

Minutes of the Fressingfield Parish Council meeting held on Tuesday 21 July 2020 at 7.30pm. This was a 'Zoomed' meeting

Parish councillors present: Alex Brockhurst, Garry Deeks, Philip Eastgate, Tom Lindsay, Nick Stolls, Rachael Troughton, Nigel Trucker, Neil Venton, Andrew Vessey, Di Warne.

Also in Attendance: 1 member of the public; Councillor L Hadingham (MSDC), Councillor G McGregor (SCC); Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 The Chair welcomed everyone to the meeting.
- 2 Apologies for absence: There were none.
- 3 Members' declarations of interest. There were none.
- 4 Minutes of the previous meeting
 - 1 It was resolved that the minutes of the previous full council meeting (23/06/2020) are correct. Finance committee members also resolved that the minutes of its meeting on 15/07/2020 are correct.
 - 2 Actions and progress since the last meeting
 - a Complaint about planning department's lack of response to parishioners' letters and emails. Clerk was informed that the parish council could not use the complaints procedures which are set up for individuals. The council will write to Cllr LH about the problem of making a formal complaint.
Clerk to provide information for LH to raise issues with the planning department on the parish council's behalf.
 - b It was agreed to accept the quote from EWP Consultancy Ltd to assess the safety and health of the trees on the council's land. EWP will also be asked to give an opinion on the trees on the left of the roadway leading to the carpark at the playing field.
- 5 Reports from
 - 1 District councillor. LH provided a written report before the meeting. This is available on the council's website. LH informed the meeting that dates have been provisionally set for the district council to consider the applications for Post Mill Lane (25/11) and John Shepherd Road (14/10). LH clarified that work on the School Lane sites undertaken so far means the developer has met the deadline in its planning permission. MSDC's desire to work with developers who include sustainable elements in their plans was noted. This will affect the parish council's discussions of future planning applications. Parish councillors are keen to see how the district council will be supporting woodland and hedgerow development in the future.
 - 2 County councillor. GMcG was thanked for the written report that he had provided before the meeting. This is available on the parish council's website. From this report, GMcG expanded on the actions taken by Suffolk County Council in response to the Covid-19 pandemic, developments regarding school transport and the ongoing assessment of the viability of Sizewell C. GMcG was thanked for his help in re-starting the stalled speed indicator device (SID) project and for the £500 he will contribute towards the cost of the poles on which the SIDs sit from his localities fund. Frustrations were expressed that local information was not available about Covid-19 inspections.


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- 6 Co-option of councillor. After briefly hearing why he wanted to join the council, Mr Trevor Orchard was questioned about his suitability to serve as councillor. In a ballot, councillors voted unanimously to co-opt TO onto the council. He joined the meeting there and then.
- 7 Finance
- 1 The RFO explained the new electronic system by which two councillors (NS and PE) confirmed payments due and income received. The council agreed that this system which includes an audit trail meets its requirements of maintaining control of its expenditure. The council agreed to make the payments due, as recommended by the two councillors. (Online authorisation of these payments was completed after the meeting.)
 - 2 July's reconciliation statement was presented to councillors prior to the meeting. This was accepted by the council. There were no questions relating to this statement. The RFO alerted councillors to the fact that the statement includes totals of available income in each of the previous three months.
 - 3 RFO reported that the internal audit reports had been received. This will be discussed in detail at the next finance committee meeting. There were no major items needing changes. However, a change was needed to the annual governance and accountability report (AGAR) before it is sent to the external auditors. This was made. The council agreed that this revised AGAR statement was true and correct.
 - 4 The Finance Committee. NS confirmed he had been appointed as Chair of the committee. Minutes of the meeting on 14/07/2020 were recommended to the rest of the council. The RFO confirmed that a draft budget for 2021-2022 would be discussed at the full council meeting in December. The final budget must be agreed at the January meeting. Ideas for future developments that will require funding will need to be discussed prior to the January meeting.
- 8 A proposal to set up a youth parliament in the parish, was discussed. **It was agreed that NL and NV would develop further the ideas laid out in the proposal. NL to report back to the November meeting.**
- 9 Reports
- 1 The Chair: DW explained area of compensatory woodland was part of the plan drawn up for the new Baptist Chapel. The location of this woodland has changed from New Street to an area on the fringes of the parish away from the roadside. Councillors were concerned that the change was made without any consultation with parishioners or the council.
Clerk to write to MSDC planning department expressing the council's disappointment about the moving of compensatory woodland from New Street to land on the edge of the parish. Also to query the procedure that led to this change.
NV to manage the parish council website and manage merging the council website with the village website. Protocols need to be written for the merger and for the newly established merged website.
DW and NV to draft these for August meeting
 - 2 Sewerage and Flood Working Group: Next meeting will discuss reply from CO of Anglian Water and Suffolk Highways report on an investigation of New Street. **DW to arrange next meeting of working group.**


