

Minutes of Playford Parish Council meeting held at Playford Village Hall at 7.00pm on Wednesday 5th March 2025

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

Also present:
 Lynne Dawes
 Wendy Cook
 Ursula Richards

In attendance:
 Marian Hedgley – Clerk

Apologies for Absence: none

Chairman Ben Evans opened the meeting at 7.02pm and welcomed everyone.

1. Declarations of Members’ Interests in any items on this Agenda

JM declared an interest as Treasurer of Playford Village Hall Committee and as a Trustee of Playford Village Hall which was duly recorded.

2. The Chairman announced the need for a Closed Session at the end of the meeting to discuss applications received for the vacancy of the clerk’s position. He proposed a vote on this which was carried unanimously

3. To approve the Minutes of the meetings held:

11 th December 2024	<u>Proposer</u> MH	<u>Seconder</u> SH
8 th January 2025	<u>Proposer</u> MH	<u>Seconder</u> SH

The Chairman duly signed both sets of minutes

Review of actions arising – LK mentioned that one or two reflective plastic marker posts in the middle of the village had been broken off. JM has some spare ones and will pass them on to LK who offered to replace the broken ones with these.

A member of the public reported that the blocked drain in Spring Meadow which she had reported (ref: 00502254) had not been fixed as it didn’t meet Highways’ intervention criteria. Clerk to investigate as this is still an issue.

Action Point Review:

- ❖ **AP93 – Landowner’s appeal for previous decision on FP26 from Butts Road C330 to Church Road C3311 to be overturned.** The inspector’s decision is still awaited – no update has been received by ESC PROW as yet – see para 12

Signed

- ❖ **AP155 - C324 traffic priority/drainage problems:** Work on this project has been postponed indefinitely due to lack of funding– Co Cllr EB has asked for costings of this work to be revealed with a view to funding some of it from her budget for next year - see para 9 Highways.
- ❖ **AP178 - Boules Piste repairs** – this work is now complete – the Village Hall may contribute a new set of boules to be used by persons using the hall and possibly grant money may be forthcoming from the Section 106 Play Budget to fund a locked box to keep these in – see para 13.
- ❖ **AP184– Drainage ditch beside Butts Road in front of Village Hall needs clearing-** Work on this is still overdue and ES Services have not yet replied to a second request to accept this work. Other contractors have proved to be too expensive. BE is currently investigating another possible solution to this problem.
- ❖ **AP186 – Loose netting on track of all four wooden footbridges in the Alder Carr on FP20** – Clerk has chased this up with Highways’ PROW team – this work is still in the pipeline but is not a high priority.
- ❖ **AP193 – large potholes in Church Lane**
There are still two streams of water constantly running down Church Lane and potholes recur quickly when fixed. Co Cllr EB has asked for this to be reinvestigated and will continue to chase the Highways team to take this matter seriously - see para 9 Highways.
- ❖ **AP194 & AP197– large potholes in Butts Road** – Co. Cllr EB revealed there is now a matrix for the criteria of repairing potholes called a Verge Deterioration Chart and only the very worst ones get fixed – they must be at least 10m long x 150mm deep. She will continue to put remind Highways of the need for a better solution but funding is the main reason for lack of action - see para 9 Highways.
- ❖ **AP196 – Smashed grit bin at southern end of Butts Road needs replacing** – A questionnaire has finally been sent to the clerk to confirm the need for funds for the new grit bin and this has been completed and submitted - see para 9 Highways.
- ❖ **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 - see para 9 -Highways/Footpaths issues.
- ❖ **AP199 – Overgrown path FP1for most of its length** – this is down for ongoing maintenance See also para 9 - Highways/Footpaths issues
- ❖ **AP204 - Blocked drain in Spring Meadow** – reported by a member of the public. Highways claim this is outside their intervention criteria – Clerk to investigate.

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

Signed

4. County Councillor's report:

Co Cllr EB's full report was circulated to the parish councillors and will be appended to the full minutes on the PC website.

