

**Minutes of Playford’s Annual Parish Council Meeting held at
Playford Parish Hall on Wednesday 7th May 2025**

Present: Ben Evans –Chairman
Joan Metcalfe –Vice-Chair
Steve Hicks - Councillor
Martin Hill – Councillor
Lee Knighting - Councillor
Colin Hedgley - District Councillor

In attendance:
Wendy Cook - Clerk

Also present:
9 members of the public for all or part of the meeting

Apologies for Absence:
Ursula Richards
Tracy Herrington

Welcome and Introduction:
The meeting started at 7.30pm

Election of Chairman for coming year:
Ben Evans was proposed as Chairman by JM and seconded by SH. Ben signed the Declaration of Acceptance of Office of Chairman in the presence of the Clerk.

Appointment of Clerk:
The Chairman announced the appointment of Wendy Cook as the new proper officer to act as Clerk and RFO and welcomed the new Clerk.

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

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

To approve the Minutes from meetings held on:

	<u>Proposed</u>	<u>Seconded</u>
5th March 2025	JM	SH

Signed

Matters arising from the Minutes:

None

Action Points Review

- ✧ **Smashed grit bin at southern end of Butts Road needs replacing** – Funds have now been received from ESC for the purchase of a new grit bin. The Clerk will order a new one.
- ✧ **Landowner’s appeal for previous decision on FP26 from Butts Road C330 to Church Road C3311 to be overturned.** The inspector’s decision has been received from ESC PROW and the footpath will not be reinstated
- ✧ **AP186 – FP20 Netting on bridges needs replacing.** Clerk has been down this footpath and the work has been completed
- ✧ **AP198 – Drainage issues on FP20 approaching the Alder Carr** –PROW team are aware of the problem and will be talking to the landowners to reach agreement on how to fix this problem. Looks like there is now a temporary fix as someone has created a small channel for the water to run off. The Clerk will keep an eye on this footpath as it may become waterlogged again if we have heavy rainfall.
- ✧ **AP199 – Overgrown path FP1 for most of its length** – This footpath is now passable, however it was noted that the fence line is very close to the hedgeline meaning the foot path is very narrow.

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

Public Forum

A resident spoke about Planning application DC/25/1376/FUL, 1 Brook Cottages, Brook Lane, IP6 9DZ. As owner of the property, she explained how her planning application for an extension kept the original character of the property and would be in keeping with the surrounding area and other properties.

Planning Application: ref: DC/24/2618/FUL

Applicant: Julia Sanders

Address: 1 Brook Cottages, Brook Lane, IP6 9DZ

Proposed: Erection of 2 storey side extension and balcony

Having listened to the applicant in the Public Forum session, the Parish council all agreed that they were impressed by the fact that the Applicant had looked into the history of her property and that her proposed plans were in keeping with both the building and the surrounding area. There were no objections.

Signed

Other Planning Updates

DC/25/1068/FUL Single storey extension to rear of dwelling. (Between two existing extensions) Sonnet House Butts Road Playford Ipswich Suffolk IP6 9DP - Dealt with under our established delegated authority – Pending decision

DC/25/0996/P3QIPrior Notification - Change of Use of Buildings on Agricultural Units and former Agricultural Buildings to dwellinghouses (Class C3) - Conversion of barn to 1 no. dwelling Lux Farm Playford Road Playford Suffolk IP5 1DA - Dealt with under our established delegated authority – Pending decision

Major Agenda Items

1. Finance:

Reporting & authorisation of cheques/online payments since last meeting:

Already paid:

Date/Chq no.	Payable to	Reason for payment	Amount £
05.03.25	Suffolk Cloud	Website services	370.00
21.3.25	East Suffolk Services	Grass cutting	£1224.00
24.3.25	M Hedgley	Clerk - March salary	agreed in budget
24.3.25	HMRC	Q4 tax on clerk's salary	agreed in budget
22.4.25	W Cook	Clerk Salary – March/April	agreed in budget
22.4.25	M Hedgley	Clerk – April salary	agreed in budget

To be Paid:

due now	W Cook	Clerk's stationery expenses	£63.73
1.6.24	Zurich Town & PC	Insurance renewal	£368.42
due now	Colin Grimwood	Donation re Internal Audit	£50.00

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

Credits received since last meeting:

08.4.24 £1024.67 Reclaimed VAT
 09.4.25 £248.45 Grant for Grit Bin
 16.4.25 £50.00 Playing field hire
 30.4.25 £6000.00 First half of Precept

Bank balances: Current a/c **£6901.60**
 Bus Premium **£7589.58**

Signed.....

		<u>Proposed</u>	<u>Seconded</u>
<u>Approval of Accounts for year ended 31.3.25</u>		JM	LK
Cashbook Summary			
AGAR statements for year ended 31.3.25			
<ul style="list-style-type: none"> ▪ Signing Annual Governance statement 2024/25 ▪ Signing Statement of Accounts 2024/25 ▪ Signing Exemption certificate_2024/25 			
All three clauses above were agreed		JM	SH
<u>Pricing of Assets review:</u>	Agreed	JM	SH
<u>Renewal of annual insurance @ £368.42</u>	Agreed	SH	MH
<u>Authorisation of donations:</u>			
<ul style="list-style-type: none"> ▪ Colin Grimwood – Internal Auditor £50.00 		JM	MH

2. Internal Controls review.

The Internal Control report was agreed by non-signatory SH and signed by him as correct. The Internal Control statement was proposed by BE and seconded by SH. It was then duly signed by the Chairman and Clerk.

3. Highways

- Footpaths update – See Action Points for details
- New signage for C324 - No change as we await Co Cllr Elaine Bryce's return for an update on a new date for the work scheduled on new priority signage and for the drainage work
- Potholes in Butts Road - These are still waiting to be fixed Clerk to chase
- SIDS update.

The Chairman read out a report from Tracy Herrington and gave the highest speeds recorded and the 85th percentiles in each of the two locations monitored in Playford.

4. Emergency Plan - The Chairman read out a Report from Ursula Richards. A finalised copy of the Emergency Plan has now been lodged with Suffolk County Council. The Clerk and Cllr Joan Metcalfe have been sent a copy so that it can be included on the website. There are two versions, A public edition, this is the version that will be available on the website, and, when possible emailed to residents. It contains contacts of the coordinators. The second version has all of the contact details of the Emergency Plan Group volunteers and relevant council teams, this copy is held by the Volunteers, SCC and the Clerk. Ursula also wanted to thank the 14 Volunteers who are part of the group, especially Lynne Dawes, Glen Thimblethorpe and Ben Wale who have agreed to be coordinators.

5. Website Issues – All of the Councillors are now using their new .gov.uk email addresses and the new website is now live. www.playfordparish.gov.uk

Signed

6. **PC Vacancies** – Two vacancies still exist – please contact the Clerk or the Chairman for more details if you are interested in joining the parish council.

7. **Correspondence** - received up to PC meeting 7th May 2025

	Date	From	Subject	Ref
1	11.3.25	EA Air Ambulance	Promoting their cause, updating us and hoping we can help support them	Tarryn Stuart Community Fundraiser
2	11.3.25	ESC	Introducing new Communities officer	Andy Jolliffe Communities Manager

1. Councillors comments -

None

2. Items for next agenda -

None

The meeting ended at 8.15pm

Date of next meeting: 2nd July 2025 at 7pm

Signed.....

