

**Minutes of Playford's Annual Parish Council meeting held at the Village Hall
at 8.30 pm on Wednesday 1st May 2013**

Present: Mrs Joan Metcalfe, Mrs Veronica Bunbury, Mr Bob Coppillie and Mr Steve Hicks.

Also present for part of the meeting: Mr Peter Bellfield, SCC Councillor, Mr Steven Hudson, District Councillor, PCSO Sally Thomas, Mr Ted Herrington, Mrs Sally Herrington, Mr James Jary, Mr Richard Lister, Mrs Julia Hicks, Mr Carl Stagg and Mrs Helen Stagg.

In attendance: Ms Marian Rosling, Clerk to the Council

1. Election of Chairman

It was agreed that Joan Metcalfe as Vice Chairman, should take the chair in Simon Hanson's absence. Joan Metcalfe proposed Simon Hanson as Chairman for the following year, this was seconded by Bob Coppillie. It was agreed that the new Chairman would sign the Acceptance of Office at the next Parish Council meeting.

2. Apologies for Absence

Mr Simon Hanson, Mrs Juannette Pettitt.

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

No interests were declared. This was written in the "Declaration of Interest" book and signed by the Vice-Chairman.

4. Appointment of Officers:-

Joan Metcalfe said she was happy to carry on in her role as Vice Chairman. This was proposed by Veronica Bunbury and seconded by Steve Hicks. Joan Metcalfe also agreed to act as the Village Hall Representative and Veronica Bunbury said she would continue to act as the 12PT/SNT Rep and continue in her role as paths officer. Mr Paul Gardiner had informed the Clerk that he would continue in his role as the Internal Auditor.

5. a) To approve the Minutes from the Meeting held on 6th March 2013

These were proposed by Veronica Bunbury and seconded by Steve Hicks and were signed as a true record.

b) To approve the Minutes from the Meeting held on 18th March 2013

These were proposed by Veronica Bunbury and seconded by Steve Hicks and were signed as a true record.

6. Matters arising from the Minutes

None

Signed

7. Action Point Review

- Although the potholes have now been filled in (**AP 43**), the mud in Brook Lane was never cleared and has now turned to dust. We will continue to monitor the situation and report it again should this be necessary.
- **AP52** - SCC is in consultation with Richard Innes regarding Byway 19 which is on his land. Extra topsoil has been offered to fill in ruts but hard core would be needed if it is decided to improve it enough to allow ordinary vehicles access.
- **AP65** – Trees in Butts Road fouling overhead telephone cables. BT Openreach have investigated and say they cannot help unless their cables are damaged. Simon Hanson is to approach Charles Lofts to see if he would be prepared to lop/fell the trees on his side of road (West) and to see if he knows who owns the land on the opposite side of the road. SCC Highways do not deal with trees about to fall over, they only have resources to clear up trees which have actually come down. Peter Bellfield says he may be able to help sort this out if he is re-elected. Meanwhile, Clerk to contact BT Openreach again to reiterate potential danger of the situation.

8. Finance

- **Statement of Accounts 2012 /2013**
The Annual Return and Statement of Accounts 2012/13 were approved by the Councillors and signed by the Chairman and Clerk. Mrs Joan Metcalfe proposed we adopt these and this was seconded by Mrs Veronica Bunbury. These have been internally audited by Mr Paul Gardiner and are now ready for the external auditors BDO Stoy Haywood. Anyone wanting to inspect the accounts may do so by appointment at the Clerk's house.

- Authorisation of cheques

Cheque No 687	£32.00	HMRC - tax on clerk's salary
SO	£128.39	Clerk's net salary
Cheque No 688	£130.00	Playford Village Hall hire
Cheque No 689	£117.00	SALC Subscription
SO	£128.39	Clerk's net salary
Cheque No 690	£32.00	HMRC -tax on clerk's salary
Cheque No 691	£20.00	Paul Gardiner - internal audit
Cheque No 692	£63.58	M J Rosling - expenses

The first instalment of the Precept £2,250 was received on 30th April 2013

Signed

- Authorisation of Clerk's salary
It was agreed to continue the Clerk's salary & expenses at the same rate as the previous year.
- No 2 Community Account – re-location of funds

Balance of £132.76 –this represents the remaining balance of the grant from Suffolk Acre re the Village Review and belongs jointly with Playford, Gt & Little Bealings. It was suggested that it might be used towards expenses of maintaining the John Belstead Playing Fields; Gt Bealings are in agreement but we are waiting to hear from Little Bealings on this. In the meantime, as we need to use the account or risk losing it to Barclays Bank dormant funds, it was resolved to move the amount to the main account and ring-fence it until a decision has been made.

