



**Minutes of the Meeting of Fressingfield Parish Council
held in the Sancroft Hall, Fressingfield
on Tuesday 04 December 2012**

Present: Prue Rush; Garry Deeks; Paul Clark; Judy Fullam; Warren Last; Malcolm Roberts; Ian Smith; Nick Stolls; Peter Vincent; Keith Wykes

In Attendance: Carol A Smy (Clerk)

5 Members of the public

Public Forum: *Concerns were raised about the traffic along Victoria Terrace both in terms of speed and size of vehicles. It was felt the situation was getting worse. As children play there it was suggested that signs be erected to restrict access. A newspaper deliverer was a persistent offender. A good deal of disquiet was raised about the procedures undertaken at the November planning meeting although several points mentioned were incorrect. The meeting and deliberations had been undertaken in a correct manner, following procedures, and the Council was sorry that its conclusions had caused such evident dissatisfaction.*

12.1 The Chairman welcomed everyone to the meeting

12.2 Apologies for absence were received from: Peter Davidson; Caroline Day; Philip Eastgate; Marilyn Curran;

12.3 Members' Declarations of Interest: there were none at this time.

12.4 Dispensations – following the demise of the Standards Board and the Standards Committees a new Code of Conduct had been established (and adopted by the Council at its last meeting). Under the new Code the rules for Dispensations had been circulated for Councillors' reference. As per para 4.1 of the Suffolk Guidance notes a Councillor should contact the Clerk at least 24 hours prior to a meeting, in writing or via email, if a dispensation should be necessary. The Council would then decide if this were appropriate. A standard letter would be prepared for completion at the meeting.

12.5 The Minutes of Last Meeting – 18 September 2012 – were unanimously agreed and signed following the addition of Judy Fullam in the list of members present. Proposed: JF; seconded: IS; agreed unanimously

12.6 To consider any Planning Matters including:

12.6.1 There were no applications for consideration.

12.6.2 Applications considered at previous Planning Meetings:

Approval recommended for:

2554/12 creation of new vehicular access and associated land for domestic driveway including bridge over stream and railings to serve Barn Conversion (approved under planning permission 3491/11 and 3492/11)

Barn at Willow House, Harleston Hill

3171/12 erection of detached single-storey dwelling and alterations to existing garage including partial demolition; provision of parking spaces to serve The Stores

The Stores, New Street

12.6.3 Notification of decisions reached by MSDC:

The following applications were granted planning permission:

2341/12 erection of canopy over existing manure pad and erection of barn for storage of straw

Yew Tree Farm, Cratfield Road

2554/12 creation of new vehicular access and associated land for domestic driveway including bridge over stream and railings to serve Barn Conversion (approved under planning permission 3491/11 and 3492/11)

Barn at Willow House, Harleston Hill

1960/12 erection of two-storey dwelling with garage

Plot adjacent Providence House, Church Street

Permission not required for:

3172/12 demolition of garage

The Stores, New Street

12.6.3 Other Planning Matters:

12.6.3.1 3305/12 – retention of two windows to west elevation of barn (app for LBC)

Ufford Hall Barn, Laxfield Road

The above application was withdrawn by the applicants

12.6.3.2a late item requiring consideration had been received. It was agreed that the Planning Committee should meet on Tuesday, 11 December 2012 to discuss.

12.7 Matters of Report:

12.7.1 **Updated Village Plan** – copies of the plan would be sent to all members. Consideration could then be given to updating the Action Plan in light of Neighbourhood Plans. Clerk to action

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

12.8.1 Cheques for approval as per information sheet distributed. Approval proposed by PC; seconded PV; unanimous

12.8.2 Account balances at 30 November 2012 as follows:

Current Account: £17,590.63

Tracker Account: £19,763.22

There were no un-presented cheques; balance at 30 November 2012 £37,353.85

12.8.3 Internal Audit report - GD & MR went through their report which is appended to these minutes. It was agreed that more Councillor training should be undertaken; costs should be apportioned throughout the Clerk's councils on a percentage basis related to number of households in each parish; streetlighting should be kept under review. Council documents stored on the Clerk's computer were backed up via an electronic service. The Chairman thanked Garry Deeks and Malcolm Roberts for undertaking this annual task. The Clerk's appraisal would be undertaken by members of the Finance and General Purposes Working Group.

