

Minutes of the Meeting of Fressingfield Parish Council  
held in the Sancroft Hall, Fressingfield  
Tuesday, 19<sup>th</sup> September 2017

**Present:** Garry Deeks, Alex Day, Judy Fullam, John Kelsall, Tom Lindsay, Tracy Livingstone, Ian Smith, Nick Stolls, Dave Wheeler

**In attendance:** 1 member of the public, Cllr Guy McGregor and Odile Wladon (Locum Clerk)

		Action
<b>17.1</b>	The Chairman welcomed all to the meeting.	
<b>17.2</b>	Apologies for absence were received from Hilary Day, Philip Eastgate and Andrew Vessey. Councillors accepted these absences.	
	<p>Public Forum:</p> <p>A member of the public spoke on two subjects:</p> <ol style="list-style-type: none"> <li>1. If everyone worked hard and pulled together a Neighbourhood Plan could be produced within a year and the village should consider producing one.</li> <li>2. The draft minutes of the meeting held on 18<sup>th</sup> July were published on the village website. These were felt to contain defamatory comments. Some of the comments should be redacted.</li> </ol> <p>The Chairman responded that if a formal complaint is received concerning the minutes then this will be dealt with as per the Parish Council's Standing Orders. The Chairman pointed out that in future all draft minutes will be circulated to Councillors prior to publication. The Council is minded as an employer to revisit performance management of their employee and to consider the way the Clerk and the Parish Council work together. The Chairman noted that the Parish Council had gone through a period of turbulence and said indulgence during the recovery would be appreciated.</p>	
<b>17.3</b>	No declarations of interest were made. No requests for dispensations had been received.	
<b>17.4</b>	It was agreed to defer co-option to fill the remaining vacancy will be deferred to the next meeting.	
<b>17.5</b>	The minutes of the meeting of 29 <sup>th</sup> August 2017 were approved by majority vote. The review and approval of the minutes of the meeting of 18 <sup>th</sup> July 2017 were deferred until the next meeting.	
<b>17.6</b>	<p>The following policies were presented to Councillors:</p> <ul style="list-style-type: none"> <li>• Complaints Procedure</li> <li>• Data Protection Policy</li> <li>• Equality Policy</li> <li>• Freedom of Information</li> </ul> <p>Councillors requested more time review these and adoption was deferred to the next meeting.</p>	
<b>17.7</b>	<b>Planning</b>	
17.7.1	<b>Applications reviewed:</b> None	
17.7.2	<b>Notification of decisions reached by MSDC:</b> 3501/16 – erection of three dwellings. Land to the north of Midnight Mill, Harleston Hill. Approval granted.	
17.7.3	<b>Other Planning matters:</b> The recent planning applications will be heard by Panel A at MSDC. The Parish Council	



	<u>Payee</u>	<u>Item</u>	<u>Amount</u>	
	Post Office	PAYE	£5.60	
	Business Services			
	@CAS Ltd	Insurance	£365.58	
	Tree Council	Training	£15.00	
	C A Smy	Salary	£1581.11	
	Items 17.10.1 and items 17.10.2 were approved by unanimous vote.			
17.10.3	<p>Annual Audit: BDO LLP (external auditor) have called in the audit for qualification for the following reasons:</p> <ol style="list-style-type: none"> <li>1. Risk Assessment had not been done. This was incorrect however, the risk assessment not been recorded</li> <li>2. Minute reference not entered in section 2 of the Annual Return at the July meeting. A copy has been requested as the Clerk had not been present at the appropriate meeting. A response had been sent on both counts. The Risk Assessment document was reviewed, approved and signed by the Chariman.</li> </ol>			
17.10.4	<p>Further information:</p> <ul style="list-style-type: none"> <li>• The approval of the annual return – this is required by 30<sup>th</sup> September but the document has not yet been received. This seems to be a common occurrence this year.</li> <li>• New audit arrangements will be in place from 2017/18 and fees will increase and therefore a figure of £200 should be budgeted, in addition to the fee for the internal audit costs.</li> <li>• Adding the new Councillors as cheque signatories will be held over until the final vacancy has been filled.</li> </ul>			
17.11	<p><b>Babergh &amp; Mid Suffolk Draft Joint Local Plan</b></p> <p>The following was noted:</p> <ul style="list-style-type: none"> <li>• Nick Stolls, Tom Lindsay and Garry Deeks had attended a briefing by MSDC</li> <li>• It is important that the document is read and responded to.</li> <li>• Speed of response is important</li> <li>• It was noted that the assessment of Fressingfield as a Core Village is inaccurate, and it is vital to prove this wrong and get the designation changed.</li> </ul> <p>The following course of action was agreed:</p> <ul style="list-style-type: none"> <li>• Garry Deeks will draft a letter to MSDC as a matter of urgency challenging the designation and using their supporting documents as evidence. The letter will be circulated to all Councillors for comment.</li> <li>• Pairs of Councillors will be allocated 4 chapters of the Draft Local Plan to review and prepare a draft response to the relevant questions.</li> <li>• The responses to the Draft Plan will be reviewed at a working party meeting to be held on 28<sup>th</sup> September. Once agreed responses will be submitted to MSDC before the deadline of 10<sup>th</sup> November.</li> </ul>			GD All
17.12	<p><b>Neighbourhood Development Plan:</b></p> <p>MSDC gave information that it is possible to produce a plan within 18 months. A Public Meeting will be held on 3<sup>rd</sup> October and representatives from Mendlesham will be there to offer guidance and advice.</p>			
17.13	<p><b>Committee Structures:</b></p> <p>It was agreed that planning would continue to be dealt with the Council as a whole</p>			