9. Pricing of assets

In the statement of accounts, village notice board is listed as £nil, sandboxes as £999 and playing field as £1

The only item that requires re-pricing is the Sandboxes – Clerk to look up original invoices to establish value.

10. Insurance cover

AON insurance have quoted £350.16 for renewal – this is lower than last year as they have lowered their admin fees. Clerk to enquire price of including the car park disclaimer sign (at a nominal price of £500) and to circulate details to councillors for a decision before renewing the policy.

11. East Anglian Windfarm – update

No new developments.

12. Highways

Simon Hanson had expressed his concerns (by email to the Clerk) of large farm vehicles ruining the verges especially in Butts Road. It was thought that this was the fault of contractors although ultimately it is the landowners' responsibility. Ted Herrington suggested we should seek legal advice, NFU's code of practice says farmers are responsible for clearing roads of mud, debris etc. every day and clearly this is not being adhered to. It was resolved that Simon Hanson as Chairman should meet with Mr Parkin to discuss this matter.

Simon Hanson had also expressed concerns about the large number of cyclists now using the village and wondered if it was possible to find out who organised these events and whether we could be informed beforehand. It was thought that they were mainly informal training sessions and it was resolved to stop and ask the cyclists themselves for the name of their organiser.

Signed

13. Hiring of Playing Field

The Parish Council has been asked to hire out the Playing Field for a charitable event and ground rules need to be established for future reference. Bealings School also wish to hold their Summer Fete on the grounds. The Playing Field is for village use and reasonable notice needs to be given to villagers if it is to be used for specific functions such as these. Terms and conditions need to be set out, and event holders would need to have their own insurance in place. It was also suggested that we rope off the children’s play area for the duration of an event and extra car parking would need to be considered. A check of the final condition of the field by a councillor would also be required before a deposit was returned to the event holder.

It was resolved to agree to both of these events subject to terms and conditions being drawn up and agreed upon. Joan Metcalfe proposed this and it was seconded by Veronica Bunbury.

There have been incidents of vandalism at the Village Hall recently whereby some tiles have been thrown off the roof and smashed on the ground – it was thought to have been caused by boys from the village and needs to be reported to the Police. Chairman to take this up.

14. Outdoor Play Space Funds

We have received two suggestions for using the funds available for this; one is for extra benches and seating and the other is for providing shade for the benches. Sally Herrington offered to ask the WI and the Village Hall Committee for any further thoughts before we go ahead.

15. Correspondence:

Survey forms have been received from SCC in relation to the standard of grass cutting. It was agreed not to give them full marks for their grass cutting (because of not cutting grass adequately under hedges) but that their tree stump removal work was fine.

Letter received from SCDC inviting us to arrange a litter-picking session – it was agreed not to take this up.

Letter received from Bealings Village Hall asking for permission to release funds from the amount jointly held by them, Gt Bealings and Playford (currently £886) to help fund essential maintenance to the John Belstead Playing Field. It was resolved to agree to this and the Clerk will reply to this effect.

Signed

Quote received from N&A Engineering, Martlesham for repairs to damaged car park sign and railings in the village hall car park £285 +VAT
Also quote for further maintenance to rest of railings £575 +VAT
Bob Coppillie and Joan Metcalfe felt that the car park sign could be straightened without involving outside help and will investigate this.

Ted Herrington stated that the railings possibly did not belong to the Parish Council and that we should establish ownership before undertaking repairs – he suggested that the Deeds to the Playing Field should be searched for an answer.

16. Planning Application

C13/0709 AKENWAY, Hill Farm Road, Playford, Ipswich, IP6 9DT

The owner, Mr Carl Stagg explained the plans to the meeting and stated that they planned to raise the access to the front door by decking made from composite wood and to have handrails of a similar material. There will be another raised area on the left hand side of the house but this will not extend beyond the front line of the house.

No objections were raised to these plans and it was resolved to support the plans.

17. Date of next meeting: 3rd July 2013

The meeting ended at 10.00 pm

Signed