Cllr EB detailed her action on the following:

- FP1 needing extra attention –hasn't been trimmed in almost a year. Highways had admitted this slipped their schedule have now undertaken to cut this path twice a year with an extra Autumn cut if necessary.
- FP20 Flooding problems – Highways have investigated and will contact the landowners to discuss a solution. Cllr EB has stressed action is needed now.
- Potholes in Butts Road are now classed as Verge Deterioration and will not be attended to unless greater than 10m long and 150mm deep. Cllr EB has escalated this with Highways Manager Paul West as it is not satisfactory. Highways will continue to monitor the situation.
- Water leak in Church Lane has been investigated and Anglian Water claims it is not a fresh water leak. Highways classed it as verge erosion which was not within their remit. Cllr EB wants clarification on this.
- Funds for drainage improvements on C324 cannot be found from Highways' budget as the priority is so low.
- Cllr EB has asked for the costs of the Traffic Priority signage on C324 to be sent to her as she may be able to help from her next year's budget as we have been waiting so long for this improvement to be carried out.

No questions arose from her written report.

5. District Councillor's report

Cllr CH's report was circulated to councillors prior to the meeting and is appended at the end of these minutes. Colin also explained the following points:

- Council Tax has been fixed for next tax year and Band D is going up by 47p/month.
- Southwold main car park is currently being used by contractors to store their equipment whilst to repairing part of the esplanade which has collapsed

6. Public Forum - Nothing to report

7. Finance

Reporting and authorisation of cheques/online payments

Already paid:

Date/Chq no.	Payable to	Reason for payment	Amount £
14.1.25	M Hedgley	Clerk's Expenses ink cartridges	51.90
14.1.25	HMRC	Q3 Tax on clerk's salary	agreed in budget
22.1.25	M Hedgley	Clerk - January salary	agreed in budget
30.1.25	Suffolk Cloud	Website /gov.uk email addresses	230.00
22.2.25	M Hedgley	Clerk - February salary	agreed in budget

To be Paid:

31.3.25	Suffolk Cloud	Website /gov.uk email addresses	370.00
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All of above payments were proposed by SH and seconded by JM

Signed

Credit received since last meeting:

3.3.25	Quarterly interest on Reserve a/c	£38.59
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Bank balances:

Current a/c	£1070.61
Bus Premium	£9589.58

Bank reconciliation – SH agreed the above figures with the bank account

Payment for annual grass/hedge trimming 2024 to be agreed in principle (invoice not yet received). Pre-emptive approval for this figure (likely to be £1020+VAT) is required as it's preferable pay it before the end of the tax year.

Proposed by BE and seconded by JM

Budget 2025/56

This could be stretched by the appointment of a new clerk as different salary rates may apply. Training may be needed and also the purchase of a new laptop and/or mobile phone. There should be enough contingency to cover any shortfall could be recovered by increasing the Precept for the following year.

ESSL Quote for Grass/hedge trimming of playing field 2025 **£1082.05+VAT** (an increase of £62 from last year). Acceptance proposed by JM and seconded by SH. The clerk will sign the contract of behalf of the PC and submit it to East Suffolk Services Ltd.

Budget 2024/5 - unanimously found to be on track

8. Review of Policies

Copies of all policies were circulated to all councillors prior to the meeting.

- Parish Standing Orders: this was found to be in order
- Risk Assessment and Financial Risks: no changes deemed necessary on either
- Financial Regulations: new 2024 version was accepted
- Safeguarding Policy: this was found to be adequate
- Sexual Harassment Policy: new policy was accepted unanimously
- GDPR data protection policy: to be reviewed at next meeting
- Complaints procedure: to be re-assessed at next meeting (contact email needs to be changed)

The Internal Controls Report will be signed at the APCM after all policies have been reviewed.

Signed

9. Highways

Traffic priority/drainage issues on C324 and Potholes in Butts Road and Church Lane:

These issues have been covered in Co Cllr EB's report - see para 4

Footpaths issues - these are also covered in Cllr EB's report in para 4

New Grit Bin for junction of Butts Road and Playford Road – this has been agreed with Co Cllr EB and relevant questionnaire has been completed by the clerk and submitted to the grants department – we await the next step.

