

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

**Present:** Garry Deeks; Alex Day; Philip Eastgate; Judy Fullam; Tom Lindsay; Ian Smith; Nick Stolls; Rachael Troughton; Dave Wheeler;

**In Attendance:** Carol A Smy, Clerk to the Council  
Members of the public

**Public Forum:** *The issue of persistent damage to the Jubilee House boundary fence and garden by heavy lorries was raised. SCC Highways had been contacted and an update and recommendations provided but there was no funding to provide safety signs. SCC suggested the Parish Council might be minded to fund this. Members agreed this should be placed on the agenda for the June meeting – to raise the issue of PCs funding Highways responsibilities.*

**County Councillor's report:** no report

**District Councillor's report:** no report

**18.1 Election of Chairman and signing of Declaration of Acceptance of Office -** PE proposed Garry Deeks be elected Chairman for 2018/19; seconded IS; agreed unanimously

**18.2 Election of Vice Chairman -** GD proposed Nick Stolls be elected Vice Chairman for 2018/19; seconded: TL; agreed unanimously

**18.3 A list of Members' responsibilities is appended to these minutes**

18.3.1 voted en bloc; prop GD; seconded NS; agreed unanimously

18.3.2 it was agreed that, with representation on the FPMC a representative to the Sports and Social Club Committee would not be required.

18.3.3 **Eleemosynary Charity** – following the report, presented to the Annual Parish Meeting in April, that the charity was to be wound up disappointment was expressed with this decision. There were considerable assets (£29k) under the charity's control and, should a similar charity be required to be established in the future there would likely be difficulties experienced. IS (PC representative to the charity) explained its activities and responsibilities. The Chairman was asked to approach the Trustees to ask them to reconsider.

**18.4 Apologies for absence were received and accepted from: Cllr McGregor; Cllr Hadingham; Tracy Livingstone; Andrew Vessey**

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

**18.6 Resignations and Co-options** – Hilary Day resigned from the Parish Council in April and so there were now two vacancies. No requests for an election had been received by the Monitoring Officer so the vacancies would be filled by co-option as soon as possible. Members were asked to help identify possible candidates.

Following the Clerk's resignation, due to personal circumstances the PC recognised the need to create a timetable for establishing a new clerk. An interview panel comprising GD, NS, TRL, AV would work to establishing a new clerk in post by 01 August. The Chairman reported that the Clerk was keen to assist where she could with a formal transfer of responsibilities. The Chairman was concerned that the PC must become a better employer with a greater focus on pension benefits, terms and conditions and salary and was grateful that recent events had been so graciously accepted by the Clerk.

**18.7 The Minutes of previous meeting** – 20 March 2018, had been circulated; approved unanimously and signed. Prop: RT; seconded AD.

**18.8 Planning**

**18.8.1 Applications for consideration at this meeting:**

**Approval recommended (unanimously) for:**

DC/18/01701 notification of works to trees in a conservation area – removal of 1 x Monterey Cypress  
*Land adjoining Old Cott, Laxfield Road*

**Unanimous Refusal recommended for:**

DC/18/01288 outline planning permission application (all matters reserved) – erection of 1 dwelling  
*Hempden House, Church Street*

DC/18/02045 erection of stables, implement and hay store  
*Chippenhall Manor, Laxfield Road*

### 18.8.2 Notification of decisions reached by MSDC:

#### **Approval granted for the following application:**

DC/18/00191 erection of paddock fence and gate. Erection of stables within existing barn *Woodlands Farm, Stradbroke Road*  
DC/18/00901 prior approval – agriculture to dwelling *Barn at Storeys Lane*

### 18.8.3 Other Planning Matters:

18.8.3.1 Council's responses to the 3 major planning applications to go before the MSDC Planning Committee were discussed. Members were aware that one planning committee had visited the village but not the other so one half of the decision-making group would have no idea about the local concerns. Housing need in the village was already met by other applications already approved and it was noted that the proposed development, including the Scout HQ, at Red House Farm had yet to secure a developer. This demonstrated, clearly, that the market was at best diminished. All three sites would be obliged to provide affordable housing but, as recent developments in the area had shown, this was easily ignored. Pressures on infrastructure will be heavy – roads, drainage, school, surgery – and no consideration appears to have been given to the proposed development at Weybread and the impact that will have on Fressingfield. New Street traffic will increase and ongoing pedestrian issues will be exacerbated.

