

**Minutes of Playford's Annual Parish Council meeting held at the Village Hall
at 7.30 pm on Wednesday 13th May 2015**

Present: Mrs Joan Metcalfe - Chairman
Mr Stephen Hicks - Vice-Chairman
Mr Tim Llewellyn - Councillor
Mr Ted Herrington - Councillor
Mr Adrian Melrose - Councillor
Mr Neil Tibbles - Councillor

In attendance:
Ms Marian Rosling - Clerk

Also present:
Mr Eric Metcalfe

1. Election of Chairman

Tim Llewellyn proposed Joan Metcalfe as Chairman for the following year, this was seconded by Steve Hicks and the Declarations of Acceptances of Office were duly signed. Joan Metcalfe then welcomed new councillors Adrian Melrose and Neil Tibble and Ted Herrington who has returned to the Council.

2. Apologies for Absence

Mr Bob Coppillie - Councillor
PCSO Jeanette Pithers
Mr Peter Bellfield – County Councillor (left after APM at 7.20pm)
Mr Robert Whiting – District Councillor (left after APM at 7.20pm))

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

Joan Metcalfe declared an interest as Treasurer of Playford Village Hall and Tim Llewellyn declared an interest as a trustee of Playford Village Hall. This information was duly recorded.

4. Appointment of Officers:-

Steve Hicks agreed to carry on in his role as Vice-Chairman, this was proposed by Joan Metcalfe and seconded by Tim Llewellyn.
Joan Metcalfe agreed to continue as the Village Hall representative and Ted Herrington agreed to take on the task of 12PT/SNT rep.
The role of Internal Auditor has yet to be filled –the Clerk will enquire whether anyone in Grundisburgh is available to perform this task.
The role of Footpaths Officer also needs to be filled.

5. To approve the Minutes from the Meetings held on 4th March and 21st April 2015

These were proposed by Tim Llewellyn, seconded by Ted Herrington and signed by the Chairman as a true record.

Signed

6. Matters arising from the Minutes

None.

7. Action Point Review

- **AP81** – It was felt appropriate by councillors to downgrade this Byway to a Bridleway as four-wheeled traffic is the main cause of damage to the track. Adrian Melrose offered to help with funding the application if necessary. Clerk to enquire of the procedures involved.
- **AP90** - The bridleway sign at junction of C324 opp. Church Lane is now fixed but an arm is missing from the adjacent signpost. Clerk will report this.
- **AP92** – FP no. 20 through Alder Carr is on the Spring cutting schedule and will be dealt with in due course.
- **AP93** – Unregistered FP from C330 to U3311. Clerks will bring downloaded forms to next meeting for discussion re registration procedure. Landowner does not acknowledge existence of FP.
- **AP95**– Fallen signpost at top of Bransons Lane still not fixed, Clerk to chase.
- **AP96** – Repairs to FP 23 opp. Village Hall entrance – Clerk to chase progress.
- **AP97** – Dangerous troughs in sides of carriageway at both ends of Butts Road. Joan Metcalfe will chase this up.
- **AP98**- Large area of broken tarmac at junction of Brook Lane and Butts Road will be repaired

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

8. Finance:○ **Reporting and authorisation of Cheques**

Cheque No 753	£123.00	SALC - annual subscription
Cheque No 754	£20.00	Paul Gardiner - internal audit
Cheque No 755	£60.63	M J Rosling – clerk’s expenses
Cheque No 756	£145.00	M J Rosling – part backlog/ use of home as office
Cheque No 757	£33.00	Sarah Cartwright – backlog owed
Cheque No 758	£340.85	AON annual insurance renewal

Bank balances: Barclays current account £4758.76
N S & I savings account £3292.46

The first instalment of the Precept £2312.20 was received on 30th April 2015 (this includes £62.20 precept grant).

Signed

○ **Statement of Accounts 2014 /2015**

The Annual Return and Statement of Accounts were circulated to all councillors in advance and discussed at the meeting. The Annual Governance Statement 2014/15 was read out by the Chairman. These were approved by all Councillors and signed by the Chairman and Clerk. Tim Llewellyn proposed acceptance and this was seconded by Joan Metcalfe.

The accounts have been internally audited by Mr Paul Gardiner and his report was circulated to all councillors. There were no outstanding issues other than his recommendation that a more realistic value be assigned to the village notice board and sign, to reflect recent repairs.

