



**Minutes of the Meeting of Fressingfield Parish Council
held in the Sancroft Hall, Fressingfield
on Tuesday 15 March 2011**

Present: Prue Rush; Garry Deeks; Diana Annis; Peter Davidson; George Frost; Judy Fullam; Lars Gregersen; Margaret Grimwood; Virginia Skoyles; Ian Smith; Peter Vincent; Pennie Walker

In attendance: PCSO Steven Long; Carol A Smy (Clerk)

3 Members of the public

Public Forum: *Steve Hammond of 1st Responders enquired about the likelihood of the Parish Council coming to a decision about making a donation to the group. The Council had made a very generous donation to 1st Responders when the group was initiated and some members had felt more information was required as to the grants from other councils.*

District Councillor Roy Barker addressed the meeting on the options being investigated to maintain a waste service should the tip at Brome be closed by the County Council. He explained that MSDC was looking very closely at providing some sort of self help service such as 'bring sites' so that residents of this part of North Suffolk would not be disadvantaged by such a closure. Ideas for possible solutions are keenly sought and it was envisaged that close cooperation between district and parish councils would be necessary.

11.01 The Chairman welcomed everyone to the meeting

11.02 Apologies for absence were received from Cllr Marilyn Curran

11.03 There were no Members' Declarations of Interest

11.04 The minutes of the meeting held on 18 January 2011 were unanimously approved and then signed

11.05 Planning Matters:

11.5.1 Applications considered at previous Planning Meetings:

Planning Committee recommended approval for:

0490/11 pollard 2 ash trees at 15ft and coppice 2 ash trees. Fell 1 mallus. Reduce walnut by 20% and crown thin by 10% *The Old Vicarage, Low Road*

11.5.2 No notification received of decisions reached by MSDC had been received

11.5.3 There were no applications for consideration

11.5.4 There were no other Planning Matters for discussion

11.06 Matters of Report:

11.6.1 Telephone Kiosk – the purchase had been completed, equipment removed, advice notice posted and the kiosk added to the asset register. Members agreed that this should be an agenda item for the new council.

11.6.2 Elections – these take place on Thursday 5th May 2011; all completed nomination forms are to be with MSDC by noon 4th April latest. The Clerk was happy to deliver nominations by hand to MSDC but all papers must be received by 26 March latest. The Clerk had nomination papers for anyone else seeking election.

11.6.3 Faster Broadband – Virginia Skoyles had nothing further to report as fewer than the 75% of residents required had signed up to the BT website. Tim Passmore (MSDC) is working towards faster broadband for the county and there is a link to sign up to the 'petition' at www.choosesuffolk.com/betterbroadbandforsuffolk. An invitation had been received from Dr Dan Poulter MP to attend a conference on broadband provision in Suffolk at the Waveney House Hotel on 6th April (am). Anyone interested should contact the Clerk to book a place.

11.6.4 Annual CleanUp – Peter Vincent reported that around 20 people including children and a couple of dogs had turned out on 12th March to undertake the annual spring clean of the village centre. The Chairman thanked Peter for again organising the event and all who contributed to its success.

11.6.5 Quarterly meeting of MS Tenants' Forum – the Chairman reported that she had attended this meeting at the invitation of the Fressingfield Group.

11.6.6 **Roadside Nature Reserve (Fressingfield 43)** – an enquiry had been received from SCC as to whether or not the PC was able to financially support the replacement of RNR posts in the parish. The Council agreed that a contribution of £100 be made, as requested. Clerk to action

11.6.7 **Royal Wedding** – the Parish Council confirmed there were no plans for a street party or other general celebration for 29th April. If any group in the village had plans for an event the police should be informed if assistance was required.

11.6.8 **Village Pump** – ongoing

11.6.9 **Land Registry** – the Clerk was tasked with checking the Land Registry listing as to the status of any land owned by the Parish Council. If such land was not listed the Clerk would commence the process. Clerk to action

11.07 To receive the Financial Report & Approval of Accounts for payment:

11.7.1 Cheques for approval appended to these minutes. George Frost proposed, Peter Davidson seconded and approval of the accounts for payment was unanimous.