12.8.4 Internal audit review – approval was given to the Review of the Internal Audit Process and an updated document was signed.

12.8.5 Budget and precept setting – the Finance and General Purposes Working Group met to draft a budget for 2013/14 and recommend a precept. Minutes appended to this document. The Working Party recommended that the Fidelity Guarantee be raised to £25,000. This was agreed unanimously. Since the budget meeting notice had been received from MSDC concerning charges for bin emptying...£20pa for dog waste bins and £15pa for rubbish bins (£115 in total). It was unanimously agreed to meet the increased cost from reserves for the coming year. Changes to the Government grant for Council Tax are underway but, to date, there is no information as to its effect on precepts for Town and Parish Councils. It was agreed that the draft budget should be used as the foundation for the precept request to be submitted in January and if any further information were to be received prior to the January meeting amendments could be made at that time. It was agreed that the grasscutting contract at the Playing Field for 2013/14 should be offered to Shaun Swan. The work would be put out to tender for a three year period from 2014/15 to bring it in line with the work at the Cemetery. The cost of changes to the street lighting should be followed up. The Clerk was asked to enquire if Diss, Thetford and District CAB might be able to arrange an occasional outreach session at Fressingfield. PV proposed a one-off grant to the Sports & Social Club of £400 (discretionary, for one year) for the 2013/14 budget. This was seconded by KW and agreed unanimously. Clerk to action

12.8.6 Standing Orders and Financial Standing Orders – the Clerk suggested a clause be inserted into S/Os pertaining to Dispensations. This was agreed and the revised document would be signed at the January meeting.

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

12.9.1 County Councillor – no report

12.9.2 District Councillor – no report

12.9.3 Police – report attached

12.10 Traffic calming

12.10.1 Harleston Hill: gates had been installed. A query had been received about the placing of the gates and whether this would lead to the village being developed to that boundary and MSDC had confirmed this was not so. The Clerk was asked to enquire if any speed checks had been undertaken before the installation of the gates and if follow-up checks showed any difference in speeds. Clerk to action

12.10.2 20mph in New Street: although the Clerk does not recall a request for such a large area covered by a 20mph limit the proposed order encompasses New Street, Priory Road, Sancroft Way, Oatfields, Priory Crescent, Feaveryears Yard, Tansy Meadow, Post Mill Lane. Objections or other representations to be submitted by 24 December 2012.

12.10.3 Victoria Terrace – a complaint had been received via email concerning large vehicles using Victoria Terrace and cars speeding along there. A site visit had been undertaken by SCC and there would be no more signs erected in addition to those at either end of Church Street. The Highways Department representative stated that he must have details of the offending vehicles in order that they might pursue the drivers. This information had not been forthcoming. Following representation during the Public Forum the Clerk was asked to speak to her contacts in the Highways Department again to enquire about 'Access Only' signs and the possibility of having Victoria Terrace removed from sat nav information. Clerk to action

12.11 Use of remaining Village of the Year funds – commemorative bench had been ordered and received. It would not be possible to site the bench on the piece of land at the corner of Laxfield Road/Playing Field entrance and suggestions were invited for a suitable location. Members would give this some thought and a decision would be made at the next meeting.

12.12 Social Club

12.12.1 Report on AGM – the Chairman closed the meeting briefly to enable Roger Cuffley to brief the meeting on progress. The Committee was enthusiastically taking the Club forward as quickly as possible and some good functions had taken place, helping to raise the profile. Warren Last was welcomed onto the Committee. The website was being updated and advertising increased. RC thanked the Parish Council for its support..

12.12.2 Grass cutting – Shaun Swan would continue for the rest of this financial year and 2013/14. The Council was asked if the Play area could be included in the tender and the Council agreed to this.

Clerk to action

12.12.3 Parish Council representative – Warren Last had agreed to undertake this role

12.12.4 Following the publication of the draft minutes of the September Parish Council meeting the Clerk had been informed that her interpretation of events reported was erroneous. There had not been any controversy within the Social Club concerning the cooperation with Adnams over a sign.

12.12.5 Letter from the Bowls Club - noted

12.13 Playing Field Management Committee

12.13.1 Report on AGM – PV reported he was now Chairman of the PFMC which was working with the Social Club despite different agendas. They would remain as separate entities with the emphasis being on the Social Club and the PFMC taking care of the car park and field.