18.8.3.2 Concerns were raised over the approval granted for DC/18/00901. The close proximity of an ancient oak was worrying and it was agreed that the Council should apply for a Tree Preservation Order to prevent the felling of the tree.

*Chairman/Clerk to action*

### 18.9 Neighbourhood Development Plan

18.9.1 The Steering Group had held two positive meetings with a third planned for June to identify current data held that will be valuable to the construction of the plan and what additional information is required. It was anticipated that members of the Group would consult with various organisations in the village to impart current information and to gain understanding of needs and suggestions.

*Noted*

18.9.2 **Contracts** - NS, Vice Chairman of the Group reported that a consultant, Andre Long of Compass Point had been appointed. The appointment panel had comprised the Chairman of the Neighbourhood Planning Group, the Chairman of the PC and the Vice Chairman of the PC and NPG. A timetable with staged payments had been agreed.

18.9.3 **Grants** - The Locality Grant of £9000 had been approved and that plus the sum pledged by the PC would cover costs with £500 outstanding. A request for funds from Cllr McGregor's Locality Budget had been submitted. Response awaited.

18.9.4 **Stradbroke Neighbourhood Plan** – the PC had been invited to comment and the Chairman recommended Councillors consider responses to be submitted to GD by 30 May 2018 latest. Submissions to the consultation were to be in by 01 June 2018 latest.

18.10 **Allotments** – nothing to report

18.11 **Emergency Planning** – nothing to report

### 18.12 To receive the Financial Report:

18.12.1 **Approval of cheques for payment** – details attached to the minutes. Prop: AD; seconded: DW; approved unanimously

18.12.1.i A cheque was paid out of meeting for overtime hours worked by Mrs Tooley – 19.5 hours over 15 weeks. Rather than increase her working hours (as per contract) Mrs Tooley would prefer to keep to 4.5 and account for any overtime separately as she feels this will reduce over time.

18.12.1.ii A cheque is listed for the cost of hosting the village website. It was agreed unanimously that the Council would continue to fund the village website.

18.12.1.iii A cheque is listed for the outstanding hours and pay increases for the Clerk, previously agreed for payment. Breakdown of costs had been circulated. Invoice presented and the Clerk would enter this under her personal tax return to avoid a large NI liability for the Council.

18.12.2 **Bank balances** – At 30 April 2018 the bank accounts stood as follows:

A/c 20356132     £33,334.24

A/c 20356145     £25,057.58

There was one outstanding cheque of £122.60 leaving a balance of £58,269.22

There was a discrepancy in the figures for reserved funds. The Clerk was asked to clarify.

*Clerk to action*

18.12.3 **Annual audit** – approval of documents for submission

18.12.3.i **Annual Governance Statement:** Members considered the Council's system of internal control and system of internal audit and unanimously approved the Annual Governance Statement. Prop:RT; seconded:AD  
18.12.3.ii **Accounting Statements:** Members considered the Accounting Statements and agreed unanimously to approve the statements. Prop: RT; seconded: AD  
18.12.4 **Risk Assessment Document and Review of Internal Audit Process** – approved unanimously and signed. Prop: RT; seconded: AD

**18.13 Road Safety** – email received from Elan City concerning radar speed signs. This would be pursued with the Elan City and also the company previously in contact with the Chairman an Neighbourhood Watch would be approached to consider taking on the project.

**18.14 PCSO Joint Initiative** – following an increase in burglaries in the area and Stradbroke's reduced interest in the joint funding of a PCSO a letter would be sent to adjacent parishes to gauge interest in the provision of a PCSO  
*Chairman/Clerk to action*

### **18.15 Matters of Report:**

#### **18.15.1 Notice Boards**

18.15.1.1 the wooden boards had been tidied and old notices cleared. All staples had been removed and a note would be posted requesting that only drawing pins be used for notices in the future.