11.7.2 Account balances at 28 February 2011 as follows:

Current Account: £ 9,055.72

Tracker Account: £ 19,748.45

There was one unrepresented cheque - £162.24; balance at 28 Feb11 £28,641.93

11.7.3 Notes on the meeting which took place on 01 March 11 to discuss resolution of outstanding hours worked by the Clerk had been circulated. It was suggested by the Finance AND General Purposes Working Group that the Clerk be paid for the outstanding hours to date and the weekly hours be increased to nine for a trial period until the July meeting. It was explained that the job had expanded and become much more complex in the past few years. A counter view was put forward that as there were constraints on hours of work in Local Government it was unseemly to increase the Clerk's hours at this time even though the work far exceed the allotted time for it. As the proposed extra hour was initially temporary Ian Smith proposed the outstanding payment be made and the rate of nine hours per week be accepted. This was seconded by George Frost and agreed by a majority vote (1 abstention).

11.7.4 The Clerk had been advised that HMRC would no longer support the work of Town and Parish Clerks being undertaken as self employment so the PC would have to register as an employer, with all that implies, in time for the commencement of the new financial year. Clerk to action

11.7.5 **Review of Internal Audit** – the effectiveness of the internal audit process had been reviewed, circulated and agreed unanimously; the document was signed at this meeting.

11.08 To receive reports from the County & District Councillors and the Community Beat Officer:

11.08.1 **County Councillor** – no report

11.08.2 **District Councillor** – Cllr Curran sent a written report which focused on the site closure at Brome. A meeting was scheduled to take place between officers of Babergh, MDSDC and SCC to investigate ways of keeping the site open. A local poll was to be conducted over a four week period commencing 9th May seeking views on the creation of a new single district council combining those of Mid Suffolk and Babergh. Cllr Curran had attended meetings where she had expressed her concern at the closure of Paddock House, and the consequent loss of intermediate beds, before the new facility at Hartismere Hospital was available.

11.08.3 **Beat Officer** – PCSO Steven Long reported that no crimes had taken place in the village since the last meeting. Stickers for wheelie bins had been distributed to properties along Harleston Hill to encourage motorists to reduce their speed. Residents were alerted to the likelihood of thefts from oil tanks and of scrap metal. PCSO Long advised of the international emergency telephone number – 112. This can be called from mobile phones, anywhere in the world (including the UK) and its GPS system is very accurate. PCSO Long was asked if the promised speed checks along Laxfield Road had been made lately and he explained that such checks were not generally undertaken during the late autumn and winter months but would be resumed later in the year. SafeCam had been passed to the police from SCC and may be deployed in the future.

11.09 Parish Plan:

11.9.1 The Action Plan had been completed and would be circulated via the parish magazine at a future date.

11.10 Welcome Pack – Virginia Skoyles announced that she was no longer able to undertake the preparation, coordination and delivery of the Welcome Pack. She was happy to assist with the hand over to someone else and it was agreed that this should be arranged by the new Council. The

Welcome Pack was very popular and it was felt it should continue. The Chairman thanked Virginia for all the work she had put into this project.

11.11 Emergency Planning – no suggestions/comments had been received to date from Councillors as to the production of a plan. Following a discussion it was agreed that some sort of brief plan would be useful. Virginia Skoyles proposed the production of plan illustrating buildings suitable for use in an emergency. This was seconded by Pennie Walker and agreed by a majority of 7 to 5. This should be no more than A4 sized and could possibly incorporate the previous Emergency Plan compiled by Hugh Stewart. Clerk to action

11.12 Review of Risk Assessment – as required by the auditors a review of the risk assessment had been undertaken and distributed. The document was unanimously approved and then signed.

