

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 16 October 2018

Present: Garry Deeks; Alex Day; Philip Eastgate; Tom Lindsay; Tracy Livingstone; Nick Stolls; Rachael Troughton; Dave Wheeler

Also In Attendance: Andy Parris, clerk to the council and Lavina Hadingham, MSDC councillor.

18.1 The Chairman welcomed everyone to the meeting.

LH was the sole member of the public.

18.2 Apologies for absence were received from Ian Smith and were accepted.

18.3 Members' Declarations of Interest. There were none.

18.4 No dispensations were requested

18.5 The minutes of the previous meeting (September 2018) had been circulated.

It was agreed unanimously that they are a true and accurate record.

18.6 GD reported that a former member of the council was not interested in being co-opted onto the council for the period leading up to the next elections in May 2019. Councillors agreed that the current complement of 10 is sufficient to be effective. TrL will ensure new residents receive a Welcome Pack. Discussions about how we find out who has recently moved into the village were inconclusive.

It was decided to advertise a 'try out being a councillor' scheme - articles on both websites and in *Six Sense*. **AD and the clerk to write these, helped by TrL**

(NB PE and ToL have produced a flyer for Six Sense)

18.7 Review current committee and working group structure.

Councillors discussed the requirement that all its meetings, i.e. full council, committees and groups, that make recommendations to the council, should be public meetings. They should have an agenda published three clear days before the meeting. Clear terms of reference to be drawn up for each committee or group. As Sancroft Hall is booked each month for the planning committee, it was recommended that the Finance and General Purposes Group could add its meetings to a planning committee. This was agreed.

Clerk research terms of reference for possible committees and groups

18.8 Progress reports from last meeting

a) Clerk' report. MSDC provides a map of the area onto which a variety of overlays can be placed. e.g. showing tree preservation orders; buildings that are listed (Grade 1, 2 and 3); sites of special scientific interest. This valuable resource is accessible by anyone with a computer at

<http://maps.midsuffolk.gov.uk/>

A discussion about the advantages and disadvantages of getting a TPO for a particular tree. RT attendance at the MSDC conference on trees in our villages helped other councillors be more aware of the implications of seeking TPOs. Councillors agreed to establish a tree group in the village with a view to drawing up a village tree and hedge map, similar to what has been done in Weybread.

GD to initiate

Training opportunities for the full council were discussed and it was agreed to arrange for SALC to lead an evening session on 'The Planning System' in January or February. Representatives from neighbouring parish will be invited.

Clerk to arrange

Parish Emergency Plan – one does exist. It was drawn up in 2010/11. It was agreed to review and update it. NS describe the good neighbour's scheme running in Stradbroke that could form part of such a plan. It was agreed to invite Community Action Suffolk to give a 10m presentation before the next meeting about good neighbours schemes. Representatives from local parishes are to be invited. Meeting to begin at 7 pm.

Clerk to arrange

b) Fressingfield Cemetery. The plan to commemorate the men listed on the war memorial, agreed last month, has been discussed with some of the relatives of people buried. However, the dry summer has meant there are problems with buying the trees ready for November. The plan will be amended. TrL has arranged for the RBL to be involved. To buy the flag of the Suffolk Regiment will cost £55.99. It was proposed to buy it. This was unanimously agreed.

c) Allotments. The Gardening Club will take over the running of any allotments, with reservations.

GD to proceed with this project

PCSO. Detailed provisional costings for this village based initiative. Meeting on Oct 30 with other interested parish councils to discuss its viability. The council agreed that GD should proceed with this project. Councillors also wondered if other sources of funding could be found.

d) Telephone kiosk. The PCC has asked for more details of the plan for the area around the old telephone box. In addition to those details in the last set of minutes (Sept. 18.8.2), the council wants to level the ground so that any grass can be cut easily and put substantial oak posts around the kiosk to protect it from cars entering and leaving the car park and from thoughtless parking.

18.9LH did not present a written report. She stated that is fairly certain that the Mid Suffolk Development Control Committee A scheduled for Wednesday 21 November will hear the applications for the three housing developments that have caused so much controversy in recent months. LH felt that in the interests of democracy, the more residents attend the meeting, the better.