18.15.1.2 the notice board outside the shop had been cleared and tidied and a line of delineation made to separate PC items from general village ones.

18.15.2 **Village CleanUp** – JF thanked those that turned up. Numbers were disappointing but that was likely due to the change of date and inclement weather. The PC thanked JF for her endeavours.

18.15.3 **Armistice 100** – to commemorate the 100<sup>th</sup> anniversary of the Armistice of WW1 37 oaks would be planted at the Cemetery to honour those men from Fressingfield who lost their lives in this conflict.

18.15.4 **Street Lighting** – email received from INDO lighting ref changing over to LED. A change to LED had been previously discussed and approved in principle. Completion of the work on the lighting at Low Road was awaited.

18.15.5 **Footpath posts** – the Chairman had a stock of posts and would liaise with AV as to which were to be replaced. It was suggested that the footpath number should be added to each post to identify each path.

18.15.6 **One Council/SCC Review** – the PC would not respond.

18.15.7 **Telephone Kiosk** – product information has been received ref refurbishment of the telephone kiosk. This would be added to the June agenda

18.15.8 **War Memorial** – as agreed by the Council at a previous meeting the War Memorial lettering will be re-furbished by HL Perfitt who undertook the original work. The cost will be £634 + VAT. PC unanimously confirmed its agreement. Prop: RT; seconded: AD

**18.16 Location for oak saplings** – see item 18.15.3

**18.17 Social Club** – nothing to report

**18.18 FPMC** – nothing to report

18.18.1 **Ditch – boundary at Playingfield** – the Chairman had met Barry Day to enquire about costs for clearing the ditch. Circa £600 was quoted and, as George Brown owns half of the ditch he would be approached to share the costs.

18.18.2 **Ditch – along road to Sports and Social Club** – erosion here and work is required for safety. The Chairman suggested the Council research the possibilities of taking over ownership the ditch to enable future management.

### **18.19 Correspondence**

18.19.1 Information on electronic speed awareness signs

18.19.2 Annual report from Adnams Charity

18.19.3 Copy of Suffolk View

18.19.4 EAAA information – the Council wished to continue to receive this

18.19.5 information booklet on Suffolk Walking Festival

18.19.6 letter from Harleston & Redenhall Town Council seeking financial support to maintain free parking in Harleston. The Council would not be making a contribution.

18.19.7 letter from MSDC and Babergh Leaders – amalgamation

18.19.8 Sizewell C – project update

18.19.9 Information on sports and fitness equipment

**18.20 Clerk’s Report**

18.20.1 It was with no little regret the Clerk had tendered her resignation to the Chairman. In accordance with her contract the Clerk’s employment would cease on 06 July 2018. This was prompted by an unsatisfactory health report and, in fairness to the Council, the Clerk felt it best to leave smoothly rather than in a lastminute panic.

18.20.2 **GDPR** – this comes into operation on 25 May 2019. Council files have been purged of personal information and the Data Protection policy will be revised to be compliant with the new regulations. Members **MUST** remain aware that they are, as a body, the Data Protection Controller and should be very careful about the information they store both electronically and in hard copy. It is best that nothing is kept at all unless absolutely vital. It is also important that Members do not go ‘off piste’ and make promises they cannot keep. All correspondence (hard, electronic and verbal (inc telephone calls)) should go through the Clerk to ensure that things do not go astray. It might be best if all Councillors did take up the offer of a PC email address. It had been agreed at Government level that town and parish councils and parish meeting would not have to employ a Data Protection Officer.

**18.21 Dates of future meetings**

04 June - Neighbourhood Planning

19 June - Meeting of the Parish Council

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

18.22.1 the £11k village hall s106 money should be used to purchase equipment for maintenance use when tidying up the land around the Sports and Social Club.

**18.23 Matters for Inclusion in the Agenda for the next Meeting of the Parish Council – 19 June 2018 – to be with the Clerk by 08 June 2018 latest**

**There being no further business the meeting closed at 21.58hrs**

**Signed:  
Chairman**

**19 June 2018**