

Minutes of the Meeting of Fressingfield Parish Council held in the Sancroft Hall, Fressingfield on Tuesday 21 November 2017

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

In Attendance: Carol Smy (Clerk)

1 member of the public was present for the first part of the meeting

There were no items put forward in the time made available for the Public Forum

The meeting was addressed by Ben Carter of SCC on its initiative to record all water courses in villages, using volunteers from the community. Full training would be given and equipment provided. Information would be fed into SCC's database to aid in future maintenance and flood risk management. The focus was on smaller parishes. A request for volunteers would be placed in the magazine insert and it was hoped training could begin in December.

Cllr McGregor reported that the traffic assessment for the proposed developments would be undertaken again. Council tax would be rising in 2018/19 to cover increased costs in all areas. It was noted that crime details provided by the Police were out of date. 2 new roundabouts were proposed for the A140.

Cllr Hadingham confirmed the date and time of the next Planning Committee meeting at MSDC at which the developments at JSR and Stradbroke Road were to be considered.

The Clerk had asked the County and District Councillors if they could provide their reports via email well in advance of the meeting so these could be circulated to Members allowing them to formulate questions to be answered at the meeting thus negating the reading of reports on the night but giving space for the reporting of any last minute items of interest.

17.1 The Chairman welcomed everyone to the meeting and advised that, as the training event prior to the meeting had over-run and a presentation had been made by representatives of SCC on the forthcoming water course project the meeting would be closed at 10pm and any outstanding agenda items would be held over to the December meeting.

17.2 Members' Declarations of Interest – there were none at this time

3. **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.

4. **Adoption of Policies. Taken as one item.** It was agreed to adopt the Data Protection Policy until the new regulations were in place when a new policy would be instituted. Changes had been made to the Complaints Policy to allow for impartiality and fairness in handling complaints. It was proposed that the policies be adopted. Prop: TrL; seconded NS agreed unanimously.

5. To consider any Planning Matters including:

5.1. There were no applications for consideration at this meeting

17.5.2 Notification of decisions reached by MSDC:

Approval granted for the following application:

DC/17/05311 tree works in conservation area

Street Farm, Cratfield Road

17.6.3 Other Planning Matters:

17.6.3.1 consideration by MSDC of the three large development proposals had been put back to 13 December 2017. GD, NS and AV were prepared to speak in the slots available to the Parish Council at the Planning Committee meeting. Members were happy with this. Lobbying to be agreed.

17.7 Matters of Report:

17.7.1 **Defibrillator** – JF was happy to run a training evening. She had also arranged for replacement items. The Clerk thanked her for her help with this. An item would be placed in the magazine insert to elicit interest in training.

17.7.2 **Website** – a meeting had been held with Andy Parris to discuss the website. It had been agreed a separate PC website should be set up with links to the village site.

17.7.3 **Email addresses** – there were still some councillors yet to set up their corporate email address. AD could assist.

17.7.4 **Bus Shelter** – work completed. This item would be removed from agenda

17.7.5 **Notice Boards** – refurbishment to be completed; ToL reported that extra boards to match the existing ones at the shop should be easily sourced at a reasonable price. It was proposed that up to £400 could be spent on suitable boards(s). Prop: IS; seconded AV agreed unanimously.

17.7.6 Village Caretaker – a definite expression of interest had been submitted to the Clerk. Cathy Tooley wished to be considered for the post and would be able to commence duties on 01 Jan 18. It was suggested that Ms Tooley trials the time required as, previously, 6 hours had been paid. It was agreed to employ Mrs Tooley under the usual three months trial on either side. Prop: TrL seconded: DW agreed unanimously.

17.7.7 Hedging at the Playingfield – some hedging was required to mark what was thought to be the boundary. It transpires the boundary was not as thought...the area at issue was leased to the PC. Therefore, funding would not be required at this time although there will be work required on the ditch at the side of the lane up to the Playingfield and this would be the PC's responsibility.

17.8 To receive the Financial Report:

17.8.1 Approval of cheques for payment – details distributed. Prop: seconded: approved unanimously

17.8.2 Transparency Fund – application had been submitted. A request for funds to purchase a projector was inadmissible.

17.8.3 Budget 2018/19 – the precept for the coming financial year had increased greatly as a result of forward planning for the possibility of sharing the cost of a PCSO. Half the cost of producing a Neighbourhood Plan (grant funding was available for the bulk of the expense) also added to the increased figure. Members agreed this was necessary and the proposal to accept the budget for 2018/19 was agreed. Prop: AD seconded: ToL agreed unanimously.

17.8.4 Purchase of display boards – the Chairman suggested the purchase of some display boards that could be used in the promotion of the Neighbourhood Plan, as well as for future events. It was proposed that to £200 be spent on the purchase of display boards. Prop: IS; seconded: AV agreed unanimously.

