

Minutes of the Meeting of Fressingfield Parish Council
held in the Sancroft Hall, Fressingfield
on Tuesday 19 June 2018

Present: Garry Deeks; Alex Day; Philip Eastgate; Tom Lindsay; Tracy Livingstone; Ian Smith; Dave Wheeler; Andrew Vessey

In Attendance: Carol A Smy, Clerk to the Council

No members of the public attended and there was no Public Forum

County Councillor's written report: SCC Cabinet meets today; the main item on the Agenda is the Paper on the changes to Home/School Transport. For me the main issue from the start was the proposals to change the post 16 provision. I am pleased to report that there will be no change in SCC support for post 16 travel. In addition, there will be support for rising 5s and that the nearest school will be the nearest Suffolk School. These are difficult matters and for my part I am prepared to support them.

A response from the Highways Department to Cllr McGregor on the subject of the proposed new developments in the village is reproduced at item 18.7.3.3i below.

District Councillor's report: no report

18.1 The Chairman welcomed everyone to the meeting

18.2 Apologies for absence were received and accepted from: Judy Fullam; Nick Stolls; Rachel Troughton; Cllr McGregor; Cllr Hadingham;

18.3 Members' Declarations of Interest – GD & DW – DC/17/05353; AV – DC/18/02699

18.4 Resignations and Co-options – there had been minimal interest in the vacancies thus far. The Clerk was asked to enquire of MSDC about the possibility of reducing the number of councillors. Clerk to action

18.5 The Minutes of previous meetings – 15 May 2018, 05 June 2018, had been circulated; approved unanimously and signed. Prop: GD; seconded AV.

18.6 Approval and adoption of Standing Orders and Financial Standing Orders and other policies under GDPR

18.6.1 Standing Orders prop: AD seconded: TrL agreed unanimously

18.6.2 Financial Regulations prop: ToL seconded: TrL agreed unanimously

18.6.3 Other policies taken en bloc prop: AD seconded: PE agreed unanimously

18.6.4 Councillors added their signatures to the form for Non Pecuniary Interests

18.7 Planning

18.7.1 Applications for consideration at this meeting:

DC/17/05353 erection of floodlighting to two existing tennis courts *Fressingfield Playingfield, Laxfield Road*
Refusal recommended. Prop:AD seconded ToL agreed unanimously bar GD & DW (personal interest)

and other applications as received after the posting of this agenda:

DC/18/02699 erection of single storey outbuilding *4 The Laurels*
Approval recommended. Prop: TrL seconded AD agreed unanimously bar AV (personal interest)

18.7.2 Notification of decisions reached by MSDC:

Approval granted for the following application:

DC/18/01701 works to trees in a conservation area *Land adjoining Old Cott, Laxfield Road*

Refusal for the following application:

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

18.7.3 Other Planning Matters:

18.7.3.1 A response was not submitted to application DC/18/02392

18.7.3.2 It has come to the Clerk's attention that there is a helipad at Chippenhall Hall. No trace of an application across the Clerk's desk. The Clerk was asked to pursue this with Planning Enforcement as a change of use would have been expected although it was possible that the facility had been in situ for a long time. Clerk to action

18.7.3.3 it was likely the District Council's planning committee would meet on 01 August 2018 to consider the 3 plans for development in the village. The Chairman suggested that, once that date was confirmed, a meeting should be held with others intending to attend and speak to ensure that time was not wasted in repetition, bearing in mind each speaker only has three minutes. This was proposal was unanimously agreed to.

18.7.3.3i Response from the Highways Department to Cllr McGregor concerning the proposed new developments for the village:

The MSDC Planning Officer has asked a number of questions which we are in the process of replying to. His email can be found at

https://planning.baberghmidsuffolk.gov.uk/online-applications/files/04BD305861C02759116FBC2FCB8E2F1F/1432_17-EMAIL_FROM_PO_TO_SCC_HIGHWAYS-6997052.PDF

The three things we have considered when responding to all the applications are

- *Road safety*
- *Congestion*
- *Sustainability*

In terms of congestion the proposed developments will not cause junctions to reach their theoretical capacity.

