

**Minutes of Playford’s Annual Parish Council meeting held at the Village Hall
at 7.15 pm on Wednesday 8th May 2019**

Present: Mrs Joan Metcalfe - Chairman
Mr Steve Hicks - Vice-Chairman
Mr Tim Llewellyn - Councillor
Mr Ted Herrington - Councillor
Mr Adrian Melrose – Councillor
Mr Mike Brewer – Councillor

In attendance:
Mrs Marian Hedgley - Clerk

Also present:
Mrs Veronica Bunbury
Mrs Sally Herrington
Ms Tracy Herrington

Apologies for Absence:
Mr Keith Carson – Councillor

1. Welcome and Introduction

- **Election of Chairman for coming year:**
Joan Metcalfe - proposed by Steve Hicks, seconded by Adrian Melrose
- **Signing of Councillors’ Acceptance of Office forms**
These were duly sign by all councillors present – clerk will ask Keith Carson to sign later in her presence.
- **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.

Appointment of Officers:			
Vice-Chairman	Steve Hicks	Proposed by:	Seconded by:
Village Hall rep.	Joan Metcalfe	Tim Llewellyn	Joan Metcalfe
Footpaths Officer	Steve Hicks	Tim Llewellyn	Adrian Melrose
Internal Auditor	Colin Grimwood	Joan Metcalfe	Tim Llewellyn
		Adrian Melrose	Joan Metcalfe

Signed

- **To approve the Minutes from meetings held on:**

	<u>6th March 2019</u>	<u>18th April 2019</u>
Proposer:	Adrian Melrose	Joan Metcalfe
Seconder:	Joan Metcalfe	Tim Llewelyn

- **Matters arising from the Minutes**

None

- **Action Point Review:**

- ⊠ **AP 115 – Build up of silt on C324** – The silt has at last been cleared but the drains have not been unblocked so it is likely to flood again. Robin Vickery still needs to get Community Engineer Paul Gant out to inspect the problem.
- ⊠ **AP131 – Water constantly trickling down FP7 making it hazardous.** Highways have no update on this and Frith Blake Consulting do not return the clerk’s calls. Clerk to engage Robin Vickery’s help to move this forward.
- ⊠ **AP 135 – Ongoing issues with FP’s 1,3 & 20.** FP20 is now fine, work has been done to improve the drainage on FP1 and the fence has been moved out so that walkers have a wider choice of where to walk. It is thought that more levelling work could be carried out but work is still in progress so it will be monitored. Work on FP3 should commence soon.
- ⊠ **AP143 - Will green grit bins still get refilled?** The clerk has received a list of the grit bins registered with Norse – these are the ones which will be filled on a regular basis and both yellow and green ones are included. Green bin on the village triangle is not included and will need to be registered.

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

2. Major Agenda Items –

- **Finance:**

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

▪ K Carson	N/Plan expenses	£94.00
▪ M Hedgley	N/Plan expenses	£179.95
▪ J Metcalfe	Reimbursement - VAT on cyclepods	£13.99
▪ G’burgh Baptist Chapel	- Donation re Internal Audit	£40.00
▪ SALC	Annual subscription	£136.80
▪ M Hedgley	AGM expenses	£28.06

Above expenditure proposed by Joan Metcalfe and seconded by Adrian Melrose.

Signed

Retrospective authorisation of payments made in 2018/19

- 9.5.18 Fynn Lark News – donation May 2018 £150.00
- 17.8.18 Glaston Electrical – installation of Defibrillator £179.80
- 11.12.18 Voucher for winning N/Plan survey entrant £25.00
- 21.1.19 S C Norse Ltd - Grass & hedge maintenance £1052.40

Above expenditure proposed by Joan Metcalfe and seconded by Adrian Melrose.

Bank Balances

Barclays current account	£8002.79
N S & I savings account	£3376.13

The first instalment of the Precept £3750.00 was received on 30th April 2019

Approval of the Accounts for year ended 31st March 2019

These were circulated to councillors to approve.

