

**Minutes of the Extra Meeting of Fressingfield Parish Council
held in the Sancroft Hall, Fressingfield
on Tuesday 17 October 2017**

Present: Garry Deeks; Alex Day; Hilary Day; Philip Eastgate; Judy Fullam; John Kelsall; Tom Lindsay; Tracy Livingstone; Ian Smith; Nick Stolls; Dave Wheeler; Andrew Vessey

In Attendance: Carol Smy (Clerk)

No members of the public were present

17.1 The Chairman welcomed everyone to the meeting, including Rachael Troughton who had put her name forward for co-option

17.2 Apologies for absence were received and accepted from: Lavinia Hadingham,

3. Members' Declarations of Interest – *there were none at this time*

4. The Minutes of Recent Meetings – 18 July, 19 September & 03 October 2017; approved unanimously and signed. Prop: DW; IS; AV; seconded JF; TL; AD respectively.

5. Adoption of Policies. Taken as one item. Questions had been raised about some of the wording so this was held over until the November meeting to give members time to review and submit their changes to the Clerk. It was agreed to defer the Data Protection Policy until the new regulations were in place. Equality should include points on bullying and whistleblowing; under the Complaints procedure the holding back of members for handling, scrutiny and appeal should be factored in.

6. Co-option –

6.1. One vacancy had remained following the co-option process in August. That has been advertised on the notice boards and website. To date one resident, Racheal Troughton had expressed an interest and her pen portrait had been circulated. Rachael was present at this meeting and reiterated her resume. JF proposed co-opting Rachael Troughton to the Parish Council and this was unanimously agreed without the need for a seconder.

17.6.2 The Chairman stated that he felt there was a requirement for a Vice Chairman. It was suggested NS might be prepared to take on this role and although he felt there might be times when he could not pull full weight he was prepared to fill the gap, at least for the time being. NS prop: AV; seconded TrL; agreed unanimously.

17.7 To consider any Planning Matters including:

17.7.1 No applications for consideration at this meeting

2. Notification of decisions reached by MSDC:

Approval granted for the following application:

3501/16 Erection of three dwellings

Land to the north of Midnight Mill, Harleston Hill

17.7.3 Other Planning Matters:

17.7.3.1 A complaint had been made to the Clerk about some leylandii that were growing too tall and threatening telephone cables on Victoria Terrace. The landowner was happy to do the remedial work but was concerned about the conservation area. The Clerk had been in contact with the Tree Officer and, provided the PC raised no objection the work could go ahead. It was unanimously agreed to recommend the work with the proviso that the debris was removed from Victoria Terrace and was not burnt there.

Clerk to action

17.7.3.2 Consideration by MSDC of the three large development proposals had been put back to November. GD, NS and AV were prepared to speak in the slots available to the Parish Council at the Planning Committee meeting. All Members were happy with this. Groups in the village were likely to make representations at the meeting in addition to their regular lobbying of MSDC members. Parish Councillors were encouraged to lobby members of both committees up to the meeting. It was noted that the recent Highways Assessment had not included New Street and School Lane in its considerations, neither had it taken place at the busiest time for heavy traffic in the village. Rebecca Biggs, Planning Officer, had stated she would be asking for the assessment to be re-run should it prove unsatisfactory.

17.7.3.3 At the Planning Meeting to be held on 07 November 2017 the proposed submissions to the Planning Committee scrutiny would be put forward. There would also be a speaker advising on Neighbourhood Planning. All were welcomed and encouraged to attend. Members were asked to inform residents to bring in support.

17.8 To receive reports from the County & District Councillors:

17.8.1 County Councillor – no report

17.8.2 District Councillor - nothing to report

17.9 Matters of Report:

17.9.1 **Defibrillator** – ongoing

17.9.2 **Speed Indicator signs** – ongoing

17.9.3 **Website** – a meeting would be held with Andy Parris to discuss the website. It had also been suggested that, should a Neighbourhood Plan be undertaken, a separate website be established for the duration of the work on a plan however, that was deemed unnecessary in that Neighbourhood Planning could have a page on the website and all Parish Council information could be held together in one place. Members were advised that the website was, in fact, in the domain of the PC as that organisation was the financier. HD had collated some email addresses of those residents interested in receiving updates from the PC. After a brief discussion it was thought sensible to have an information sheet composed and distributed to those members of the public wishing to receive it via a website group. This would be moved forward once the website updating had been completed.