The developments in individual site terms provide adequate links for non motorised users. The wider village wide connections are less good, for example in the core of the village and on New Road. In wider regional terms the location of this number of dwellings in a village without realistic public transport options is not ideal but this would need to be balanced against the local services (school, shop, pubs) that are present. I'm sure that this is a matter that will be considered by the Planning Officer.

Road safety is obviously the main issue and in particular the B1116 / New Road / Stradbroke Road junction and New Road with the narrow or non-existent footways and limited visibility. However we are mindful of the fact that the MSDC Local Plan is dated and in such cases the National Planning Policy Framework (NPPF) is the dominant planning guidance. This directs us that we should only recommend refusal on transport grounds when the cumulative impacts after mitigation are severe. The applicants have offered mitigation to reduce the impacts and historically there have been relatively few crashes that have resulted in injury in the centre of the village. When considering this against the NPPF and recent planning appeal decisions I consider that we could not justify refusal on transport grounds as, while there will be significant impacts in terms of road safety, we do not have factual information to show they will be severe. I would state that this has been one of the hardest planning applications we have had to consider and that this decision has not been taken lightly and hence why it has taken so long to resolve. While we have not had the resources to reply to the detailed and useful information provided by the Parish Council and SAFE we have considered it when making our response. Note that the Planning Officer or the Planning Committee may not agree with our view and highways is only one of the factors they will consider.

18.8 Neighbourhood Development Plan

18.8.1 There was nothing to add to the report given at the meeting on 05 June 18

18.8.2 consideration of Stradbroke Neighbourhood Plan: the consultation period ended on 01 June 2018

18.9 Allotments – nothing to report

18.10 Emergency Planning – nothing to report

18.11 To receive the Financial Report:

18.11.1 **Approval of cheques for payment** – details appended to these minutes. Prop: IS seconded: PE approved unanimously

18.11.2 **Bank balances** – At 31 May 2018 the bank accounts stood as follows:

A/c 20356132 £27,405.72

A/c 20356145 £25,057.58

There were seven outstanding cheques totalling £1,669.30 leaving a balance of £50,794

18.11.3 **Annual audit** –

18.11.3.i Members unanimously approved the documents for submission to the Auditors.

18.11.3.ii Confirmation that the Council wishes to exercise its right to claim Exemption for FY2017/18. Prop: DW seconded: AD unanimously agreed

18.11.3.iii the subject of the Fidelity Guarantee has been raised again this year. Members agreed unanimously that the Fidelity Guarantee should remain as it is at the moment and review when the insurance came up for renewal.

18.11.3.iv Clerk's gratuity – for newer Members: this was agreed at the time of the Clerk's contract. As this predates 2011 a termination grant (gratuity) can be paid, should the Council wish to do so. The amount to be paid is £3047.63; this is as per the agreed national guidelines/HMRC formula but the Council can pay whatever it wishes or, indeed, nothing at all. Members unanimously agreed that a full gratuity should be paid on completion of the Clerk's tenure and 14 years' service next month. Further to the Clerk's departure it was agreed the Appointments Panel (GD; NS; TrL; AV) would hold interviews on 27 July and then undertake as much of the sifting/shortlisting as possible via email.

18.12 GDPR – it has been decided by central government that there is no requirement for smaller councils to appoint a Data Protection Officer but this does not absolve the Council of its responsibilities under GDPR. Policies have been written and circulated for Members to approve (see 18.6.3)

18.13 Road Safety – a presentation on speed monitors for the village would be given to the July meeting

18.14 PCSO Joint Initiative – the Chairman would be contacting surrounding parish councils plus the various Neighbourhood Watch teams to gauge interest in this project and would be inviting them to an initial meeting on 18 July. Fressingfield's Neighbourhood Watch team was very keen to pursue this.

