

**Minutes of the Annual Meeting of Fressingfield Parish Council
held in the Sancroft Hall, Fressingfield
on Tuesday 17 May 2016**

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

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

No members of the public attended

During the time normally set aside for the Public Forum Members were given information pertaining to the background of planning application 1748/16

16.1 Prue Rush was unanimously elected Chairman for the coming year (prop: GD; seconded CM) and the Declaration of Acceptance of Office was signed

16.2 Apologies for absence were received and accepted from: Malcolm Ward; Keith Wykes

16.3 Members' Declarations of Interest – IS declared a pecuniary interest in item 16.11.1 (1748/16) and left the room during the discussion and vote

4. **Dispensations** – no requests received

5. **The Minutes of Last Meeting** – 15 March 2016; approved unanimously and signed.

Prop: DW; seconded MR

6. **Garry Deeks was unanimously elected Vice Chairman for the coming year (prop: PLR; seconded IS)**

7. **Co-option of Councillor** – Peter Vincent had tendered his resignation at the end of March and a notice of vacancy had been posted on the website and notice board. If an election is not requested then the vacancy will be filled by co-option. Members were encouraged to speak to interested parties and ask that they contact the Clerk.

8. **Election to Committees and Working Parties** – see attached list

9. **Documents for signature** – revised Standing Orders and Financial Standing Orders were approved unanimously and signed. Final copies to be circulated to Members.

Clerk to action

10. **Parish Plan update** - this document was ongoing but should be completed shortly

11. **To consider any Planning Matters including:**

11.1. **Applications for consideration at this meeting:**

1748/16 removal of condition 5(a) (Holiday Let) of planning permission 0777/00

Tithe Farm, Laxfield Road

1868/16 removal of Condition 2 of planning permission 2057/11 (conversion of part of existing agricultural building to farm annex, to be used for purposes ancillary to the dwelling known as Whitehall) allowing the annex to be used as a unit of holiday accommodation

Whitehall, Gules Green Lane

Approval was recommended for both the above applications

16.11.2 **Applications considered at previous planning meetings:**

Approval recommended for:

0829/16 retention of hayloft

Ufford Hall, Laxfield Road

1103/16 application for a certificated of lawful development for proposed single storey rear extension

4 Stradbroke Road

1560/16 replacement of 3 x windows

White Post Farm, Laxfield Road

3. **Notification of decisions reached by MSDC:**

Approval was granted for the following applications:

0497/16

Bell Vue, Harleston Hill

0829/16

Ufford Hall, Laxfield Road

The following application was refused planning permission:

2285/15

Land and buildings at Red House Farm, Priory Road

16.11.4 **Other Planning Matters:**

16.11.4.i The Clerk had been copied into emails ref Bell View and a previous planning application (in1987) which had approval with conditions recommended by the PC but was refused by MSDC.

16.11.4.ii The Clerk had been approached concerning the erection of a fence at Pilgrims Green. Enquiry was made of MSDC and it transpired that permission had been sought and granted for this. This appears to contradict MSDC's previous stance on the protection of Conservation Areas in villages. It seems that a site visit was not made so it was likely whoever granted the permission had no idea of the location of the property. The Clerk was asked to enquire of MSDC the reasons for the granting of permission for the fence without consultation.

Clerk to action

16.11.4.iv The Clerk was asked to clarify the role played by the Tourist Board in the planning system vis a vis change of use of holiday lets to residential.

Clerk to action

16.12 Matters of Report:

16.12.1 **Dog bins** – the remaining dog bin had been installed at the end of one of the footpaths on Cratfield Road (opposite the Telephone Exchange). Walkers were very pleased with this. This item would have been removed from the agenda but following on from the delight at the installation of another dog bin a further one had been requested.

The Clerk was instructed to purchase another waste bin.