17.9.4 **Email addresses** – Councillors unanimously agreed they would prefer to use a ‘corporate’ address rather than personal. This would be set up under an agreed format. **AD to action**

17.9.5 **Bus Shelter** – repairs completed. Thanks to GD and DW for their work on this. They had also cut back some of the overgrowth in this area. This item would now be removed from the agenda

17.9.6 **Notice Boards** – refurbishment underway. It was suggested a notice board be placed in the vicinity of the shop. TL would investigate this and price some models. **ToL to action**

17.9.7 **Village Caretaker** – another person had expressed interest but had not followed up. The Clerk had contacted MSDC as to its taking back the duties but, to date, no response. It was noted that, in previous years, the area around and behind the bus shelter had been cleared at the time of the annual CleanUp and this would be incorporated into the day again.

17.9.8 **Hedging at the Playingfield** – some hedging was required to mark the boundary clearly. GD had some fruit trees available that could be interspersed with hedging plants which would have to be purchased. The anticipated expenditure was circa £200. Proposed: AD; seconded AV: approved unanimously and the fruit trees were welcomed

17.10 To receive the Financial Report:

17.10.1 **Approval of cheques for payment** – details distributed. The cheque for the planning consultant was queried; it was explained this was for work undertaken prior to the PC submitting its response to the development applications for JSR and SR. Prop: JF; seconded: DW approved unanimously

voucher number	cheque number	date	purpose	payee	amount	VAT
PV1728	300132	2016/17	annual audit	BDO LLP	£120	£20
PV 1729	300133	2017	courses	SALC	£139.20	£23.20
PV 1730	300134	2017	roof tiles	GR Deeks	£54	£9
PV 1731	300135	2017	planning consultancy	Brown & Co	£1656	£276

17.10.2. **Approval of Annual Return** – this was required by 30 September but the document was not received until 26 September 2017, BDO LLP thus making it impossible to comply with the regulations. Therefore Members were asked to accept the document at this meeting. Acceptance proposed: TrL; seconded: JF agreed unanimously.

17.10.3 **HMRC** – the facility to pay PAYE/NI Conts through the Post Office had been removed. This must now be done by internet or telephone banking. This could be undertaken in various ways:

1. set up internet banking (other payments could then be made this way and accounted for at meetings)
2. the Clerk to advise Council of the amount due each quarter then pay the account by the due date and reclaim the sum within her pay account.

Action: it was agreed the Clerk should pay the quarterly bill and reclaim Prop: ToL; seconded: NS agreed unanimously

17.10.4 **Transparency Fund** – as the Council’s precept was below £25,000 funding could be sought to pay for technical equipment to enable the Council’s compliance with the Transparency Code. The Council unanimously approved the Clerk’s submitting an application for this funding.

17.10.5 **Budget 2018/19** – the Finance and General Purposes Working Group had met to consider the forthcoming budget. The precept would rise by a considerable margin to cover the prospective expenditure on a Neighbourhood Plan and the possible share of cost of a PCSO. The proposed budget would be circulated to members prior to the

November meeting when amendments could be made prior to final approval at the January 2018 meeting in time for submission to MSDC by 31 Jan 18

17.11 Local Plan Consultation update - following the conclusion of agenda business NS briefed the Council on response constructed thus far.

17.12 Parish Plan update – a number of tentative village projects had been identified through the recent survey including allotments; road to the playingfield; play area; village minibus. These would form either part of the Neighbourhood Plan or a separate Parish Plan.

17.13 Neighbourhood Development Plan - a meeting was held on 03 October 2017 to further investigate the viability of a plan for the village. It was agreed this would be pursued as a matter of some urgency, first seeking the level of support from residents via a poll. GD had contacted the MSDC Officer working with Neighbourhood Plans and he, or a colleague, would attend on 07 November. This date was scheduled for planning but would be advertised inviting residents to attend and consider the undertaking of a Neighbourhood Plan. By having a publicised, open, meeting the Chairman had been advised this would take the place of a consultation exercise which would have delayed proceedings by some six weeks. Although grant funding was available there would still be a requirement for funds from the PC so it was suggested that the anticipated sum be budgeted for over two financial years.

17.14 Allotments – during the meeting a bundle of letters was handed to the Chairman requesting the Council consider provision of allotments for the village.

17.15 Emergency Planning –

17.15.1 it was agreed a cogent plan should be formulated. This could come under the umbrella of a Parish Plan or be written separately. There had been a recent spillage of a fluorescent yellow liquid of unknown provenance at Jubilee Corner when the Chairman had been required to dial 999 for emergency assistance. Ongoing.

