DC/14/0449/FUL Lux Farm – erection of field cattle shelter
- DC/14/0600/LBC Playford Grange -extension of kitchen to form orangery
- DC/14/0601/LBC Playford Grange – removal of existing dormer on SW side
- DC/14/0783/FUL Sevenoaks – erection of dwelling & garage (revised scheme to approved C/04/1935 & refused DC/13/3353/FUL).

All of the above are subject to certain conditions - for more details use the Public Access Search on the following link:

<http://www.suffolkcoastal.gov.uk/yourdistrict/planning/devcontrol/applications/search/>

Signed

16. AOB

- The clerk has been approached by the clerk of Tuddenham St Martin and invited to make a joint approach with them and with Westerfield parish to address the problems of increased traffic through the villages which will inevitably be caused by the new Garden Suburb project north of Ipswich. While we fully support their efforts, it was felt that this will not impact greatly on Playford and would therefore decline their offer. Clerk to contact Tuddenham's clerk to this effect.
- Emma Singleton from Sonnet House has approached the clerk asking for permission to erect a marquée on the village hall playing fields on Sunday 27th July 2014. This was discussed and the council is in agreement in principle but certain conditions need to be met:
 - The children's play area must be taped off separately and the public must be allowed access to it at all times.
 - If an area is fenced off for purposes of the event, the public must be allowed through the gate as it is a public space.
 - The size of the marquée will need to be reported to the Parish Council beforehand and it must be put up and taken down on the same day, all belongings and any rubbish to be removed at the end of the day.
 - A notice has to be placed at the entrance to the grounds a week in advance, stating that the football pitch will be unavailable on the day.
 - The Parish Council will charge a fee of £50 for one day's use.

The clerk will convey this to Ms Singleton in writing.

- Veronica Bunbury has been approached by Great Bealings parish to attend a meeting with Bealings, Grundisburgh, Debach and Burgh to address the problems of speeding through the village and to make a joint approach to the Chief Constable to address the issue. It was resolved that while fully supporting this venture, Playford would decline their offer of sending a representative.
- Steven Hudson has said that the District Council has money available to make improvements to the parish. Joan Metcalfe will write to him to request £500 to replace the village bench on the triangle.

16. Date of next meeting: 2nd July 2014

The meeting ended at 9.45 pm

Signed