18.15 Matters of Report:

18.15.1 **Street Lighting** – an enquiry had been received about the replacement of the light at Low Road. The Clerk had followed this up with Pearce and Kemp and as soon as BT has completed its part of the operation the light can be replaced. The quotation for replacement street lamps had now been updated and showed a reduction since the original request was made. £3040 (non-adjustable) or £5440 (adjustable) both plus VAT. These quotations are not for heritage style lamps, which would cost more neither do the quotes include the cost of Statutory Service Connections from UK Power Networks, light shields or traffic management, trenching, reinstatement, hard dig, breaking out, private network cabling or work outside normal hours. Alternatively, the lamp and driver only could be changed at a cost of £130 per lantern. Following discussion it was agreed that one lamp and driver should be ordered (for the lamp at John Shepherd Road/Harleston Road) to try and if that were to prove successful then the rest could be changed. Prop: TrL seconded: AV agreed unanimously

Clerk to action

18.15.2 Ditches

18.15.2.i **at Playingfield** – no further report

18.15.2.ii **along road to Sports and Social Club** – no further report

18.15.5 **Footpaths** – AV reported that, for health reasons, he could no longer walk the footpaths as he would wish. Trevor Orchard was willing to take over the role of Footpath Warden and this offer was gratefully received. As soon as the ground was workable the new posts would be installed.

AV to provide the Chairman with details of those needing replacement

18.15.7 **Telephone Kiosk** – it was confirmed that the Clerk should purchase the items required to refurbish the telephone kiosk: paint, full glazing and a defibrillator sign. The question of whether or not the kiosk is individually listed and requirements or otherwise of permission to undertake this maintenance should be sought. Prop: PE seconded: IS unanimously agreed.

Clerk to action

18.16 Social Club – no report

18.17 FPMC – email of thanks for the payment of the annual grant

18.18 Correspondence

18.18.1 **Battle's Over** – beacons will be lit across the country on 11 November 2018.

18.18.2 **Merchant Navy Day** – requests to fly the Red Ensign on 03 September 2018.

18.18.3 **SARS annual report and covering letter** inviting a donation. This would be considered at the time of setting the 2019/20 budget.

18.18.4 email from the Seagull Rep: in May 2019 the company will be touring with 'The Hound of the Baskervilles' and is seeking venues. Wingfield Barns suggested.

18.18.5 information from LCPAS – provides training, support and information to local councils. £100 pa subscription or can access for one off fee. Courses would be accessed as required.

18.18.6 letter of thanks for welcome pack from new resident.

18.18.7 NALC Star Council Awards 2018 open.

18.19 Clerk's report:

As this is the Clerk's last meeting, after 14 years, she would like to thank the Council for the friendship and support, particularly in the last year. It has been interesting and fun and will be much missed.

There are some housekeeping items to be attended to:

- 1 Email address. AD would set up a clerk's email address within fresspc@gmail.com so this could be accessed by the new clerk. AD would monitor in the interim.
- 2 Contact telephone number. The Chairman would be the point of contact until a new clerk is appointed.
- 3 Contact for contractors, MSDC, SCC etc. This would be the Chairman plus the clerk's email address as per 1.
- 4 Storage of documents and equipment. Arrangements would be made between the Clerk and Chairman.
- 5 Electronics. The Council accepted the Clerk's offer to pass on her office equipment as this would provide the new clerk with all that is required: laptop, printer, copier, projector, filing cabinet, computer desk. £500 was generously offered and accepted. Prop: ToL seconded: AD agreed unanimously

18.20 Dates for future meetings:

02 July - Neighbourhood Planning meeting

17 July - Parish Council meeting

18.21 Matters of Information brought by the Chairman or Members:

18.21.1 Parking on pavements and front gardens: residents of 3 Laxfield Road have no vehicular access to the property but have constructed a drive and park on the grass in front of the house; in front of the bungalows on Laxfield Road a van is parked on the grass (person with several dogs??); Saab parked permanently on the pavement at 22? Avocet House – not using the dedicated car park; Harleston Hill (Belle Vue) recycling bin being used as a traffic calming measure (out on the edge of the pavement at all times) causing large vehicles to move into the middle of the road to avoid it. A vehicle had been parked at the Chapel car park for some considerable time.

Chairman/Clerk to action

18.22 Matters for Inclusion in the Agenda for the next Meeting of the Parish Council – 17 July 2018 – to be with the Clerk by 05 July 2018 latest

There being no further business the meeting closed at 22.15hrs

**Signed:
Chairman**

17 July 2018