Clerk to action

16.12.2 **Defibrillator** – the installation will be underway shortly following a bit of spring cleaning on the kiosk. The glazing was in a very sorry state and Members agreed unanimously that the Clerk should seek quotations for replacement polycarbonate glazing and repainting.

Clerk to action

16.12.3 **Speed Indicator signs** – CM was still researching these. Cllr McGregor had kindly agreed to support the purchase by a grant of £500.

16.12.4 **Tenders for groundworks** – two quotations had been received for the revised tender: Matthew Hammond quoted £600; £620; £640 and Vic Barley quoted £1960; £1990; £2020. It was unanimously agreed to award the contract to Matthew Hammond.

16.12.5 **Village Caretaker** – Bob Stanley had advised the Clerk he could no longer work past the end of April. Members were asked to make enquiries of anyone that might be interested. The vacancy would be advertised in the magazine.

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

16.13.1 Approval of accounts for payment – cheques as per appended sheet – prop DW; seconded JF; unanimous

16.13.2.i Account balances at 30 April 2016:

Current account: £22,736.24

Tracker account: £25,006.35

There were unrepresented cheques totalling: £270.20

Balance at 30 April 2016: £47,472.93

16.13.2.ii It had transpired that two of the unrepresented cheques dated from 2015/16 prior to the change to Unity Trust Bank. It was unanimously agreed that these should be written again and the accounts for 2016/17 amended.

16.13.3 **Annual Audit** – the Annual Audit Report for 2105/16 was unanimously approved and signed. The Annual Governance Statement was completed, approved unanimously and signed.

16.13.4 The Clerk had received notification that Unity Trust Bank was to commence banking charges wef June 2016. This would be £6 per month for the current account. Following discussion and reports from Councillors it was felt that the charge was unsustainable and it was unanimously agreed that the Clerk should commence the opening of accounts with Cooperative Bank and have the change effected as soon as possible with all Councillors being signatories to the account(s) with any two to sign. (prop: WL; seconded GD).

Clerk to action

16.13.4 The Clerk received an email advising that the County Councillor's Locality Budget was available and was asked to advise Sports and Social Club/FPMC

16.14 Emergency Planning – a meeting would be organised shortly for the steering group when the draft plan would be considered before presentation to full Council. The Emergency Plan 2016 should be better suited to Fressingfield's needs than a generic model.

16.15 Street Lighting - MR awaited up to date information from Pearce & Kemp where there had been a change of personnel.

16.16 To receive reports from the County & District Councillors:

16.16.1 County Councillor – Cllr McGregor reported that although the Fire and Rescue Service budget was to be reduced there would be no closure of fire stations, a reduction would be made in the number of full-time fire-fighters but the number of on-call personnel would increase and there would be no further reductions in service for the foreseeable future. It was hoped that the Road Maintenance Programme would produce results following very poor service in recent years. It was pointed out that the reporting system for potholes through the SCC website appeared to have failed. Cllr McGregor mentioned he was going to London for a meeting with local MPs and he was asked to bring to their attention the parlous state of funding for schools in the county. He was reminded that schools required guidance on academisation from County Hall and that Governors were being left to support schools in ways that were far beyond their remit and expertise.

16.16.2 District Councillor – Cllr Hadingham reported that Cllr Elizabeth Gibson-Harries had been elected Chairman of the Council for 2016/17 and Cllr Nick Gowrley was elected Leader. Changes were made to portfolio holders and appointments for special responsibilities. Cllr Hadingham remained a member of the Planning Committee, Joint Audit and Standards Committee, Joint Gypsy and Traveller Steering Group and DC representative for Home Start she had been appointed DC representative to the County Domestic Violence Forum. The following initiatives were recommended and approved: Joint Strategic Plan Refresh, Focused Management Review Constitutional Update and a report concerning Neighbourhood Planning.

