

**Minutes of Playford's Annual Parish Council meeting held at the Village Hall  
at 7.40 pm on Wednesday 2nd May 2018**

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

**In attendance:**  
Mrs Marian Hedgley - Clerk

**Also present:**  
Mrs Veronica Bunbury  
Mrs Sally Herrington  
Ms Tracy Herrington  
Mr Glen Thimblethorpe  
Mr Tom Barker  
Mrs Sue Lister  
Ms Hailey Bennett

Officers from East Suffolk District Council  
Gillian Benjamin - Communities Officer  
Hilary Hanslip – Principal Planner NBR Plans  
Andrea McMillan –Lead Officer for Playford's Neighbourhood Plan

**1. Election of Chairman for coming year:**

Joan Metcalfe - proposed by Ted Herrington, seconded by Keith Carson.  
Declaration of Acceptance of Office was duly signed.

**2. Apologies for Absence**

County Councillor Robin Vickery  
Councillor Adrian Melrose – absent but no apologies received

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

Joan Metcalfe as Treasurer of Playford Village Hall,  
Tim Llewellyn as a trustee of Playford Village Hall.  
This information was duly recorded.

Signed .....

**4. Appointment of Officers:**

		<b>Proposed by:</b>	<b>Seconded by:</b>
Vice-Chairman	Steve Hicks	Tim Llewellyn	Joan Metcalfe
Village Hall rep.	Tim Llewellyn	Joan Metcalfe	Steve Hicks
Footpaths Officer	Steve Hicks	Joan Metcalfe	Keith Carson
Internal Auditor	Colin Grimwood	Joan Metcalfe	Steve Hicks

Colin Grimwood has been asked to do the internal audit for 2019 - confirmation is awaited.

**5. Neighbourhood Plan** - the discussion started at the APM immediately prior to this meeting was continued with the team from ESDC.

Keith Carson offered copies of the NP questionnaire to members of the public who were attending. 38 replies have been received so far but ideally, more should be sought. It was suggested that a drop-in session may be helpful and that the large screen in the Village Hall could be used by parishioners to fill in their questionnaires online at that session. More involvement is needed to assess the views of the whole village, Church, WI etc to be asked to assist with this.

Playford is identified as an “other village” on the Core Strategy for this area and as such is not in line for housing development but we should assume a flexible approach if any development is suggested in future and address it positively. Hilary Hanslip commented that a NP does not have to include housing at all, it depends what is right for the community. Playford is a Special Designated Landscape area – this could add weight to our Plan but balance and diversity should be looked at as villages can become unbalanced if all housing is unaffordable. If we want to encourage more young families into the village to counter an ageing population, this should be stated in the Plan. Conservation of local wildlife should also be considered.

Joan Metcalfe thanked the three members of ESDC’s planning team for all their assistance in the discussion and they left at 8.20pm.

**6. Planning Application DC/18/0424/FUL** – Treetops, 3 Church Lane, Playford.  
Re-submission of previous plans with the omission of the access clause.

Main objection to previous plans was the application for a pedestrian access via Spring Meadow – this has been removed but the question of removal of sewage/foul water etc has still not been addressed. It is a technicality which could perhaps be overcome but no plans for this have been presented and the parish council felt that any proposals should be approved before plans were passed.

Question 7 on the application form has been answered by the applicant, stating there are no trees in the vicinity which may present a danger by falling on the proposed property – it was agreed by the parish council, that this was not the case.

Signed .....

Concerns were still voiced about the plans portraying a new independent structure which could subsequently become a separate dwelling in the future despite the access problems. Also no investigations regarding the drainage of the land have been carried out.

Joan Metcalfe proposed a vote against acceptance of the re-submitted plans for the above reasons. This was carried 3:1 with one abstention.

**7. To approve the Minutes from the Meetings held on 3rd March 2018**

Acceptance was proposed by Joan Metcalfe, seconded by Ted Herrington and signed by the Chairman as a true record.

**8. Matters arising from the Minutes**

None

**9. Action Point Review**

- **AP 115 – Build up of silt on C324** – Highways’ latest stance is that they are too busy mending pot-holes to attend to this. Clerk to email Carol Poulter, cabinet member for the Environment for help and to request a site visit from her.
- **AP131 – Water constantly trickling down FP7 making it hazardous.** Highways have checked and can find no solution to this – Clerk to email Robin Vickery for his assistance.
- **AP 132 – Verges and ditches in Hill Farm Road need clearing.** Action on this has been promised by Clarke & Simpson and is regularly chased by the clerk.
- **AP 135 – Ongoing issues with FP’s 1,3 & 20.** Progress is being made with clearing and levelling FP1, please report any problems on this or FP3 to the clerk who will pass this on to the landowners. Statutory declaration has been signed to alter route of FP20 and this will be introduced by degrees.

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

**10. Finance:**

- **Reporting and authorisation of Cheques/online payments**

SALC	Annual Subscription	£135.86
G’burgh Baptist Chapel	Donation re Audit	£30.00
Clerk’s Expenses	Postages, stationery, ink, AGM exp.	£87.49

Above expenditure proposed by Joan Metcalfe and seconded by Tim Llewellyn.