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- 3 The Clerk: A complaint has been made about dog owners using the ordinary litter bin outside the shop. The council agreed to provide a new bin to be situated at a place agreed with R Keen and neighbours. Estimated cost £250. The Perspex in the council's display boards has become almost opaque, probably because of UV in sunlight. The council agreed to replace it with toughened glass. An estimate of £300 has been accepted. Suffolk Highways has agreed to put road signs at each entrance of Golden Triangle. Suffolk Highways has also agreed to the sighting of six poles for SIDs. The parish council has already set aside funds for this project.
GD and clerk to recommend model of SIDs at next meeting.
- 4 Fressingfield Covid-19 Support: NL reported that request remain at a low level. Volunteers are healthy. Beginning to think about how this will eventually wind down but emphasised this will not happen in the foreseeable future. Thanks were given again to all those involved in the framed thank you letters to local businesses.
- 10 Schedule of meetings for next year: Agreed. **Clerk to ensure meetings in April do not clash with Easter. NV to post dates on the website.**
- 11 A confidential item was discussed.
- 12 Matters brought by the chair or councillors: For inclusion at the next meeting
 - a Fressingfield Good Neighbours Scheme
 - b Fressingfield Emergency Plan

The meeting closed at 10.05pm.

Signed: *D.L. Warne*
D.L. Warne (Aug 24, 2020 16:25 GMT+1)

D.L. Warne

Chair

Date

Aug 24, 2020

Confidential Item - 21072020

Issues to do with parking in Broadway were discussed. GD, NV and the clerk confirmed that they had been approached by residents because cars parked outside number 32 were obstructing access for other residents. There had been confrontations over this, and residents reported being worried. Previously, Suffolk Police had been involved by discreetly observing movements in and around the area. The parish council had been involved in arranging mediation between residents and having the streetlights turned on throughout the night for three weeks in December 2019.

DW clarified that the parish council has no role here as they are police and district council matters. There is possibly a need for LH to liaise with the housing managers. The residents have been made aware of this. GD will re-send contact details for the MSDC housing manager.

CONFIDENTIAL

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Aug 24, 2020

Date of council meeting 21 July 2020

Current account and savings account statements Nos 063 and 059 issued on 03/07/20

Current Account		£32,148.48	
<u>Previously agreed debits not on statement</u>			
Borderhoppa	300254	£100.00	
			£100.00
			£32,048.48

New payments to be authorised on 21/07/20

SO Staff	Salary	£166.40	
SO Staff	Salary	£378.80	
BACS Clerk	expenses	£110.17	
HMRC	PAYE	£286.40	
SALC	Internal audit	£282.00	
SALC	Webinar - clerk	£30.00	
			£1,253.77
<u>Receipts</u>			
none			
			£0.00
Total			£30,794.71

Deposit Account		£26,689.21	
Interest	26.62		
			£26,715.83

Total available from both accounts	£57,510.54
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Ringfenced reserves

Neighbourhood Watch	280	
Playground	1,600	
SIDs	7,000	
		£8,880

Contingencies

Emergency	15000	
Assets (capital)	7000	
In-year	2000	
		£24,000

Balance of available funds:	£24,630.54
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balance available at June reconciliation	£25,905.29
balance available at May reconciliation	£26,633.28

D.L. Warne

D.L. Warne (Aug 24, 2020 16:25 GMT+1)

Aug 24, 2020

D.L. Warne

FullCoun20200721

Final Audit Report

2020-08-24

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