

## **Minutes of the Meeting of Fressingfield Parish Council held in the Sancroft Hall, Fressingfield on Tuesday 16 January 2018**

**Present:** Garry Deeks; Alex Day; Hilary Day; Philip Eastgate; Judy Fullam; Tom Lindsay; Tracy Livingstone; Rachael Troughton; Dave Wheeler; Andrew Vessey

**In Attendance:** Carol Smy (Clerk)

**County Councillor's report:** Cllr McGregor's report came in after the meeting but was as follows: he had seen SCC Highways today (16<sup>th</sup>) re the large Planning Applications for Fressingfield. Steve Merry was still concerned about the road safety implications of the current proposals and SCC had not "signed off" the application.

There were further thoughts about the increase in SCC "precept" for next year. Late guidance has come from Central Government and so there was a possibility of an increase of 5.99%.

The Review of Home/School Transport was currently underway. There was a workshop on this matter at Eye Community Centre on 17 January starting at 19.00 hours.

**District Councillor's report:** the Fressingfield applications would not likely to be ready for the Planning Committee before March as Highways' concerns over pedestrian safety still needed to be mitigated and put out for consultation. Rebecca Biggs was leaving at the end of the month and it was not known who would be taking over these applications from her. The 110 house development in Weybread at Crown Chicken was now live if any Fressingfield residents were interested in making comments.

### **18.1 Chairman's Welcome**

**18.2 Apologies for absence were received and accepted from: Nick Stolls; Guy McGregor; Lavinia Hadingham**

**18.2.2 Resignation** – John Kelsall had tendered his resignation on 12 January. MSDC would be advised and the vacancy advertised.

**18.3 Members' Declarations of Interest** – PE and TLin declared an interest in 18.7.1

**18.4 The Minutes of last meeting** – 19 December 2017 had been circulated; approved unanimously and signed. Prop: AD; seconded DW.

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

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

DC/17/06195 *erection of single storey extension*

Meadow Farm, Laxfield Road

**Approval recommended with no further comment. Unanimous.**

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

**Approval granted for the following application:**

DC/17/04834 *retention of fence*

Carrobelle, Laxfield Road

DC/17/05257 *discharge of conditions application for 2310/16 – condition 3 (fenestration) condition 4 (bond details)*

Lodge Farm, Gules Green Lane

**The following applications were refused planning permission:**

DC/17/05418 *prior approval – agricultural to dwelling*

Barn at Oxbridge Farm, Storeys Lane

#### **18.5.3 Other Planning Matters:**

18.5.3.1 Request from John Castro that the PC considers his request to the Tree Officer to have some minor work done on trees in his garden. The Tree Officer had no objection provided the PC did not. **No objections**

18.5.3.2 It was brought to the Clerk's attention that notices had not been posted at Oxbridge Farm. She had since been advised that site notices were posted in the time frame required.

### **18.6 Matters of Report:**

18.6.1 **Defibrillator** – JF was thanked for attending to the maintenance of the defibrillator and cleaning out the inside of the kiosk. JF kindly agreed to continue to check the equipment on a regular basis. It was agreed that a piece be included in the magazine insert on the correct use of the defibrillator. This item would now be removed from the agenda.

**JF & clerk to action**

18.6.2 **Website** – AD reported that the website was now live, although not fully complete with illustrations. There would be a separate page for the Neighbourhood Plan. Website address: **fressingfieldpc.org**

18.6.3 **Email addresses** – not all councillors had chosen to use a corporate email address. Their chosen method of communication access would be used for publication.

18.6.4 **Notice Boards** – the new notice board outside the shop was proving a popular addition, with many favourable comments received. The other boards would be refurbished as weather permitted. TLin was thanked for his work on this.

18.6.5 **Open Meeting with CAB** – the Sancroft Hall was booked from 10 to 12 noon on 31 January 2018 for the presentation on ‘Energy Best Deal’ by CAB. It was hoped as many members as possible would be able to attend to answer any other questions from residents. The boards would be in use showing progress so far on the Neighbourhood Plan

## **18.7 To receive the Financial Report:**

18.7.1 **Approval of cheques for payment** – details appended. Prop: JF; seconded: RT; approved unanimously

18.7.1.i The changeover of bank signatories had been completed. There would have to be a further amendment following the resignation of JK

18.7.2 **Transparency Fund** – the PC was content for the Clerk to purchase a laptop and printer.

