

## **Minutes of the Meeting of Fressingfield Parish Council held in the Sancroft Hall, Fressingfield on Tuesday 20 February 2018**

**Present:** Garry Deeks; Alex Day; Hilary Day; Philip Eastgate; Judy Fullam; Tom Lindsay; Tracy Livingstone; Ian Smith; Nick Stolls; Rachael Troughton; Dave Wheeler;

**In Attendance:** Lavinia Hadingham; Carol Smy (Clerk)

**County Councillor's report:** Cllr McGregor sent his apologies and reported that he had received no change in attitude from SCC Highways re the Planning Applications in the village and there were still concerns about the effects these would have on road safety in the centre of the village. The Consultation about possible changes to the **provision of home/school transport:** of particular concern was the effect on post 16 education. The proposals would yield a potential saving in revenue costs of £500k p.a. This seemed to Cllr McGregor to be a small amount of money in savings against the current provision. The results of the consultation would be presented to a Spring Meeting of SCC Cabinet. Finally, Cllr McGregor was not satisfied about the extent of highway pothole repairs and asked that residents keep reporting defects and advise him which were considered in need of urgent repair and have not been fixed.

**District Councillor's report:** Cllr Hadingham had little to report other than that she had arranged for a visit from a representative of Essex and Suffolk Water to address potential problems emanating from the proposed developments, should they proceed. This would be widely advertised.

### **18.2 Chairman's Welcome**

**18.3 Apologies for absence were received and accepted from: Andrew Vessey; Guy McGregor**

**18.4 Co-option** – Two expressions of interest had been intimated to the Chairman and ToL but no formal interest had been made to the Clerk or Chairman.

**18.4 Members' Declarations of Interest** – none at this time

**18.5 The Minutes of previous meetings** - 16 January 2018, had been circulated; approval proposed by AD; seconded RT; unanimous.

### **18.6 To consider any Planning Matters including:**

#### **18.6.1 Applications for consideration at this meeting:**

DC/18/00359 trees in a conservation area – (T1) Sycamore – fell; (T2) ash – reduce limbs; (T3) Oak p removal of lower limbs  
*Fairwood House, Church Farm Green*

DC/18/00191 erection of paddock fence and gate. Erection of stables within existing barn *Woodlands Farm, Stradbroke Road*

#### **and other applications as received after the posting of this agenda**

#### **18.6.2 Notification of decisions reached by MSDC:**

##### ***Approval granted for the following application:***

DC/17/06195 erection of single storey extension

*Meadow Farm, Laxfield Road*

#### **18.6.3 Other Planning Matters:**

18.6.3.1 the development/amendment of responses to multiple planning applications for MSDC Planning Committee meeting discussed and it was unanimously agreed that GD, NS and AV would put forward the PC's recommendations. It was made clear that the responses would encompass all the PC's input thus far. There had been no further information from MSDC as to the timing of the Planning Committee Meeting and so it was presumed that the March date would stand. There had been no further comment, thus far, from the Highways Department. The traffic survey produced by the developer was challenged by SAFE and it illustrated shortcomings in the report and its process. It was noted that work had commenced on an alternative footpath on to New Street.

### **18.7 Neighbourhood Development Plan**

18.7.1 PC approval was sought for NS to be Vice Chairman of the Neighbourhood Planning Steering Group. Prop: GD; seconded: IS; unanimously approved

18.7.2 the meeting was advised that bids for CIL funds could be submitted twice a year.

18.7.3 NS reported on meeting held on 05 February. Paul Woodward had been elected Chairman of the Steering Group. A brief had been drawn up circulated to six firms specialising in working with councils

producing Neighbourhood Plans. Interviews would be conducted by GD, NS and PW by which time the amount of work required would be finalised. The work streams were advancing. Study of other, completed, NPs would be made to use those parts that could benefit Fressingfield's plan. As previously noted, the developers' traffic survey was flawed and a response composed. The approved proposals at Red House Farm and the site for the proposed Baptist chapel were parcels of land that came into play when numbers of houses for the village were decided; these sites (if the building went ahead) gave Fressingfield a good proportion of the properties required for future growth. Other sites would be identified in due course. The Neighbourhood Plan would identify ways in which the village could move forward, managing growth in all areas, but the current proposed developments created a difficulty leading to a management as opposed to a development plan.

**18.8 Allotments** – Bob Flowerdew would be addressing the meeting on 16 July 2018 on no-dig gardening.

**18.9 Emergency Planning** – nothing to report

**18.10 To receive the Financial Report:**

18.10.1 **Approval of cheques for payment** – details below. Prop: TrL; seconded: RT; approved unanimously

|        |          |        |
|--------|----------|--------|
| 300154 | FHLAG    | 125.00 |
| 300155 | FPMC     | 400.00 |
| 300156 | C Tooley | 150.34 |
| 300157 | FS&SC    | 60.00  |

18.10.2 **Audit 2017/18**

18.10.2.i **Internal auditors for 2017/18** – it was agreed unanimously that Heelis and Lodge should continue as internal auditors for the current financial year. Prop ToL; seconded HD;

18.10.2.ii **Exemption of Audit for 2017/18** – the Council agreed that for FY 2017/18 it should confirmed its Exception status. Prop AD; seconded ToL; agreed unanimously

18.10.2.iii **Confirmation of adoption of Standing Orders, Financial Standing Orders, Risk Assessment, review of Internal Audit Process** – all the documents were approved unanimously and signed.

18.10.3 **Transparency Fund** – the money received for the purchase of equipment would be ring-fenced and the items purchased at a later date, subject to any time constraints on spending. Clerk to action

18.10.4 **War Memorial** – the cost to repair the War Memorial – replacing missing letters and repainting – would be £634 plus VAT. Members agreed unanimously to have the work undertaken as soon as possible.