Acceptance proposed by Joan Metcalfe and seconded by Tim Llewellyn

AGAR Statement of Accounts for year ended 31st March 2019

- ✘ **The Annual Governance statement** 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 and accept.
- ✘ **Statement of Accounts** - This was read out by the clerk, and signed by the Chairman and Clerk, having been circulated to all councillors to read and unanimously accepted.
- ✘ **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 Clerk and Chairman.

Anyone wanting to inspect the accounts may do so at the Clerk's house between 17th June and 26th July 2018 by prior appointment or by contacting the Chairman if the Clerk is unavailable.

Pricing of Assets

The List of Assets was circulated to councillors prior to the meeting – this was proposed as correct by Joan Metcalfe and seconded by Tim Llewellyn

Authorisation of Clerk's salary:

The NALC recommended increase from 1st April 2019 was sanctioned in the minutes of the meeting held on 9th Jan 2019. The continuation of this and the rate of expenses to continue the same as in the previous year was proposed by Joan Metcalfe and seconded by Steve Hicks.

Signed

Annual Insurance renewal:

Playford PC is committed to a 5 year contract to continue the current insurance by Community Action Suffolk at the rate of £191.26 pa.
Proposed by Tim Llewellyn, seconded by Joan Metcalfe.

Authorisation of donation to Fynn Lark News for 2019/20

Joan Metcalfe proposed this should be increased to £175.00
Seconded by Adrian Melrose

- **Highways**
Damage to grass verges in Church Lane was discussed. Clerk to ask Co. Cllr Robin Vickery whether a restriction could be placed on the size of vehicles using this route.
- **Locations of new Grit Bins**
Joan Metcalfe will confirm approval of local residents near where new bins are to be placed and obtain their written agreement before submitting the application form to SCC Highways. The green bin on the village triangle needs to be included in the application if it is to be refilled on the next visit of the refilling lorry.
- **Placing of extra marker posts in the village to protect grass verges**
Sam Webber has kindly agreed to install 12 marker posts for this purpose
Proposed by Joan Metcalfe, seconded by Ted Herrington.
- **Footpaths update** – this has been covered in the Action Point Review
- **Neighbourhood Plan update** – this will be held over until next meeting as Keith Carson unable to attend tonight.

3. Correspondence:

- a. **SC & Waveney DC:** Important changes to Development Management at East Suffolk Co. including determination of planning applications –this has already been circulated by email
- b. **SC & Waveney DC:** Submission of Suffolk Coastal Dist Plan for examination under reg 22 of the Town & Country Planning regs 2012 as amended.
- c. **SALC – The law regarding short notice committee meetings** – under certain circumstances, it is possible to convene a meeting at short notice provided the public are given the same amount of notice, but a clause must be included in the parish standing orders to allow this – this mainly relates to committees and not full council meetings
- d. **EACH** –request for funding
- e. **Suffolk Highways** – Communities Self help launch - Meeting at Stonham Barns Weds 15th May 9am – 12pm
- f. **Suffolk County Co.** Confirmation of £100 grant for Commemorative tree for playing field – (not yet received funds)

Signed.....

4. AOB

- Adrian Melrose asked what was happening about the History Project – it is hoped this will commence soon, Veronica Bunbury has offered to help.
- Ted Herrington said that when improper use of bridleway was taking place near his house, signs were placed to restrict usage – could this tactic be used to deter walkers from straying off the footpath near Dairy Cottage? It is up to the landowner to place such signs.
- SAVID – does Playford PC want to join? Clerk to write to Chairman of SAVID to ask about this and whether it would be possible to share the SIDS device to deter speeding.
- The clerk has a meeting with Andy Jollife, communities officer on 22nd May to find out how he can help the parish.
- A parishioner had a near miss with a car speeding on the Byway 19 recently – registration no. is needed before anything can be reported. The PC will investigate having the track converted back to a Bridleway to try to prevent this and the clerk will contact Debbie Adams about downgrading the track to exclude 4 wheel drive vehicles.

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

The meeting ended at 8.50 pm

Signed