

## Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 18 December 2018 at 7pm

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

**Also In Attendance:** Andy Parris, clerk to the council;

**18.1 The Chairman welcomed everyone to the meeting.**

**18.2 Apologies for absence** were received from Dave Wheeler (on holiday) and were accepted.

**18.3 Members' Declarations of Interest.** There were none.

**18.4 No dispensations** were requested.

**18.5 The public forum.** No issues were raised.

**18.6 There were no reports** from the district or the county councillor

**18.7 It was proposed that the minutes of the previous meeting** (20/11/18) are a true and accurate record of the meeting. Agreed unanimously

**18.8 Follow-up to the presentation about CAS Good Neighbours Scheme.**

Discussions focused on the extensive networks of support that already exist, mainly through the three churches in the village and how it is important to maintain and support these groups. Even though these are church-based, they are available to everyone. However, it was noted that as some Fressingfield residents had approached the Stradbroke Good Neighbours Scheme coordinators for help. It seems that not enough is known about the support available through Fressingfield church groups. Concern was expressed that the help offered by any volunteer should not be for anything covered by the health or care services.

It was agreed that an article in *Six Sense* and on the websites should explain what help, (advice and practical) is constantly on offer to all villagers from church groups. It would also explain how volunteer helpers can be contacted. The effectiveness of the publicity would be monitored by the council.

**AV to discuss with representatives of the three churches how to do this.**

**18.9 Progress reports from last meeting**

**18.9.1** Clerk's report:

Safety barriers in the alley behind Old Forge – 'Live Chats' on the County Council's website had confirmed that the request for quotations from a third party has been logged by Suffolk Highways and that the Parish Council is willing to pay for the work. The Parish Council wants to hurry this process along as the County Council's view of its urgency is not the same as the Parish Council's. This can be done by by-passing the live chat using phone calls, emails and enlisting the help of Guy McGregor.

Registering the council's part of the playing field with the Land Registry - No development since the last meeting.

Councillor recruitment – there will be an article in the January edition of *Six Sense*.

Parish Online membership has been arranged.

**Clerk to demonstrate at the January or February meeting.**

Councillors confirmed that a storage box for the flagpole should cost in the region of £100, not a cheap one.

**Clerk to buy**

Village caretaker – AP had agreed with CT that the extent of her litter picking area should be re-defined as up to the 30mph limits of the village. The hi-vis tabard with Village Caretaker printed on the back has been purchased. CT can buy further equipment and clothing up to a limit of £100, after discussions with AP.

**Clerk to continue to look for health and safety course for village caretaker.**

Dog mess bin – The owner of the shop has asked if a new bin can be placed outside the shop. Dog mess is either being left or put in ordinary litter bins, causing an unhygienic mess when the bins are emptied by shop staff. After discussions, the council decided against siting a new bin but to offer to put up signs encouraging dog owners to take their dog's mess home.

**Clerk to discuss with shop owner.**

(NB ToL has stepped in(!) and will report on progress at January meeting)

#### 18.9.2 Chairman 's report:

Planning – Following the MSDC decisions on 21/11/48, GD suggested it will be necessary to discuss the long-term development of the village with the NDP steering group, local landowners and other interested parties. Long-term means from 2026 onwards.

The cemetery – it was agreed to ask M Hammond to cutback just the Stradbroke Road hedge, as detailed in the quotation. The rest to be done by volunteers.

A preliminary meeting of a tree and hedge group will meet at 7pm Tuesday 15 January ie before the full council meeting. This will be advertised on the websites and posters put up around the village. **AD, ToL and clerk to arrange.**

G Brown has offered land for allotments. As previously noted, the Community Garden Club will manage these for the council. **GD to write to GB to confirm.**

From January, preparations need to be made for the elections in May.

**Clerk to advise on procedures**

The clerk's probationary period ended at the beginning of December. It was proposed that his appointment be made permanent. This was agreed unanimously.

#### 18.9.3 Neighbourhood Development Plan. Steering group update: The group has discussed how housing developments should be planned for the second half of the plan's life i.e. 2026 – 2036. (See Also Chairman's report, above.) The group

is preparing advice for developers based on its housing character appraisal.  
Draft plan ready for 'public viewing' on Sat 30 March and Mon 1 April.

*(Chairman left the meeting at 8.55pm. NS took the chair.)*

**18.10 Review of council, its committees and working groups:** The clerk presented a summary and brief review of the current structure and some recommendations for possible changes. Discussions among councillors included the benefits of a large planning committee, particularly when applications have been contentious; a general purposes committee having a real purpose; committees having clear areas of responsibility and authority to avoid debates and decisions in a committee simply being re-worked in the full council; and getting a good set-up agreed that could be implemented after the elections in May.

**NS proposed that all councillors should consider the draft document ready for a full discussion at the January meeting.**

**18.11 Planning:** Notification of an appeal to the Secretary of State regarding a fence at Carrobbelle, Laxfield Road was for information only and required no action.

## **18.12 Finance**

**18.12.1** Cheques for payment were scrutinised and authorised.

**18.12.2** The financial report based on the appended summary (receipts and payments since the last meeting; bank reconciliation and budget plan compared to actuals) was received and unanimously agreed to be accurate.

A draft budget for 2019-20 was reviewed in detail. Some areas (green boxes), including salaries, grants and a contingency, will be finalised at the next meeting.

**Councillors to consider how to finalise the plan, ready for next meeting.**

**18.12.3** It was agreed to set up bank standing orders for the clerk's and caretaker's payments.

**18.13 Playing field management committee** - nothing to report.

**Neighbourhood Development Plan** – see *minute 18.9.2*

**18.14 Correspondence** – none other than matters already covered

**18.15 Matters of information brought to the chairman** – possible land for allotments already discussed already.

**18.16 Matters for inclusion** on the agenda for the next meeting: 1) Using the Parish Online mapping service; 2) street lights survey; 3) council committee structure; 4) budget plan for 2019 - 2020 and precept for 2019 – 2020; 5) internet banking.

*(NB The chairman has the discretion to move items to later meetings if the agenda appears too lengthy.)*

**18.17** There being no further business the meeting closed at 9.45pm

**18.18 Next meeting of the Parish Council** will be in Sancroft Hall on Tuesday 15 January at 7.30pm (Discussions about the formation of a tree and hedge group will start at 7pm.)

DRAFT