

**Minutes of Playford’s Annual Parish Council Meeting held at  
Playford Parish Hall on Wednesday 4th May 2022**

**Present:** Mrs Joan Metcalfe – Chairman  
Mr Ben Evans – Vice-Chairman  
Mr Steve Hicks - Councillor  
Mr Ted Herrington - Councillor  
Mr Martin Hill – Councillor  
Mr Colin Hedgley - District Councillor

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

**Also present:**  
Mrs Sally Herrington  
Mr Bill Johnston  
Rev Gary Jones

**Apologies for Absence:**  
Mr Keith Carson - Councillor  
Co. Cllr Elaine Bryce – County Councillor

**Welcome and Introduction:**  
The meeting started at 7.20pm

**Election of Chairman for coming year:**  
Joan Metcalfe - proposed by SH, seconded by TH.  
JM signed the Declaration of Acceptance of Office of Chairman and this was countersigned by the Clerk.

**Declarations of Members’ Interests in any items on this Agenda**  
Joan Metcalfe as treasurer and trustee of Playford Village Hall, this information was duly recorded.

<b>Appointment of Officers:</b>		<u>Proposed by</u>	<u>Seconded by</u>
Vice-Chairman	Ben Evans	TH	SH
Village Hall rep.	Joan Metcalfe	TH	MH
Footpaths Officer	Steve Hicks	JM	BE
Internal Auditor	Colin Grimwood	JM	SH

**To approve the Minutes from meetings held on:**  
2nd March 2022 Proposed by MH Seconded by BE

**Matters arising from the Minutes:**  
None

Signed .....

**Action Points Review**

- ✘ **AP 93 – Unregistered FP from C330 to C3311.** Direction has been received by the Sec of State that a decision must be made by SCC within 12 months.
- ✘ **AP135 – Ongoing problems with FP1** Clerk is awaiting contact from Debbie Adams about possibly asking for the width of the path to be increased.
- ✘ **AP155 – Problems on C324 drainage & priority of traffic.** These will be discussed with Co Cllr Elaine Bryce as she has been liaising with Traffic Manager David Chenery.
- ✘ **AP160 - Mud, silt etc on Church Lane washed down by heavy rainfall -** Highways will deal with this in due course when their schedule allows.
- ✘ **AP168 – Access to FP2 to Tuddenham by mobility scooter –** Small side gate still not been delivered but large gate has not been locked lately so no problem.
- ✘ **AP169 – FP16 -complaints recd re owners temporarily moving FP –** this has largely been resolved but awaiting confirmation by Debbie Adams.
- ✘ **AP174 – Church Lane still being used as a diversion route when Butts Road closed –** misleading signage used during diversions, Elaine Bryce to be consulted as she was assured by Highways that Butts Road would not be used as a diversion.

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

**Major Agenda Items**1. **Finance:**

- Reporting & authorisation of cheques/online payments:

Already paid:

<b>Cheque no.</b>	<b>Payable to</b>	<b>Reason for payment</b>	<b>Amount £</b>
Online	M J Hedgley	March salary	agreed in budget
827	HMRC	Tax Q4	agreed in budget
Online	Places4People	NP Consultancy	2372.40
Online	L B-Wylam	Landscape Survey for NPlan	840.00
Online	P E Holmes	Website hosting	30.00
Online	M J Hedgley	April salary	agreed in budget
Online	M J Hedgley	Clerk's expenses – ink cartridge	59.84
Online	Geosphere Ltd	Parish Mapping package	43.20

To be paid:

Online	M J Hedgley	Clerk's expenses – refreshments APM&APCM	35.19
Online	SALC	Annual subscription	145.84
Online	SAVID	Annual donation	50.00
Online	C.Grimwood	Donation / Auditing services	50.00
Online	FLN	Annual donation	175.00

All of above payments were proposed by JM and seconded by MH

Signed .....

Credits received since accounts were audited:

East Suffolk Co	Playford PC	Annual Precept	10,000.00
HMRC	Playford PC	Reclaimed VAT	624.79

- Bank Balances:
  - Current a/c £11037.82
  - Business premium a/c £6428.45
- Approval of the Accounts for year ended 31<sup>st</sup> March 2022  
 These were circulated to all councillors for approval.  
 Acceptance proposed by JM and seconded by SH.  
 JM duly signed the acceptance of the accounts as confirmed by auditor Colin Grimwood and were countersigned by the Clerk.
- AGAR Statement of Accounts for year ended 31<sup>st</sup> March 2022  
 The AGAR was circulated to all councillors prior to the meeting for all to read.
  - **Annual Governance statement** was agreed by all and signed by the Chairman and Clerk.
  - **Statement of Accounts** - had been signed by the Clerk, was agreed by all and signed by the Chairman.
  - **Certificate of Exemption from External Audit** – It was agreed by all councillors that the criteria for exemption from External Audit was met and the statement was duly signed by the Chairman and the Clerk.