16.17 Social Club

16.17.1 Minutes of the March and April meetings had been circulated and were noted

16.18 Playingfield Management Committee

16.18.1 Report from the Chairman circulated and noted.

16.18.2 There appeared to have been some confusion about the grass cutting at the Play Park. This had been somewhat disorganised last year and this. FPMC had arranged to have the grass cut without initially informing the PC which was then left to pick up the bill for 2015/16. This is, of course, down to the PC in the event of FPMC being unable to fulfil its devolved responsibilities.

16.18.3 The Chairman of the Parish Council and two committee members met a representative of Sovereign Play Ltd to assess the Play Park and its equipment. Quotation received for minor work although installation was not covered in the price. It was understood FPMC had received a copy of the quotation.

16.18.4 The annual RoSPA inspection is due on the play equipment. It was unanimously agreed to use MSDC's preferred company, The Play Inspection Company' (£46.82).

Clerk to action

16.19 Road Safety

16.19.1 barrier across the footpath on to Harleston Road ongoing. The Clerk's contact in the Highways Department had been pursuing the contractors to have the work concluded but he had now left the department and the post was, as yet, unfilled so it would be, probably, quite some time before the task was completed.

16.20 Church clock chimes

The Chairman and Clerk had been approached by Dr John Castro on behalf of the Fressingfield Clock Chimes Restoration Project. It was hoped to have the chimes restored by 2018 to commemorate the cessation of WW1. The total cost of restoration and timing has been given as £8,500 with a second quotation awaited. The Diocesan Clock Advisor is of the opinion that the clock is of historic significance and the chimes are particularly significant for the village. Thus far £4,060 has been raised. The PC agreed, unanimously (prop: GD; seconded MR) to contribute £1000 to the restoration.

16.21 Correspondence

16.21.1 letter of thanks received from 1st Fressingfield Scouts for the donation to the minibus appeal

16.21.2 Scouts' newsletter – circulated and noted

16.21.3 update on Suffolk's Year of Walking; this was launched at Minsmere on 14 May 2016

16.21.4 invitation to respond to SCDC's Local Plan documents

16.21.5 information on the Suffolk Fire and Rescue Service Integrated Risk Management Plan 2015/18

16.21.6 Brome Waste Disposal site reopened on 02 May 2016. Further information on the website and notice boards.

16.22.7 Groundwork and Tesco are working together to award funding for community green space projects. This will be passed on to the group looking at the refurbishment of the Play Park

16.22.8 Launch events were to be held to promote the new Connecting Communities transport services. These events are open to Councillors and the public and the MSDC one will take place on Wednesday 08 June 2016 between 10.30 and 11.30. Details from the Clerk.

Tabled items: Adnams Charity annual report; TLC; AON information leaflet;

16.22 To Receive the Clerk's Report

16.22.1 Bob Stanley had, for personal reasons, decided to stand down as Village Caretaker. The vacancy would be advertised in the next edition of 6Sense and on the website.

16.22.2 The Chairman was invited to the Mayor Making Ceremony at Eye on Sunday 05 June 2016 but was unable to attend

16.22.3 The Clerk was approached about 7 Laxfield Road and the state of the property – cars on bricks etc and cutting up of the verge. MSDC was investigating. The Clerk was asked to advise MSC of the continuing water leak.

16.22.4 It had been noticed that some people were exercising their dogs on the Playingfield. It is an offence under the Dogs (Fouling of Land) Act 1996 if a dog defecates on designated land ie the Playingfield and this area has long been a no-go zone for dogs. With the fete on the horizon please mention this to owners if you see them on the field with their dogs.

16.22.8 A Parish Liaison meeting to be held at MSDC on 09 June 2016 at 10am. Chairman and Clerk to attend

16.23 Matters of Information brought by the Chairman or Members:

16.23.1 An EU referendum meeting was to be held in the Sancroft Hall on Wednesday 01 June 2016 and would be widely advertised.

16.23.2 Members were reminded that the village fete would take place on 09 July 2016 on the Playingfield.

16.24 Date of next meeting – 19 July 2016

**Signed:
Chairman**

19 July 2016