	<p>Nick Stolls agreed to join the Finance &amp; General Purpose Working Party. It was noted that the next meeting will cover aspects of the Clerk's employment pattern and budget setting. A meeting date of 17<sup>th</sup> October was agreed starting at 6.45pm.</p> <p>It was agreed that given the increase in Parish Council business at the present time that meetings should be held on a monthly basis for the short term. It was proposed to hold a full Parish Council meeting on 17<sup>th</sup> October immediately after the FGPWP starting at 7.30pm.</p>	
<b>17.14</b>	<b>Correspondence:</b> was circulated but not commented on.	
<b>17.15</b>	<p>A report from the Clerk was read by the Locum as follows:</p> <p><i>Following the extraordinary meeting the Members current prior to the co-options discussed the posting of draft minutes. The Clerk explained that it was a legal requirement that draft minutes were published no later than two weeks following the meeting to which they refer. This had been a little awry recently but the Clerk was prepared to defend that omission should complaints be made. It was agreed that draft minutes should be sent to all members for consideration as soon as possible after the meeting. It would be necessary for them to be returned to the Clerk within a very short timescale in order to comply with the two week deadline. Members were reminded they could dispute items in the draft minutes if it was thought they were factually incorrect but could not just change the draft because they did not like it.</i></p>	
<b>17.16</b>	<p>Due to the over running of the meeting the following agenda items were deferred to a future meeting:</p> <ul style="list-style-type: none"> <li>• Parish Plan Update</li> <li>• Allotments</li> <li>• Emergency Planning</li> <li>• Road Safety</li> <li>• Street Lighting</li> <li>• Social Club</li> <li>• Playingfield Management Committee</li> </ul>	
<b>17.17</b>	<p><b>Dates for future meetings:</b></p> <p><b>28 September</b> Joint Local Plan; working group to meet</p> <p><b>03 October</b> Neighbourhood Plan Meeting</p> <p><b>17 October</b> FGPWG meeting 6.45pm</p> <p><b>17 October</b> Full Council Meeting</p> <p><b>21 November</b> Full Council Meeting preceded by Councillor Training</p>	
<b>17.18</b>	<p><b>Matters of Information:</b></p> <ul style="list-style-type: none"> <li>• Fressingfield have been invited to consider if we would like to contribute to the funding of a Community PCSO alongside Stradbroke and Eye</li> <li>• A consultation has opened at the Primary School with a view to the establishment of a Multi Academy Trust together with schools from Laxfield, Stradbroke, Eye and Wortham. Garry Deeks has been appointed a Trustee of the MAT and therefore cannot respond to the consultation on behalf of the Parish Council. Any Councillor willing to review the documents and report to the Parish Council with a proposed response should contact Garry.</li> </ul>	All
<b>17.19</b>	<p><b>Matters for inclusion on the agenda for the next meeting of the Parish Council:</b></p> <p>Footpaths</p>	

There being no further business the meeting closed at 22.10hrs.

Signed \_\_\_\_\_ 17<sup>th</sup> October 2017  
Chairman

## D.C. Report to Parishes September 2017

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To be honest there's not a lot of "news" from MSDC, and what there is, concerns just Fressingfield; as the whole of our offices and officers are in the process of moving from Needham Market to Endeavour House in Ipswich.

Our last Full Council meeting in Needham Market will be on 21<sup>st</sup> September with our first planning committee for Development Control A in the Rose room at Endeavour House on Wednesday 18<sup>th</sup> October. As regards to that meeting, most will know that the 3 current housing applications for Fressingfield have been postponed until, at the earliest, that date, as the Highways Department at Suffolk County Council have asked for more time to look at the cumulative effect of these applications on the roads around Fressingfield. If they need more time then the next Development Control A meeting is on Wednesday 15<sup>th</sup> November in the Elizabeth room at Endeavour House. The nearest available parking for those wishing to attend that or any other meeting, where the public are invited, is just off Portman Road opposite the Football Ground.

The other news concerns the Local Plan which in its draft form has exaggerated Fressingfield's services and classified it as a "Core Village." I would like to see it reclassified as a "Hinterland Village" and the Parish Council, the SAFE group and I are working on bringing that about.