12.14 The Big Tree Plant - GD reported that there was still funding available and a meeting was to take place to investigate how much planting could be undertaken in the village.

12.15 Sancroft Hall Car Park – the PCC had decided to leave the area around the telephone kiosk as grass.

12.16 Telephone kiosk – the Chairman closed the meeting briefly so Mary Cuffley could expand on the ideas of FLHAG for the kiosk. She suggested information in the form of pictures and maps, possibly leaflets showing dog walks, and other Fressingfield-related items of interest. It was suggested this should go ahead after the painting of the kiosk. PV proposed, seconded GD that FLHAG be given carte blanche to use the inside of the kiosk for information purposes. This was agreed by a majority vote (2 abstentions). GD proposed, seconded by IS, that a maximum sum of £100 be made available (should it be required) on production of a project plan. This was agreed by a majority vote (2 abstentions).

12.17 Village Caretaker – Following Bob Stanley's resignation there had been no interest expressed and BS advised the Clerk he was prepared to continue with the task but for four hours per week. It was agreed he should do this for a month to see if he could fit the job in with his other work and he has confirmed this was working well. At the Internal Audit meeting it was suggested that if it proved satisfactory then BS should continue on the reduced hours if he could. Since then an acceptance of the post was received, before it was offered! No reply received to the explanatory email. The Council unanimously agreed to retain Bob's services for four hours per week. The four hours should remain charged to MSDC as if they were reduced it would be impossible to get them back if required at a later date.

12.18 Correspondence

12.18.1 Suffolk ACRE was seeking volunteers to coordinate the oil-buying club. Details from the Clerk or via the notices on the boards.

12.18.2 Letter from Headway & request for support

12.18.3 Letter from Eye Volunteer Centre requesting donation

12.18.4 Diss & District CAB annual report and request for donation

12.18.5 Suffolk Hedgerow Survey 1998/2012 and final newsletter

Tabled Items: Clerks & Councils Direct; TLC

12.19 To Receive the Clerk's Report

12.19.1 Following publication of the draft minutes for the September meeting the Clerk received an email from John Castro pointing out that he felt the name put forward by the PC for the development at the Old School – The Low – could prove confusing as there was also Low Road. The Clerk responded that she would bring this to the attention of the Council but that the name had been chosen for its historic connotations within the village and was in the hands of MSDC for a final decision.

12.19.2 Councillors were asked to bear in mind that any pronouncements they may make, verbal or written, should not purport to be the views of the Parish Council as a body unless the PC specifically directed so. Any letters or statements detailing the Parish Council's view on a matter should be through the medium of the Clerk.

12.19.3 The Clerk received a request to have a commemorative bench installed in the cemetery. This was agreed unanimously to be a good idea. The Clerk was asked to liaise in the siting of the bench. **Clerk to action**

12.19.4 Christmas Trees will be again collected from the Sancroft Hall on 09 January 2013 and could be left from 05-08 Jan inclusive at the usual spot inside the railings.

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

12.20.1 Cars speeding along Stradbroke Road close to School Lane had been mentioned. This area did not meet the criteria for a 20mph limit so although it was unlikely to produce positive results the Clerk was asked to enquire if any measures could be taken. **Clerk to action**

12.20.2 The subject of flood defence was brought to the attention of the Council. JF would make enquiries. Sand bags used to be held in the village and there had been a flood representative and enquiries would be made to see if that was still the case.

12.20.3 The Emergency Plan (2011) might be reviewed for incorporation of flood planning.

12.20.4 Dr Read had thoroughly enjoyed his farewell Open House at the end of November.

12.20.5 The approach to the Playing Field/Social Club was marred by the damage done to the verge by the parking of a car on the corner of Laxfield Road and the entrance lane. The corner garden was also overgrowing into the lane and causing difficulties. It was agreed a letter should be sent to the householder requesting action.

12.20.6 Enquiries had been made about a fete for 2013. The Jubilee event this summer had taken the place of a 2012 fete which had, in the past been a biennial event. It was agreed a notice should be posted on the website and in 5Alive to ascertain support for a public meeting to take place in February. PV would be the contact. **Clerk to action**

12.21 To receive Notice of Matters for Inclusion in the Agenda for the Annual Meeting of the Parish Council – 15 January 2013

12.21.1 Final approval of budget and precept request

12.21.2 Standing Orders and Financial Standing Orders for signature

12.21.3 Emergency Planning/Flood Planning

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