

**Minutes of Playford’s Annual Parish Council meeting held via Zoom
at 7.25 pm on Wednesday 5th May 2021**

Present: Mrs Joan Metcalfe - Chairman
Mr Steve Hicks -Vice-Chairman
Mr Ted Herrington - Councillor
Mr Keith Carson - Councillor
Mr Martin Hill - Councillor
Mr Colin Hedgley - District Councillor

In attendance:
Mrs Marian Hedgley - Clerk
Mr Ben Evans – prospective new councillor

Also present:
Mrs Sally Herrington
Mr James Jary
Rev Gary Jones

Apologies for Absence:
Co. Cllr Mary Evans
Mr Adrian Melrose – no apologies received

Welcome and Introduction:

Election of Chairman for coming year:
Joan Metcalfe - proposed by Ted Herrington, seconded by Martin Hill
JM signed the Declaration of Acceptance of Office of Chairman.

Co-option of new Councillor
JM proposed Ben Evans as a new member of the council. This was unanimously voted in favour of and Ben signed the Declaration of Acceptance of Office of Councillor.

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

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

To approve the Minutes from meetings held on:		<u>Proposed by</u>	<u>Seconded by</u>
24 th February 2021		TH	JM
3 rd March 2021		TH	JM
17 th March 2021		TH	JM

Signed

Matters arising from the Minutes

TH commented that on Planning Application DC/21/0572/FUL discussed on 24.2.21, the supporting documents failed to show two of the nearby houses on the diagrammatic representation of Brook Lane and this was misleading. JM stated this was not thought to be relevant.

Action Points Review

- ⊗ **AP 93 – Unregistered FP from C330 to C3311.** JM has sent in an appeal to the Sec of State who has replied saying it will be looked into. Hopefully this will speed up our application to have this footpath reinstated.
- ⊗ **AP135 – Ongoing problems with FP1** Clerk has approached Debbie Adams for an update but this could be a while.
- ⊗ **AP144 – Signs to deter large vehicles using Church Lane.** Owner of Sonnet House to be asked if a sign can be placed on his land - this will be discussed at next meeting.
- ⊗ **AP147 – Culvert on LH side of entrance to Village Hall car park.** Drainage holes in the wooden casing over the drain cover are blocked. MH to investigate.
- ⊗ **AP157 - Smashed Bridleway Sign at start of FP1** – this has been fixed.
- ⊗ **AP158 - Fallen Willow Trees across R Fynn at bridge on Butts Road** –MH and his wife spent 3 weekends trying to clear this recently and the EA arrived after bulk of work was done –situation will continue to be monitored.
- ⊗ **AP160 - Mud, silt etc on Church Lane washed down by heavy rainfall** - Highways will deal with this in due course after their next scheduled inspection.

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

Major Agenda Items**1. Finance:****(a) Reporting & authorisation of cheques/online payments:**

Already paid:

Cheque no.	Payable to	Reason for payment	Amount
Online	Westcotec	4 x SIDs clamps	249.00
Online	SC Norse Ltd	Clearing ditch betw Butts Road/playing field	372.00
Online	P E Holmes	Web hosting	30.00
Online	M J Hedgley	March salary	agreed in budget
Online	HMRC	Tax Q4	agreed in budget

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

Signed

Credits received:

HMRC	Playford PC	Reclaimed VAT	390.90
East Suff. Co	Playford PC	Annual Precept	9540.00

(b) Bank Balances:

Current a/c	£12,522.35
Business premium a/c	£3427.71

(c) Approval of the Accounts for year ended 31st March 2021

These were circulated to all councillors for approval.

Acceptance proposed by JM and seconded by TH.

JM duly signed the acceptance of the accounts as confirmed by auditor Colin Grimwood – these will be countersigned by the Clerk after the meeting.

(d) AGAR Statement of Accounts for year ended 31st March 2021

The AGAR was circulated to all councillors prior to the meeting for all to read.

- ✘ **The Annual Governance statement** was agreed by all and signed by the Chairman, who will pass it on to the Clerk to sign after the end of the meeting.
- ✘ **Statement of Accounts** - This was agreed by all, and signed by the Chairman, who will pass it on to the Clerk to sign after the end of the meeting.
- ✘ **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, who will pass it on to the Clerk to sign after the end of the meeting.