Signed .....

○ **Bank Balances**

Barclays current account	£3659.53
N S & I savings account	£3351.82

The first instalment of the Precept £3750.00 was received on 26<sup>th</sup> April 2017

○ **Approval of the Accounts for year ended 31<sup>st</sup> March 2018**

These were circulated to councillors in advance of the meeting.

Acceptance proposed by Tim Llewellyn and seconded by Keith Carson.

- **Statement of Accounts 2017 /2018** - This was read out by the Clerk and signed by her as Responsible Financial Officer and by the Chairman, having been circulated to all councillors to read prior to the meeting.

- **Annual Governance Statement 2017/2018** - This was read out by the clerk, proposed by Joan Metcalfe, seconded by Tim Llewellyn and signed by the Chairman and Clerk, having been circulated to all councillors to read prior to the meeting.

- **Pricing of Assets Review** – This was circulated to councillors before the meeting. Acceptance proposed by Tim Llewellyn and seconded by Ted Herrington

○ **Annual Governance and Accountability Return (AGAR) 2017/2018 Part 2**

The Annual Return is due to be sent off to Accountants PKF Littlejohn by 11<sup>th</sup> June 2018. The Certificate of Exemption (from the need for an external audit) was read out by the Clerk and accepted by all – it was signed by the Chairman and Clerk.

Anyone wanting to inspect the accounts may do so at the Clerk’s house between 18<sup>th</sup> June and 27<sup>th</sup> July 2018 by prior appointment or by contacting the Chairman if the Clerk is unavailable.

- Authorisation of Clerk’s salary:

An increase of 20.9p per hour backdated from 1<sup>st</sup> April 2018 has been recommended by NALC – rate of expenses will continue the same as the previous year. Acceptance of this was proposed by Joan Metcalfe and seconded by Tim Llewellyn.

- Annual Insurance renewal:

Quotes were obtained by the Clerk from BHIB and Community Action Suffolk as Aon (the previous insurers) are ceasing to provide cover for parish councils. After discussion it was agreed to accept cover from Community Action Suffolk which amounts to £191.26 per year over an agreed period of 5 years.

Proposed by Joan Metcalfe, seconded by Tim Llewellyn,

**11. Highways**

Nothing to report.

Signed .....

2018/19-05

**12. Policy on allowing use of Barbecues and Gazebos by hirers of Village Hall**

Policy for this was discussed following a request to place barbecue equipment plus a gazebo in the car park which was felt to be unacceptable as it was too risky. It was resolved that a small barbecue could be used on the playing field close to the steps of the main entrance to the parish hall, on the outside of the railings but behind the line of the nearest goalpost for safety and that a gazebo of no more than 3m x 3m could be used to cover it. There would be no extra charge for this but users would need to arrange their own insurance cover.

Proposed by Joan Metcalfe, seconded by Keith Carson.

**13. Progress on Defibrillator - update**

Equipment has been ordered and received – this will be installed outside the main entrance of the village hall on 23<sup>rd</sup> May and then training will be arranged.

**14. Speedwatch**

No further update but Rushmere St Andrews' Parish Clerk will advise when there is any news.

**15. Donation to the Rapid Relief Team for help mending verges**

A donation of £50.00 to the RRT was unanimously agreed.

Proposed by Ted Herrington, seconded by Tim Llewellyn.

**16. Correspondence:**

Left over from March 2018

- a) SCDC: Garden Waste Scheme:  
Invitation to sign up for new Brown bin at cost of £43pa
- b) SCDC: Invitation to ask that Planning Application DC/5096/OUT should go to the Planning Committee for a decision.
- c) Request from EACH for a donation
- d) Request from DAS for a donation

From April onwards:

- a) ElanCity. Special offer of The Evolis Radar Speed Sign
- b) SCC: Consultation on Planning Application which will be determined by SCC ref: SCC\0015\18 Alterations and improvements to existing gas infrastructure at land adjacent to Sinks Pit, Hall Road, Lt Bealings.
- c) Ipswich Boro Council: Ipswich Local Plan: Statement of Community Involvement for Ipswich Review -Adoption
- d) House of Commons: Notice of Amendments given on 25<sup>th</sup> April that parish councils are not considered public authorities for the purposes of GDPR and that they are not required to appoint a Data Protection Officer.

**NB:** SALC has since advised that PC's should continue to work towards compliance of the new GDPR laws and that the appointment of a DPO is "good practice" although not obligatory.

Signed .....

**17. AOB**

- Cyclists using local footpaths – Debbie Adams can provide Highways’ approved signs which may be fixed to signposts reminding cyclists that they should not use footpaths. Clerk to order 20 of them and Steve Hicks has volunteered to place them around the village.
- Privacy statement for outgoing emails – wording for this was agreed at previous meeting.
- Date for planning meeting to discuss DC/18/1691/FUL was set for Wednesday 9<sup>th</sup> May at 7pm.

**18. Date of next meeting:** 4th July 2018 at 7pm

The meeting ended at 9.40 pm

Signed .....