

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 17/03/2020 at 7.30pm

Present: Parish councillors - Alex Brockhurst, Garry Deeks, Tom Lindsay, Nigel Lucker, Nick Stolls, Rachael Troughton, Andrew Vessey, Di Warne.

Also in attendance: 4 members of the public; Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 The Chair welcomed everyone to the meeting. It was agreed to adjust the agenda to deal with emergency planning in relation to the coronavirus first and that other items could be deferred to future meetings.
- 2 Apologies for absence Received from Philip Eastgate (business) and were accepted. Received from Neil Venton (health) and were accepted. Apologies were also received from Cllr Hadingham, MSDC.
- 3 Members' declarations of interest There were none.
- 4 To receive a report from the emergency planning group. This part of the agenda was merged with The Public Forum to help develop a plan of action for the immediate support of parishioners who were self-isolating because of the outbreak of COVID-19. Following detailed discussions, an outline plan and a timeline were drawn up. These include actions, personnel and opportunities for reviews. A small group, led by NL, will refine the plan over the next few days with emailed comments from councillors. The aim is to implement it w/c 23 March. [This has been implemented. All parishioners have been contacted. Details are on the council's website (<https://fressingfieldpc.org>) and the village website (<http://fressingfield.suffolk.cloud>)].
The council agreed to allocate £250 to this plan.
NL to coordinate planning for the parish wide support during COVID-19 epidemic.
- 5 Minutes of previous meetings.
 - 1 The finance committee informed the council that it had carried out a full review of internal and external controls that the council operates. This was based on the internal and external audit reports for 2018-2019. The council endorsed this review. It was resolved that the minutes of the finance committee meeting on 03/03/2020 are correct.
 - 2 It was resolved that the minutes of the full council meeting on 18/02/2020 are correct.
 - 3 Actions and progress since the last meeting
 - The chair congratulated everyone involved in drawing up the neighbourhood development plan. Two years of imaginative and dedicated effort produced a plan that was overwhelmingly endorsed by parishioners.
 - Meeting with Vincent Pearce, planning officer for Mid Suffolk District Council (MSDC). VP pointed out that MSDC will come under pressure to increase the number of houses to be built in this part of Mid Suffolk. Parish councillors will need to bear in mind this new tension between neighbourhood development plans and these new expectations when presentations about the three new planning applications are considered by the district council.

- Meeting with Mark Nicholls, a Suffolk Highways community liaison engineer. Councillors discussed the state of the roads, road signs and speed limits. Councillors were given details of the system Suffolk Highways uses to prioritise work. **Chair and clerk to slot the problems and concerns discussed with MN, into this framework.**

6 To discuss future arrangements for monitoring housing developments in the area.

Councillors were informed that conditions applied to the housing development on School Lane have not been adhered to by the contractors when clearing the site. (NB This is in marked contrast to the work done on the site for the new Baptists Chapel.). Despite numerous letters to MSDC planning department, no response has been received to inform residents how the planning department has reacted to the way the site was cleared (seemingly in violation of conditions placed on the developers) and how it will monitor housing development sites in the future.

Clerk to contact MSDC to enquire why residents have not had a reply to their letters; what action will be taken to enforce conditions on this site; and how future developments will be monitored.

7 Finance

- 1 Proposed banking activity was checked by 2 councillors against invoices and other paperwork. The council agreed to authorise these payments and other bank activity. (Online authorisation of these activities was completed after the meeting.)
- 2 February's reconciliation statement was presented to councillors prior to the meeting. There were no questions relating to this statement. The statement was accepted by the council.

8 Reports

- 1 The Chair: A meeting organised by the chair enabled a group of residents to voice their concerns about housing and highways issues.
The chair will continue to work with the relevant authorities to resolve the problems.
- 2 Good Neighbours Scheme: AV reported that a framework for the scheme was almost in place. The scheme will require annual support from the parish council. This will be clarified later. It is likely that there will be a transition from the COVID-19 neighbourly support scheme to the Good Neighbours Scheme later in the year. (AV's report is available on the parish council website).
AV to continue setting-up the scheme, including an organising committee, so it is ready to go once the COVID-19 outbreak has subsided.
- 3 Sewerage and flooding group: DW reported that the group still had not received a report from Anglian Water about the investigation into drains in the village, carried out last November. It was agreed to complain to the customer liaison manager and the CEO of Anglian Water.
DW to draft letters; the clerk to write, as proper officer of the council.
- 4 The clerk: In line with MSDC, the clerk recommended that the council does not hold meetings for the near future. Council business could be conducted by the clerk in consultation with the chair, and with the chair of the finance committee and the rest of the council, as necessary. The clerk would report to the council via email and files placed in the council's Google Drive folders. After discussions, the council agreed to this proposal.
It was agreed that GD, DW and AB would attend the meeting with MSDC planning officer. **Clerk to confirm the details.**

- 9 Election of vice-chair. DW was proposed and elected unanimously
- 10 Planning
DC/19/01044. Application for Listed Building Consent- Alterations to ground floor bathroom at Wakelyns Farm Metfield Lane Fressingfield. The council supported this application unanimously.
- 11 It was agreed to amend the agenda. Any matters not yet discussed were deferred to a later meeting.

The meeting closed at 9.15pm.

Signed:

Chairman

Date

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