(NB GD had previously outlined how the council would make presentations to the committee. This will be reviewed at the Planning Committee meeting on Tuesday, November 6 in Sancroft Hall.)

LH was asked about (1) progress with the joint local plan and (2) the council's claim to have 5 years of land bank identified district council's.

(1) The plan is expected to be published next spring. (2) MSDC is confident in its calculation of the landbank. (Recent appeals against refusals to grant planning permissions to developers, have been turned down.)

18.10 Other planning matters. A previously circulated a draft of 'An interim statement on planning proposals' was discussed. It was agreed that it should be the basis for responses to current and future development proposals. Councillors feel that the statement accurately describes the problems posed by proposed, and possible future, developments. Councillors also agreed with the questions raised about the district council's ability to manage for the benefit of existing communities, any

applications for large-scale developments. However, it was agreed that these concerns could be expressed more effectively. This interim statement forward-looking and is aimed at helping MSDC to see the problems of large-scale development.

NS explained that in the Neighbourhood Development Plan, there would be a section that will describe the character of the village. This will be extremely useful when appraising future applications for development, and for any potential developers.

18.11.1 To receive the Financial Report:

Finance report based on the appended bank statement of 3 October.

The clerk explained that exceptional payments during the year have resulted in anticipated extra expenditure. This includes back pay from previous years for the former clerk (£4520) and village caretaker (£153); the former clerk's gratuity payment (£3045); costs to set up an office in the new clerk's home (£800); and training costs for the new clerk (£500). Unless the phased budget agreed for April 2018 is revised, it will not show accurately the council's expenditure in these areas. A proposal to revise the budget as described was unanimously agreed.

Clerk to revise budget for next meeting

18.11.2 Approval of cheques for payment Payment was approved unanimously. Details in the appended finance report

18.11.3 GD reported that an analysis had been conducted of the clerk's role against job profiles provided by the National Association of Local Councils. This showed that Fressingfield's clerk is a profile 2 post with some elements of profiles 1 and 3. Accordingly, he recommended that the clerk is paid on a scale below the substantive range of profile 2, starting at point 26. This was agreed unanimously.

18.12 Neighbourhood Development Plan NS informed councillors that the two information drop-in sessions were attended by 100 people. Their comments along with those made in the online survey were being summarised. A draft plan would be put forward next March/April with the aim of producing the final report in October 2019.

During the consultation, concerns were raised about the alley around Old Forge, on Jubilee Corner. Namely that there are only barriers at the New Street end of the alley. This means that there is no impediment to pedestrians or cyclists rushing out of the alley onto the road. Councillors agreed that this was a danger and that barriers should be put up as quickly as possible.

Clerk to contact Suffolk Highways

18.13 Correspondence. Two letters expressing concern about the size of lorries using the narrow roads Wood Lane and Millers Lane. This resulted recently in damage to a roadside cover for a water stopcock. Residents have suggested Suffolk Highways should designate the roads as unsuitable for large vehicles. Councillors agree.

Clerk to request that Suffolk Highways take action

18.14 Matters of Information brought by the chairman or councillors

i Discussion on why Stradbroke Road was closed for 3 days (12 – 14 October) with no apparent work taking place and creating inappropriate diversions. Temporary signs need to be removed as soon as any work has been completed.

Clerk to request clarification and action from Suffolk Highways

ii The Playing Fields Management Committee is seeking clarity on the registration with the Land registry of the land (90% of the playing field). The Parish Council re-affirmed its position that any costs beyond the council's contract with Matt Hammond for grass cutting and weed control should be met from the management committee's existing funds.

lii The council noted that the MSDC scheme for Village Stars has closed and will discuss any future scheme when it is when launched.

18.15 Matters for Inclusion on the agenda for the next meeting of the parish council (20 November 2018) to be with the clerk by Friday 9 November 2018 at the latest.

Questions for the district or county councillor to be sent to the clerk by Tuesday 13 November.

There being no further business the meeting closed at 10.25 pm

Signed:

Chairman

Date