SAVID/SIDS update: The SIDs figures were not available at the time of the meeting and Tracy Herrington was not present to give a report. A date is still to be arranged for a photo of the new SIDs equipment in action, the clerk has suggested likely dates and is awaiting replies.

Westerfield Quarry update; The planning application has not yet been submitted so no-one can comment at this stage. Dist Cllr CH has been to a planning brief with the landowners and business owner of the project and has seen the size of the project which could prevail for 16 years. If disallowed by the planners it is likely to go to appeal.

10. Gov.uk Domain Name for the PC's website and gov.uk email addresses

Suffolk Cloud has been appointed to oversee the necessary changes and the project is progressing. New email addresses for the clerk and all councillors are up and running and being tried out - some teething problems have been experienced but these are being sorted out. The website is proving more problematical and will take some time to be running smoothly so a changeover date has not yet been agreed. Suffolk Cloud is providing support up until 31st Jan 2026.

Thanks to Cllr CH's District Council for his grant of £250.00 which will help towards the total costs of this project.

11. Emergency Plan

Ursula Richards gave a progress report. Two versions of the E/Plan will be produced: a full version and a redacted version – only the parish clerk will hold the full version. A meeting is to be held at Archway House West on 11th March to brief volunteers on their duties and to explain the procedure to be put in place should an Emergency situation arise. Coordinators for this project are to be appointed at the meeting. Chairman BE thanked Ursula for her report and her work on this project.

If any more volunteers would like to be included in this project, please email Ursula Richards on ursi@btopenworld.com with your details.

12. Appeal of reinstatement of FP26 between Butts Road and Church Lane

SCC Definitive Map Officer, David Last stated that no verdict has been received yet from the appeal held last November at Endeavour House but confirmed that the planning inspectorate does not give updates.

Signed

13. Section 106 – Play budget allocation

Playford PC is entitled to £490.18 for improving sports and play equipment in the village, from the section 106 Play budget held at ESC. It was suggested the PC should apply for funds for a new set of boules and a locked box to keep the boules equipment in at the Village Hall, and that the key could be made available for hall users.

14. Any other Planning Issues:**a) DC/24/4554/CLP – Sonnet House, Butts Road.**

Plans for a single storey extension between two existing extensions - this has now been withdrawn.

b) DC/24/2618/FUL – Little Oaks, Butts Road (formerly The Piggeries)

Plans for a garden room have finally been permitted with certain conditions.

c) DC/22/3153/FUL – 2 Hill Farm Cottages

Possible Breach of Control: This has been investigated by ESC Enforcement Officer and it was suggested the applicant should apply for change of use of his extension

15. Recruitment

Vacancies exist for two more councillors. Interviews will be held shortly for the position of clerk.

16. Correspondence received - up to PC meeting 5th March 2025

	Date	From	Subject	Ref
1	14.1.25	ESC Planning	Update - East Suffolk Developers Charter	Planning Policy team
2	23.1.25	Ipswich Boro Co	Call for nominations of the Local List SPD and Consultation for IBC Draft Local Cycling & Walking Infrastructure Plan Jan 2025	James Mann Head of Town Planning IBC
3	25.2.25	CAS Community Action One Suffolk	Web hosting price increases	Matthew Morling IT Manager
4	27.2.25	AEPA - Anglia Energy Planning Alliance	Invitation to a meeting 10 th April at Snape Maltings – update on current energy projects	Victoria Hambley Sec AEPA
5	28.2.25	ESC Environmental Sustainability officer	Green Issues - Dates for awareness	Daniel Wareing

Signed

- 17. **Councillors' Comments** - none

- 18. **Items for next agenda** -
Review of Complaints procedure
Ongoing items to be brought forward

The meeting ended at 9.40pm.

Date of next meeting: Wednesday 7th May 2025 Annual Parish Meeting to commence at 6.30pm followed immediately by Annual Parish Council Meeting.
Refreshments will be served.

Signed