11.13 Correspondence

11.13.1.i email invitation received for Chairman and Clerk to attend a meeting of the Mid Suffolk Tenants' Forum at Stradbroke on 02 March 11. Chairman attended, Clerk unable to make the meeting

11.13.1.ii request for donation from Suffolk Family Carers. The Clerk was asked to find out more about the organisation and its relevance for Fressingfield Clerk to action

11.13.1.iii Suffolk Fire and Rescue Service – integrated Risk Management Plan 2011-14 consultation to run from 10 Feb to 15 Mar

11.13.1.iv SCC – closure of Waste and Recycling Centres wef 09 May 11; copies circulated. A public meeting is to be held at Hoxne St Edmund's Hall on 5th April at 7pm. All are strongly encouraged to attend.

11.13.1.v MSDC – closure of the Eye and Stowmarket Service Bureaux

11.13.1.vi SCC – information on Suffolk Link demand responsive bus service

11.13.1.vii 2012 Olympic Games – workshop on 23 March 2011 at MSDC; free; advice on making the most of the Games.

11.13.1.viii There would be a Councillors' Networking Day at SALC on 22 March 2011.

11.13.2 **Tabled Items:** play equipment catalogue; Clerks & Councils Direct; Suffolk ACRE update;

11.14 To Receive the Clerk's Report

11.14.1 Two people had, so far, expressed interest in the post of Village Caretaker. A job description would be sent out with the invitation to formally apply. Any other interested people should contact the Clerk for further information. It was suggested a Working Party be convened to consider the applications and undertake the interview process.

11.14.5 Limited responses were received to the request for dates for the end of term beano so 15th April was provisionally booked at the Fox and Goose. Councillors were asked to confirm their attendance with the Clerk and that of partners as soon as possible.

11.15 To consider Matters of Information brought by the Chairman or Members:

11.15.1 A letter had been received requesting publicity for the refurbishment of the Sancroft Hall. Fundraising would commence with a concert at the Church on 21 May at 3pm and 7pm.

11.15.2 Judy Fullam asked when the 'Millers Meadow' signs would be removed. Peter Davidson said he would make enquiries. PD to action

11.15.3 Judy Fullam explained that 1st Responders felt that a promised donation had been withheld somewhat unfairly. The Council agreed that the money previously noted in the budget for 1st Responders (£500) should be paid (proposed PV seconded IS agreed unanimously).

11.15.4 Peter Vincent reported on the Planning for Biodiversity course he had attended. He explained that it was not necessary for all councillors to attend such a course but for one to do so was beneficial as it gave an insight into the closer reading of such documents as eco reports in planning applications.

11.15.5 It was suggested that letters be sent to County Councillors concerning the proposed closure of the Brome Waste Site, the divestment of libraries and the closure of Paddock House. Clerk to action

11.15.6 George Frost announced that he would not be seeking election again in May and wished the Council well for the future. Likewise Margaret Grimwood, Virginia Skoyles, Pennie Walker and Lars Gregersen. The Chairman thanked them all for their contribution to the Council over the years (some longer than others!) and wished them all a happy 'retirement'.

11.15.7 Virginia Skoyles said that the website was to be updated and she recommended staying with OneSuffolk rather than seeking another provider. This was agreed unanimously and the request for £60 for the required training was also agreed. VS stated she would continue to operate the website despite leaving the Council at the end of this term. The Chairman thanked her.

11.15.8 Margaret Grimwood had been asked about the provision of bins of dog waste. It was likely there would be requests for more in the future. She also mentioned that required work on the bench at Priory Crescent.

11.15.9 Diana Annis registered her disgust at the Andrea Hill's (CEO of SCC) training budget of £12,000. Although this also covered training for several officers it was seen as offensive and arrogant in the current economic climate. It was suggested this be added to the subject list for **item 11.15.5**.

11.15.10 **Annual Parish Meeting** - 19 April 2011 at 8pm

**11.16 To receive Notice of Matters for Inclusion in the Agenda for next meeting –
17 May 2011 (Annual Meeting of the Parish Council):**

11.16.1 **Suggested uses for the telephone kiosk**

11.16.2 **Welcome Pack**

There being no further business the meeting was closed at 21.45hrs

**Signed:
Chairman**

17 May 2011

Closing Public Forum: no topics were brought forward