18.10.5 **FGPWG meeting – CONFIDENTIAL (public to vacate)** a report was given on the meeting held on 01 February 2018 to discuss the Clerk's salary scales and remuneration during her spell of sick leave. It was agreed that an up to date assessment document be procured and an appraisal completed prior to the September meeting. This should then be undertaken at regular intervals. It was agreed the Clerk's contract be honoured and updated to include reference to sick pay and that this year's remuneration be corrected. It was also agreed that the scale point for the Clerk's salary be honoured and that back pay would be granted. The Clerk was asked to prepare a document clearly explaining the outstanding payments owed for presentation to the Council. It was also agreed that the Clerk's contract should mirror, as closely as possible, the current contract used by NALC and SLCC and that contracts for future clerks should always be the most current model.

**18.11 Road Safety** – circular received from Suffolk Constabulary ref Speed Watch. There was no appetite for the formation of a group at this time.

**18.12 PCSO Joint Initiative** – nothing to report

**18.13 Footpaths** –

18.13.1 details of the procedure to follow for the closure of the footpath at the Playingfield for the Scouts' commemoration had been received and forwarded to the Scouts for action.

18.13.2 report received from Andrew Vessey and circulated.

18.13.3 Council to confirm its approval for the purchase of marker posts to replace damaged footpath signs. Prop: DW; seconded: PE; approved unanimously. Volunteers would be needed to erect the posts.

#### **18.14 Matters of Report:**

18.14.1 **Website** – the site was up and running and being used. Photographs would be uploaded shortly.

18.14.2 **Notice Boards** – the new board outside the shop was being used as a general notice board. It was agreed that, whilst there was space this did not present a problem but in future there might be a dividing line placed.

18.14.3 **Open Meeting with CAB** – around a dozen people attended this event, mainly to discuss planning/Neighbourhood Planning with the four Councillors in attendance. Kimberly Roberts (who was actually representing Mid Suffolk CAB NOT Diss) gave a presentation on energy saving and the Energy Best Deal project. Further information available from any CAB office.

18.14.4 **Street Lighting** – the broken light at Jubilee Corner had been reported again and it was on the schedule for replacement.

18.14.5 **Village Caretaker** – the Clerk had met Cathy Tooley to discuss the role. CT was very happy with the job and wished to continue. She was monitoring the hours worked in order that an accurate picture was produced. The Council agreed unanimously to ratify the contract following the trial period ending at 31 March 2018 and was content to increase the hours to 6 as it was originally? MSDC would contribute 4.5 hours cost and the PC would pay the balance. Prop: DW; seconded PE; agreed unanimously

#### **18.15 Social Club** – email received concerning vandalism and viability of CCTV

**18.16 FPMC** – email received from the Secretary...two incidents of vandalism recently; cost anticipated at £500 and would the Council consider making a contribution? Members considered the £1000 extra grant paid this year plus the £400 annual grant and unanimously concluded that it was not possible to make an additional grant at this time although consideration could be given to assistance with the cost of CCTV/security measures. LH suggested investigating the possibility of grant funding from S106 funds held by MSDC for security lighting  
Clerk to action

#### **18.17 Correspondence**

18.17.1 email received from Neil Winship referring to a letter sent to the EADT (29 Jan edition) concerning traffic. Mr Winship happy to liaise with the PC on quiet streets

18.17.2 email from Dawn Cavilla, Chairman of Fressingfield and District Branch RBL concerning a proposal to drape the War Memorial to commemorate the 100<sup>th</sup> anniversary of the end of WW1. Members unanimously agreed to the proposal.

18.17.3 ageUK – seeking donations; May to September sees its GardenFest...

18.17.4 NALC was seeking PC responses to questions on tackling crime and poor performance in the waste sector. No response to submit.

18.17.5 email from Harleston's Future – looking to raise £5000 for a 'Harleston Hare'; pledges already received to £2000 and seeking further donations. The Council would not be pledging financial support.

18.17.6 SALC forwarded a communication from SCC concerning a consultation on Community Self Help; appears to be asking T&PCs for views on taking over responsibilities with no resources from the CC.

#### **18.18 To Receive the Clerk's Report**

18.18.1 A locum clerk, Odile Wladon, had been arranged for the March meeting

18.18.2 the Clerk had been contacted about the consultation about a proposed merger between MSDC and Babergh DC and a lack of earlier information. Comments were passed up the chain and information was circulated at the end of 2017. However, Arthur Charvonia, Joint CEO was happy to come out to speak at a meeting should Members so wish. NOTE: in previous referendum MSDC voted to merge and Babergh to remain separate (60/40 in both cases). It was concluded that there was no requirement for a visit at this time.

18.18.3 The Clerk had been contacted by Steve Wyatt who asked for the Pump by the War Memorial to be smartened up for the Armistice Celebrations later in the year. Members agreed that the refurbishment work should be undertaken.

#### **18.19 Dates of future meetings**

05 March – Neighbourhood Planning

20 March – Council meeting

09 April - Neighbourhood Planning

**18.20 Matters of Information brought by the Chairman or Members:**

18.20.1 the annual CleanUp would take place on Saturday 17 March from 10am to 12 noon. Judy Fullam to coordinate; Andrew and Anna Vessey to do refreshments; TrL would organise on the day as JF was unavailable.

18.20.2 Fressingfield Primary School would achieve Academy status wef 01 April 2018

**18.21 Matters for Inclusion in the Agenda for the next Meeting of the Parish Council – 20 March 2018 – to be with the Chairman by 10 March 2018 latest**

**There being no further business the meeting closed at 22.05hrs.**

**Signed:  
Chairman**

**20 March 2018**