Acceptance of the above three documents was proposed by JM and seconded by MH.

Anyone wishing to inspect the accounts may do so by contacting the Clerk between 13<sup>th</sup> June and 22<sup>nd</sup> July 2022 or the Chairman if the Clerk is unavailable.

- Pricing of Assets  
 The List of Assets was circulated to councillors prior to the meeting –the figures were agreed as correct and signed by JM and seconded by TH.
- Authorisation of Clerk’s salary:  
 It was proposed by JM that the Clerk’s salary and rate of expenses should continue the same as in the previous year. This was seconded by SH.
- Annual Insurance renewal:  
 Present insurers unable to renew under same conditions. New details will be submitted by the clerk for a new quote to be made available as soon as possible.
- Authorisation of donation to Fynn Lark News for 2022/23  
 JM proposed this should continue at £175.00pa  
 Seconded by MH
- Authorisation of donation in respect of Internal Audit.  
 JM proposed continuation at £50.00, seconded by MH - Colin Grimwood may not be able to do next year’s audit but will let the clerk know as soon as possible if this is the case.

Signed .....

2. **Internal Controls review.**

JM stated it was decided at the Annual PC Meeting last year that Internal Controls were to be reviewed annually by 31<sup>st</sup> March - this will be carried out in future at the March meeting. The Financial Regs, Risk Assessment and Safeguarding policies were all reviewed in November 2021 but the Standing Orders are overdue for a review and should be done at the next meeting in July 2022.

Acceptance of the new Code of Conduct was proposed by JM and seconded by SH.

3. **Highways**

- Footpaths update – this has been covered in the Action Point Review
- New signage for C324 -see Action point review AP155.
- Signage for Church Lane – see Action point review AP174.
- SIDS update. The clerk has queried a reminder sent from SCC re an invoice for £190.00 for supply and installation of two SIDs poles as this was promised from Highways' budget.

4. **Neighbourhood Plan update:**

The event held on 30th April in the village hall to update residents, was well attended and a lot of interest shown. The Plan is almost ready to be printed and will then be circulated for residents to assess before holding a referendum to accept it.

It was unanimously decided to retrospectively approve the cost of Parish Online Mapping facilities (£36.00 +VAT) for completion of the Plan.

5. **Planning issues**

The response to planning application DC/22/11556/FUL for development at The Piggeries in Butts Road will be submitted within the next few days.

6. **Queen's Platinum Jubilee celebrations**

The Village Hall Committee has decided to hold a picnic on the playing field on Saturday 4<sup>th</sup> June commencing at 3.30pm. Residents are invited to bring their own picnic and a barbeque will be provided for people to cook their own food, if they wish. Wine, tea, coffee and cakes will be available and a free souvenir for each child attending. Children's games will also be organised.

7. **Vacancy for another councillor** – this has still not been filled.

Signed.....

**8. Correspondence:**

	<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Ref</b>
1	7.3.22	East Suffolk Council	Invitation to Town & Parish Council Workshop – Preparation of Housing in Clusters & Small-scale Residential Development in the Countryside SPD Thurs 31 <sup>st</sup> March 2022	ESC Planning Policy & Delivery
2	9.3.22	East Suffolk Council	Community Governance Review – consultation period ending 1 <sup>st</sup> April 2022	Karen Last
3	29.3.22	Ipswich Borough Council	Adoption of Ipswich Local Plan Review 2018-2036 – this was adopted on 23.3.22	Felicia Blake
4	29.3.22	Elspeth Gilmour Snr Constituency Caseworker to Dr Dan Poulter	Meet your MP via Zoom – dates available usually on a Thursday evening	Elspeth Gilmour
5	4.4.22	East Suffolk Council	Discouraging grass cutting in open spaces in favour of re-wilding	James Mallinder
6	26.4.22	East Suffolk Council	Save the Date: 3 <sup>rd</sup> Oct 2022-05-03 Housing & Community Led Housing Conference.	Stephanie Baxter
7	1.5.22	SARS	Request for donation – Clerk to decline regretfully.	Sue Groom
8	2.5.22	Lt Bealings PC Chairman	Re Admiral's Head Car Park – whether this should be bought by compulsory purchase – survey form on LBPC website	Ian Ransome

**AOB**

JM enquired what had happened to the Treebilee oak supplied by ESC.

BE has heeled it into his garden and is looking after it until it can be found a permanent position

**Date of next meeting:** 6th July 2022 at 7pm

The meeting ended at 8.40 pm

Signed .....