

**DRAFT Minutes of the Meeting of Fressingfield Parish Council
held in the Sancroft
Hall, Fressingfield
on Tuesday 21 July 2015**

Present: Prue Rush; Garry Deeks; Caroline Day; Philip Eastgate; Warren Last; Crispin Muir; Malcolm Roberts; Ian Smith; Malcolm Ward; Dave Wheeler

In Attendance: Cllr Lavinia Hadingham; Carol A Smy (Clerk)

No members of the public attended

There was no Public Forum

15.1 The Chairman welcomed everyone to the meeting

15.2 Apologies for absence were received from: Peter Vincent; Keith Wykes; Judy Fullam; PCSO Steve Long

15.2.1 Peter Vincent asked if, for personal reasons, he could be excused attendance at meetings for the foreseeable future. Members were unanimous in their support for this request

15.3 Members' Declarations of Interest – there were none at this time

15.4 Dispensations – there were no requests

15.5 The Minutes of Last Meeting – 19 May 2015; approved unanimously and signed. Prop: MR; seconded: GD.

The minutes of the extraordinary meeting held on 02 June were also approved unanimously and signed. Prop: PR; seconded: GD

15.6 To consider any Planning Matters including:

15.6.1 Applications for consideration at this meeting:

2290/15 erection of two storey extension to side elevation

2 Victoria Terrace

Approval was unanimously recommended for the above application

15.6.2 Applications considered at previous planning meetings:

2083/15 erection of single storey rear extension (following demolition of existing conservatory). Replace side extension roof with dual –pitched roof. Change external finish of existing dwelling to painted render form face brickwork.

1 Lawn Farm Cottage, Metfield Lane

Approval recommended

15.6.3 Notification of decisions reached by MSDC:

Approval was granted for the following applications which had approval recommended at previous meetings:

0697/15 erection of orangery and insertion of french doors following the removal of existing living room window

Annexe. Red House Farm, Priory Road

1325/15 erection of storage building for the applicants' catering/barbecue equipment and vehicles

Yew Tree Farm, Cratfield Road

15.6.4 Other Planning Matters:

15.6.4.i an application was received too late for inclusion in this agenda so there would be a planning meeting on Tuesday, 04 August 2015.

15.6.4.ii the Chairman had asked Crispin Muir, in view of his background knowledge, if he would be prepared to undertake a 'first sight and review' of planning applications prior to meetings in order to provide members with a briefing for applications to facilitate a more professional approach to planning. This he agreed to do and members unanimously supported this

15.7 Matters of Report:

15.7.1 Benches and Notice Boards – ongoing

15.7.2 **Dog bins** – The request to use the footpath post at Priory Road had been agreed. Bob Stanley would fix the bin and MSDC would be advised of its location to facilitate emptying (there would be a charge for this service). MSDC had still not responded to the request for a dog waste bin on the Carnser. Alternatively, an email had been received concerning inconsiderate dog owners using the footpath from Post Mill Lane. It was unanimously agreed that this would be a better site for the bin and the Clerk was asked to arrange the installation.

Clerk to action

15.7.3 **Defibrillator** – the cabinet had been ordered and received and Bob Stanley had agreed to install it in the telephone kiosk. FLHAG was content to relinquish the space. Once the back board had been repainted and the defibrillator was in place a training day would be booked that would be open to all.

Clerk to action

15.7.4 **Functional Clusters** – the purpose for the clusters was to facilitate planning ie to assist with the siting of the share of houses required for a particular area

15.7.5 **Better Broadband for Suffolk** – short survey to be completed. Cabinets upgraded (Fressingfield and Metfield) to serve IP21 5 and IP20 0 post codes. It was stressed that not every property or business within these designated postcodes would receive an up to date service. It was noted that, currently, fields along Cratfield Road had this facility, but not the houses or school!

15.7.6 **Policy Proposals to Government** – survey to be completed

15.7.7 **Fly a Flag for the Commonwealth 14 March 2016** – letter from NALC encouraging villages to take part next year

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

15.8.1 Approval of accounts for payment – cheques as per appended sheet – prop IS; seconded WL; unanimously agreed

15.8.2 Account balances at 30 June 2015:

Current account: £24,294.59

Tracker account: £19,790.53

There were two unrepresented cheques totalling: £359.20

Balance at 30 June 2015: £43,725.92

15.8.3 Annual Audit – the annual return had been sent to the government auditors. There had been a balancing issue of £1.06 – this was comprised of a bank error and a rounding issue and had been corrected. Final report awaited.

15.8.4 Mandate change – Barclays Bank was not being helpful had lost a second change of address instruction after stating that the Chairman's and Vice Chairman's signatures were not deemed acceptable (not known). The Clerk recommended the Council consider changing its banking to Unity Trust Bank – the service was infinitely better. The Council unanimously agreed the points as follows: to close the accounts held with Barclays Bank plc and transfer all funds and banking to Unity Trust Bank plc with immediate effect; that all members be signatories, with any two to sign cheques. Proposed: GD; seconded: WL

15.9 Housing Needs Survey/Parish Plan update

15.9.1 The survey had been completed and closing date had passed. No results yet received from CAS. Once the results were received consideration could be given to compiling a Parish Plan for the rest of this council term.

15.9.2 Maps were available of the mains (Anglian Water) pipework of the village. Systems were not oversized to accommodate future growth but had capacity to take some expansion. New developments should not cause detriment to existing systems. Pre-planning assessments (not mandatory) were encouraged even though AW was not a statutory consultee but was generally consulted on developments of 10+ properties. Should a proposal cause detriment to the existing properties' water/sewage facilities a correction could be requested. Anglian Water was not able to assess sites unless formally requested. Neighbourhood Plans were able to include water/sewage. A formal Parish Plan might accommodate this. The Clerk was asked to enquire if an engineer could come to address the Council at a future meeting. Clerk to action

It was noted that when planning applications for more than one property were presented to MSDC consideration must be given to infrastructure and services with an undertaking being given that the systems could cope with the increased demand.