17.8.4 Request for donation – the PC was asked to consider making a donation to the parish magazine. After a brief discussion it was proposed that a one-off donation of £100 be paid. Prop: ToL; seconded JF agreed unanimously

17.8.5 Request for payment – a series of receipts for expenditure incurred for the printing of documents unconnected with the parish Council had been presented to the Chairman in order that the PC might reimburse the costs. This was never put to the Council for agreement prior to the printing being undertaken and Members had to consider if this was an appropriate use of public funds. The Council had published details of the various meetings held to gauge opinion in the village and to assist with its responses to MSDC and this request would seem to be inadmissible as a request could have been submitted in advance of a decision being made to proceed with the printing. It was pointed out that the PC had previously agreed it would not support these separate organisations. The request was withdrawn. JK had presented the request and was advised by the Clerk to declare his pecuniary and personal interest.

17.8.6 Bank Signatories – to confirm, once again, that the Council unanimously agreed to change the signatories on the bank accounts held with Unity Trust Bank plc from those currently listed to all councillors currently serving. Prop: DW; seconded: JF agreed unanimously

17.9 Local Plan Consultation update – the PC's response had been submitted. This item would be removed from the agenda.

17.10 Parish Plan update – a number of tentative village projects had been identified through the recent survey: allotments; road to the playingfield; play area; village minibus.

17.11 Neighbourhood Development Plan – the Clerk was unhappy that the motion passed at the meeting held recently to identify support for a Neighbourhood Plan was not clear. It was then proposed that the Parish Council proceed with the implementation of a Neighbourhood Plan as a result of the support given at the 03 November 2017 meeting and using the parish boundary as its designated neighbourhood boundary. Prop: HD; seconded AD agreed unanimously.

17.12 Allotments – to the date of posting the agenda 12 letters had been received in support of the PC looking into the sourcing of land for allotments **GD**

17.13 Emergency Planning – nothing to report

17.14 Road Safety – a representative of a company supplying speed monitors would be asked to address the Council at a future meeting

17.15 Street Lighting

17.16.1 There was a problem with a post, belonging to BT, on Low Road/Church Street (outside the Old Vicarage). The lamp on this post belongs to the PC and it 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 would 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 although this could not be guaranteed. The Clerk had been advised that BT would not pay for any of the associated costs of removal/replacement of a post and lamp but she was pursuing this. In addition, BT Openreach was to sight one of its green boxes in this area. This comes under Permitted development rules and BT can place them wheresoever it wishes. The cost of the light was likely to be substantial but there was really no choice. The Clerk had asked for a quotation for a heritage lamp post and this was awaited. If the cost was too high the Clerk was advised that the modern post could be supplied in black. Members agreed the light was essential and the work must proceed.

Clerk to action

17.16 PCSO Joint Initiative

17.16.1 Eye and Stradbroke were looking into a joint initiative to pay for a PCSO for the villages but this may have changes to Stradbroke and Laxfield. Members agreed that this was a good thing for the village but the likely cost would be iro £11,000pa. This had been factored into the budget.

17.17 Social Club

17.17.1 Minutes of the October meeting had been circulated and noted

17.18 Playingfield Management Committee – nothing to report

17.19 Footpaths – if a sketch map listing all damaged finger posts was sent to the Rights of Way Department these would be replaced promptly. AV would supply details and the Clerk would action.

17.20 Correspondence

17.20.1 **WAR MEMORIAL** – email circulated concerning the possible listing of the War Memorial. The Clerk had enquired about the possible impact on the PC of such a process and if listing were to be enacted Listed Building Planning Consent would be required prior to any work taking place (this would not affect the annual cleaning nor work on the garden or village pump). It was reported that some letters were coming away and the Clerk was asked to arrange for this to be rectified.

Clerk to action

17.21 To Receive the Clerk's Report

17.21.1 Owing to timings of her medical treatment the Clerk was unable to attend the Data Protection training and so would be relying on information circulated by SALC and SLCC's legal advisor. She had taken legal advice and, although contrary to the Government's statement, was given to understand that proportionality should be the way forward. SALC had, however, recently issued advice that the Clerk may not be considered a proper person to be DPO, not having full impartiality; likewise a Councillor. Further information awaited.

17.21.2 PCSO Steven Long left Suffolk Constabulary in mid-November. The village was still covered by the Eye Safer Neighbourhood Team.

17.21.3 The Clerk asked Members to be circumspect about emailing and using the 'reply all' button.

17.21.4 An information pack on the new Data Protection regulations was available for £30 which the Clerk would purchase.

17.22 Dates of future meetings

05 December – meeting to establish steering group for a Neighbourhood Plan

19 December – Council meeting

17.23 Matters of Information brought by the Chairman or Members:

17.23.1

17.24 Matters for Inclusion in the Agenda for the next Meeting of the Parish Council –19 December 2017 – to be with the Clerk by 08 December 2017 latest

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

**Signed:
Chairman**

19 December 2017