18.7.3 **Budget 2018/19** – precept form signed

18.7.4 **Purchase of drone images from FHLAG** – as noted at the December meeting Members agreed to purchase the images aforementioned for the purposes of illustrating the Neighbourhood Plan and other such documents. Prop: DW; seconded: AD; agreed unanimously (PE abstained)

18.7.5 **To subsidise Neighbourhood Plan** – members were asked to consider subsidising the NP prior to the commencement of the 2018/19 FY up to £5,000. Proposed: HD; seconded: PE; agreed unanimously

18.7.6 **FGPWG meeting** – to discuss the Clerk’s salary, hours and conditions. 7.30pm on Thursday 01 Feb 18 at the Old Manse

**18.8 Neighbourhood Development Plan** – report on meeting held on 08 January and update on progress was given by the Chairman. Paul Bryant of MSDC would be the ‘critical friend’ to help ensure the project’s success and would attend a meeting to check that procedures were correct. He was content with the 5 areas of interest that had been identified. Topic leaders were in place and it was hoped more people would come forward to take part and Councillors were asked to speak to as many people as possible to encourage participation. It was stressed that it was not necessary to be a permanent member of the team but just to drop in and out as available. The school was happy to take part where it could. The final grant was available up to 31 Jan 18 (funding to be spent by 31 March 18) so an application would have to be made within days. The group **must** organise its funding requirements as a matter of urgency if it wished to apply. The Clerk to be the contact. Also, a clerk to the group cannot be paid for out of grant funding so that must be taken into consideration. Notes of 08 Jan meeting and timeline appended to these minutes.

**18.9 Allotments** – the Gardening Group was still interested in the provision of allotments. The Chairman planned to write to landowners about the provision of land for the purpose. A ten year (minimum) lease would be required. The survey of watercourses was ongoing and could be useful in relation to allotments. The Chairman would be inviting the representative from SCC to revisit and inspect the watercourses.

**18.10 Emergency Planning** – ongoing

**HD**

## **18.11 Road Safety** –

18.11.1 the Chairman had received an email ref requirement for chevrons at White Post Corner. It was pointed out that there were chevrons in that location but they were regularly knocked over or removed.

18.11.2 PE advised the Council that there had been accidents to pedestrians as a result of the tarmac breaking up in the area in front of the shop and at the entrance to Tansy Meadow. This would be reported to the Highways Department.

**Clerk to action**

18.11.3 Residents were reminded that the SCC online reporting of potholes can be used. Once recorded potholes must be fixed within a certain time (depending on size) or the County Council is liable for damage to vehicles.

18.11.4 The Clerk was asked to pursue the provision of a barrier where the path behind The Forge meets Harleston Road.

Clerk to action

**18.12 Street Lighting** - nothing further to report at this time

**18.13 PCSO Joint Initiative** – This appeared to be on hold at Stradbroke at the present time. Once a new Chairman had been elected there might be more progress and enquiries would be made.

**18.14 Footpaths** – the Scouts have been sent a copy of the email concerning the closing of footpaths

**18.15 Correspondence**

18.15.1 CAB had written to the PC concerning its Energy Best Deal campaign

18.15.2 Letter of thanks from Prue Rush for the presentation in December

18.15.3 Letter of thanks for donation from Borderhoppa

18.15.4 Letter of thanks for donation from EAAA

18.15.5 email from CAB thanking the PC for its donation

18.15.6 email from Andy Parris pp the Editor of Six Sense thanking the PC for its donation to running costs

**18.16 To Receive the Clerk's Report**

18.16.1 The Clerk resumed her duties on 01 January 2018

18.16.2 advance notice – the Clerk hoped to be away for most of March; the Council wished to appoint a locum for the March meeting?

18.16.3 Data Protection – the DPO Centre was asking councils who may be interested in purchasing their services for the new regime to register their interest. Costs are banded through precept but councils can agree the level of service required. A late email from SALC appeared to confirm that the Clerk/RFO was not permitted to act as DPO (conflict of interest) although this conflicted with SLCC current legal advice (nothing was yet definite); this could also apply to a Councillor taking on this role. The Clerk advised the Council to monitor the situation and await the Bill becoming an Act before deciding on the way to proceed.

**18.17 Dates of future meetings**

31 January – PC/CAB information event (Sancroft Hall 10/12 noon)

05 February – Neighbourhood Planning (Pavilion 7.30pm)

20 February – Council meeting

07 March – SALC Area North Meeting (Pavilion 7.30pm)

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

18.18.1 it was agreed to hold the annual village clean up on Saturday, 17 March 2018 from 10am to 12 noon. Judy Fullam agreed to organise and be the contact; Andrew Vessey agreed that he and Anna would organise refreshments. A volunteer was needed to pick up the rubbish bags and deposit at the Sancroft Hall.

18.18.2 the broken lamp post at Jubilee Corner had still not been repaired.

Clerk to action

**18.19 Matters for Inclusion in the Agenda for the next Meeting of the Parish Council – 20 February 2018 – to be with the Clerk by 09 February 2018 latest**

**There being no further business the meeting closed at 21.40hrs.**

**Signed:  
Chairman**

**20 February 2018**