15.10 **Emergency Planning** – a short survey had been received for completion. GD agreed to do this. An Emergency Plan was discussed and it was felt a list of useful telephone numbers would be just as helpful. The Clerk was asked to enquire if SCC would still fill grit bins and if so further provision of bins could be considered. Clerk to action

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

15.11.1 County Councillor – no report

15.11.2 District Councillor - Lavinia Hadingham was welcomed to her first meeting. She reported that she had been appointed to the Planning Referrals Committee and the Joint Audit and Standards Committee. The Joint Strategic Plan for MSDC and Babergh DC was coming together and would provide the blueprint for the coming few years; the aim was to be 'smaller, smarter, swifter' and both councils were working together towards this end. Work on the adoption of the Community Infrastructure Levy was ongoing with the aim that it would be adopted later in 2015. Council accommodation was under review; as the two councils worked more closely together with shared staff there was a surfeit of office accommodation. The location of Service

Centres was being examined to best serve the communities and both councils. LH was keen to assist the Parish Council and residents in any way she could.

15.11.3 Police – PCSO Long’s report stated there had been two reported crimes since the last meeting: 1 threat to commit criminal damage and 1 common assault. These occurred during separate disputes. He went on to report that many calls were being received regarding Irish travellers selling electrical garden goods. Please report any such incidents. The correct documents to sell are often held but Trading Standards can check for safety in such instances.

15.12 Social Club

15.12.1 Minutes of June, July and 2014 AGM meetings plus draft constitution circulated and noted

15.12.2 It was reported that arrangements had been made to have the Pavilion exterior painted. The Club had purchased the materials and the labour would be provided through the Community Payback scheme. The cost for the work would be iro £600 and the Sports and Social Club asked if the Parish Council would consider contributing to the expenditure. The annual grant to the SSC would be paid in September and Members agreed to including the request on September’s agenda with a view to increasing the grant for this year.

Clerk to action

15.13 Playingfield Management Committee

15.13.1 **Report** - nothing to report

15.13.2 **Marquees** – although this was not within the remit of the PC the Chairman had been approached for assistance in the formalisation of a policy for the hire of the marquees. Although he is no longer responsible for this area, Clive Skoyles has been regularly called upon to deal with the erection etc of the marquees and this was no longer acceptable. It would seem sensible to compile a short manual to explain to hirers how they go together as well as a comprehensive hire agreement/advice note. DW would bring this to the attention of the FPMC at the AGM.

15.14 Play Area

15.14 The Clerk had been contacted by a resident concerning the Play Area and suggesting a group be formed to undertake fund raising for refurbishment. The Clerk was asked to request that a plan be presented to the PC for consideration.

15.15 Road Safety

15.15.1 The Council’s view on the payment for road signs had been transmitted to the Highways Department

15.15.2 a resident spoke to the Chairman highlighting the danger of children coming down the path from New Street to Harleston Hill at speed. The possibility of a barrier that would prevent accidents but would also permit use by those with strollers/wheelchairs/bicycles had been put to the Highways Department.

15.16 Correspondence

15.16.1 emails received from a resident concerning dog fouling, the state of a bench on the Post Mill Lane footpath and the footpath finger post on Harleston Hill. See item 15.7.2. The reported bench would be checked to see if it was repairable and the landowner contacted. This bench was not Parish Council property so it could not undertake any possible repair. The Chairman and Clerk would undertake a site visit to allocate space to the second dog waste bin.

Chairman and Clerk to action

15.16.2 letter received from SALC encouraging councils to enter Village of the Year next year.

15.16.3 report received from the Bowls Club that should have been read out at the Annual Parish Meeting. This would be appended to those minutes.

15.16.4 letter received from a resident concerned at the overgrown footpath between Priory Road and New Street.

Tabled items: Clerks and Councils Direct; broxap catalogue; TLC; NALC Legal Topic Notes; training courses;

15.17 To Receive the Clerk’s Report

15.17.1 invitation received to CAS Annual Review and Celebration on 08 Oct 15. No one was available to attend.

15.17.2 nothing further had come of joint training with Stradbroke. It was agreed that some in-house training would be sensible. The Clerk would circulate the SALC programme so a choice of topic could be made.

15.17.3 the Council wished to thank George Brown for cutting back the vegetation from John Shepherd Road to the bus shelter, and also for the cutting back of the hedges along Stradbroke Road, out of the village.

15.17.4 the Clerk was to meet Matthew Hammond on site to arrange for the cutting back of the hedging by the pathway onto Harleston Road from New Street (behind the Old Forge).

15.17.5 the potholes along the roads out of the village had been reported to SCC and they were on the action plan. Cratfield Road had a lower priority than the others.

15.18 Matters of Information brought by the Chairman or Members:

15.18.1 Street lighting

15.18.2 During the period of road closure at Shotford Bridge farmers at Mendham and Needham had, unasked, cut back the verges to aid visibility and traffic flow. This diminished the risk of accidents and was to be commended. The Clerk was asked to write to the Clerks of both villages to pass on thanks. **Clerk to action**

15.18.3 It was brought to the attention of the meeting that Fressingfield Primary School had had an excellent year. Pupils' progress was very good and standards were above the national average.

15.19 To receive Notice of Matters for Inclusion in the Agenda for the Annual Meeting of the Parish Council – 15 September 2015

There being no further business the meeting was closed at 21.50hrs

**Signed:
Chairman**

15 September 2015