The above three documents were proposed by JM and seconded by MH.

Anyone wishing to inspect the accounts may do so by contacting the Clerk between 14th June and 23rd July 2021 or the Chairman if the Clerk is unavailable.

(e) Pricing of Assets

The List of Assets was circulated to councillors prior to the meeting – JM queried whether the oak tree should feature on the list of Assets as the original had died.

The clerk will ascertain if this is acceptable as an asset before the next meeting but the figures were agreed as correct and signed by JM and seconded by MH.

(f) Authorisation of Clerk's salary:

It was proposed by JM that the Clerk's salary and the current rate of expenses should continue at the same rate as the previous year. This was seconded by SH. JM agreed that the Clerk's salary should be reviewed at the next meeting.

(g) Annual Insurance renewal:

Renewal invitation not yet received but amount is thought to be in line with last year's figure so can be renewed and accepted in retrospect at the next meeting.

Signed

(h) Authorisation of donation to Fynn Lark News for 2021/22

JM proposed this should continue at £175.00pa
Seconded by SH.

(i) Authorisation of donation in respect of Internal Audit.

JM proposed that the donation to Grundisburgh Baptist Church in respect of the internal audit services provided by Colin Grimwood, should be increased to £50.00. This was unanimously agreed.

2. Internal Controls review.

JM has reviewed the Internal Controls check list recently supplied as a template by SALC, this is to be reviewed by 31st March annually and will be carried out in future at the the March meeting. The check list was circulated before the meeting and agreed by all councillors present. Acceptance was proposed by MH and seconded by SH.

The Risk Assessment and Financial Risks have not been reviewed since March 2020 and this must be done at the next meeting. Safeguarding policy should also be reviewed soon but we await guidance on this as promised by SALC.

3. Highways

- Potholes in Butts Road –these will be re-reported by the Clerk.
- Footpaths update – this has been covered in the Action Point Review.
- Footpath/Railway crossing near Lux Farm – new safety measures to be installed – this was discussed at some length at the APM preceding this meeting. JM is awaiting a reply from Nick Flowers of Network Rail as the PC has had no official notification of these alterations.

4. Neighbourhood Plan

NP Chairman Keith Carson is awaiting details of an additional grant for adding a Design Code to the Plan.

5. Planning issues

- Acrid bonfires near the Stables next to the Piggeries off Butts Road – there has been a problem on and off with horse manure being burned but this is largely resolved. Other bonfires have been reported recently and this is being monitored.
- Proposed new build in garden of 2 Brook Cottages - TH noted that the map depicting the hardstanding for parking vehicles is not to scale but this was thought to be irrelevant as it referred to the parking at no. 2 Brook Cottages rather than at the new house,.

6. Oak tree for playing field

A Pin Oak has been traced and will be ordered to replace one on the playing which has died. This will be funded by East Suffolk Community Partnership. It was stressed that the new tree will need plenty of water.

Signed.....

7. Correspondence:

Date	From	Subject	Ref
5.3.21	East Suff. Co. Planning	Sinks Pit, Kesgrave. Trucks- R-Us Change in operating hours	DC/21/1010/ VOC
8.3.21	East Suff. Co. Environment	Grass cutting –identifying conservation areas to promote bio-diversity	James Mallinder
15.3.21	East Suff. Co.	Sustainable Construction SPD & Community Infrastructure Levy (CIL) Charging Schedule	Adam Nicholls Principal Planner
15.3.21	Sizewell C	Briefing on Planning Process - update	
29.3.21	East Suffolk Community Partnerships	Impact Report 2020/21	
17.3.21	East Anglia Three Offshore Windfarm	Ground investigation works planned betw March – Aug 2021	
28.4.21	East Anglia Three Offshore Windfarm	SPR Ground Investigation Works at Bramford (Converter Station site)	
29.3.21	SALC	Joint E Suffolk Area Forum 29.4.21	TOO LATE
26.4.21	Sizewell C	Notice of Acquisition of additional land	PINS ref. EN010012

AOB

Ted Herrington reiterated that the proposed new oak tree for the playing field would need regular watering if it is to survive.

Date of next meeting: 14th July 2021 at 7pm

The meeting ended at 8.30 pm

Signed