The accounts are now ready for the external audit at BDO LLP. Anyone wanting to inspect the accounts may do so by appointment at the Clerk's house up until the 2nd June 2015.

○ Authorisation of Clerk's salary:

It was agreed to continue the Clerk's salary & expenses at the same rate as the previous year. Paul Gardiner has commented subsequent to his audit that the rate of the Clerk's allowance for storage of files, use of home as office etc. should have been increased from £150.00 to £216.00 per annum w.e.f. April 2012. This was confirmed by SALC. It was agreed by the Chairman to pay £145.00 of the backlog to the Clerk immediately and the balance will be paid with the 2015/2016 allowance. A backlog of £33.00 was also paid to Sarah Cartwright, the previous Clerk.

○ Annual Insurance renewal:

AON insurance is offering a discount of 5% if the Parish Council agree to sign up to their insurance for the next three years. The annual renewal will be £340.85 per year – this represents a saving of £17.35 per year as compared to last year's price. Adrian Melrose proposed acceptance of this and it was seconded by Tim Llewellyn.

○ Pricing of Assets:

Paul Gardiner has suggested in his audit report that the village assets should be assigned a realistic value –this was agreed at £1000 for the village sign and notice board, £401 for the bench on the Green and £700 for the sand bins. All to be subject to 10% annual depreciation. The playing fields have a nominal value of £1 for audit purposes.

Tim Llewellyn enquired about the new Transparency regulations. Accounts are to be published on the website together with a list of items of expenditure of £100 and over from 1st July 2015.

Signed

9. Highways

No issues

10. LAIS changes.

Details of the following changes have been circulated to councillors since the last meeting:

LAIS 1374 – Travel expenses for Councillors

LAIS 1377 – The right to hold prayers at meetings

LAIS 1378 – Car parking on Council property

LAIS 1380 – The existence of the Local Government Ombudsman

11. Outdoor Play Space Scheme:

The final location has been agreed with Sarah Shinnie at SCDC. Clerk to enquire when the funds might be forthcoming.

12. Working party to clean up River Bridge:

Adrian Melrose has a pressure washer and a portable generator to supply electricity for it. A date of 18th July has been suggested and a site meeting will take place during the next Parish Council meeting on 1st July to clarify details of what is needed. Sam Webber is to be asked if he can assist.

13. Plaque for June Gosling:

June's funeral is to be held at 2pm on Friday 15th May. Joan Metcalfe proposed that a plaque be dedicated to her memory and should be fixed to the bench on the Green. Tim Llewellyn seconded this and Joan will organise it.

14. Correspondence:

- a) EAOW – Updates have been received for EAOW One and EAOW Three
There is to be a reduced capacity of 714MW for EAOW One and a number of minor changes will result. These will be accommodated within the previously consented order limits.
EAOW Three is at an earlier stage of development and an application will be submitted in November 2015. The phase III Section 42 consultation is likely to run from the end of May 2015 to the end of June 2015.
- b) The Pensions Regulator – the clerk is nominated as contact for correspondence regarding Automatic Enrolment, staging date for Playford to comply is 1st November 2016.
- c) Planning Application from SCDC Ref: DC/15/1804/FUL.

A date to discuss this was agreed - Tuesday 26th May at 7pm. Clerk will book the village hall and send out notices.

Signed

15. AOB

- Courses for new councillors. Adrian Melrose is in favour of attending a course in October – this can be discussed at the next meeting and booked nearer the time.
- Neighbourhood Plan – Adrian Melrose gave details of the Neighbourhood Plan in place at Gt Bealings and extolled the advantages of it. It differs from the Parish Plan in that it is designed to protect the landscape. Charles Barrington from Gt Bealings council is willing to come and give Playford an illustrated talk about it. Adrian will arrange this for the next council meeting if possible.
- Ted Herrington asked what could be done about SCDC Planning Dept. not following up on conditions imposed on various plans being approved as it is making a nonsense of the system. It was resolved to ask District Councillor Robert Whiting about this at the next meeting. Clerk to put this on the agenda.
- Veronica Bunbury has emailed the parish council to report the problem of sundry cars being left in the village hall car park for long periods – this has been a problem for some time. Joan Metcalfe undertook to ring the Police and provide registration numbers of any offending vehicles.
- Veronica Bunbury has also reported that some of the fence posts around the playing field have been found to be loose – Steve Hicks enquired whether any action was needed. This will be investigated at the next meeting.

16. Date of next meeting: 1st July 2015

The meeting ended at 9.10 pm

Signed