17.15.2 the promised barrier onto Harleston Road had never been put in place and, recently, there was an incident when a small child almost went into the road. Highways Dept to be pursued.

Clerk to action

17.16 Road Safety

17.16.1 The Clerk had been advised to consult the SCC website with regard to 20mph on New Street; extending the speed limits on Laxfield and Stradbroke Roads. New Street does not comply with two out of three criteria for 20mph so would not be granted that limit. It was unlikely that changes would be made on the other two roads, again as they did not meet the criteria for extended speed limits, but these points had been included in a memorandum to the Planning Department for consideration under the Highways Assessment (ref the proposed developments)

17.17 Street Lighting

17.17.1 There was a problem with a post, belonging to BT, on Low Road/Church Street (outside the Old Vicarage). There was a lamp on this post belonging to the PC which must be removed for the work to proceed. UK Power Networks would no longer attach cables to 3rd party posts so the options were disconnection or a new pole and light and traffic management costs will be applied for either scenario. BT would arrange traffic management for the removal of the pole so it would be prudent to have Pearce & Kemp remove the lamp at the same time and possibly reinstate. The Clerk had been advised that BT would not pay for any of the associated costs of removal/replacement of a post and lamp. Need to have a decision on proceeding or not. The Clerk was tasked with proceeding in the most cost effective way possible to resolve the difficulty.

Clerk to action

17.17.2 Two faulty lights had been reported to the Clerk. This had been passed on to SCC as the lights did not appear on the map of those owned by the PC, however, they are not the responsibility of the County Council so this was being pursued with Pearce and Kemp.

Clerk to action

17.18 PCSO Joint Initiative

17.18.1 Eye and Stradbroke had been looking into a joint initiative to pay for a PCSO for their villages. It had transpired that Stradbroke was now re-considering this in favour of working with smaller villages such as Laxfield. Members were asked if this was something the PC might be able to collaborate with. It was agreed that this should be further investigated. The Chairman was planning to attend the next SNT meeting and would make further enquiries then. The cost would be iro £4/7k pa and would need to be budgeted for.

GD to action

17.19 Social Club

17.19.1 Minutes of the October meeting had been circulated and noted

17.20 Playingfield Management Committee – 7 new trustees, including GD & DW, had been appointed and Clare Foster-Clark had taken over as secretary.

17.21 Footpaths – AV reported that many of the footpath fingerposts were in a poor state and required reinstatement or replacement. He had divided the paths into four sectors and was making notes and taking photographs to show damage and required reinstatements of paths and posts. The Clerk was asked to make enquiries about the PC replacing posts and the likely cost.

Clerk to action

17.22 Correspondence

17.22.1 Copy of Suffolk View received

17.23 To Receive the Clerk's Report

17.23.1 The Clerk had updated the meeting dates list for 2018 and had ordered meetings at one per month plus one planning meeting. The list showed this to proceed for the full year but it would be up to the Council to decide when business was up to date. More meetings would be required if a Neighbourhood Plan were to go ahead but these would have to be factored in with the Sancroft Hall's schedule.

17.23.2 Data Protection was changing and soon. The Clerk was due to attend a training day in November. A Data Protection Officer would have to be appointed (this could be the Clerk) and the changes could involve extra expenditure. An alternative to dealing with these complex issues could be to appoint an external company to undertake the responsibility but such costings would not be apparent until after the Clerk's course.

17.24 Dates of future meetings

07 November – Planning followed by reports on the response to the development plans and an update on the proposed Neighbourhood Plan

21 November – Council meeting

17.25 Matters of Information brought by the Chairman or Members:

17.25.1 A reminder that responses to the Mid Suffolk Electoral Review were to be submitted by 11 December 2017

17.25.2 There had been some dangerous parking at the junction of New Street and Harleston Road/Jubilee Corner when four cars had been parked by the Forge obscuring visibility. A note was to be placed in the magazine insert.

Clerk to action

17.25.3 The Local History Group would be submitting an application for grant assistance towards the Photo Project in which the whole village was to be recorded: houses and householders, agricultural and other public buildings and civil parish boundaries etc. The whole village has now been leafleted, in addition to an Open Letter in the last Six Sense and things were progressing well. The grant would be to assist with the cost of the display of the Project.

17.21 There were no Matters for Inclusion in the Agenda for the Meeting of the Parish Council – 21 November 2017 at this time

There being no further business the meeting closed at 21.30hrs. Following close of business NS gave a presentation on the Council's response to the draft Local Plan document.

**Signed:
Chairman**

21 November 2017