

Framsden Parish Council

Chairman: Mrs Nicola Whitmore

Clerk: Mr David Crowther

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<http://framsden.onesuffolk.net>

DRAFT FOR PUBLICATION

Minutes of the Meeting of Framsden Parish Council
held on **Friday 11 September 2015** in the Village Hall.

Present: Cllrs Glenn Buckingham (GB) Deborah Pearce (DP)
Claire Macaulay (CM) Ian Seager (IS)
Nicola Whitmore (NW) James Young (JY)
(Chairman)

Apologies: Cllrs Nigel Hutchinson (NH)

In attendance: David Crowther (DC) (Clerk) 4 members of the public
MSDC Cllr Timothy Passmore (Apologies: SCC Cllr Matthew
(TP) until 8.00pm Hicks)

No.	Item	Action
15.9.1	Opening The chairman opened the meeting at 7.30 pm.	
15.9.2	Apologies Apologies with reasons had been received from Nigel Hutchinson and these were accepted. Apologies had also been received from SCC Cllr Hicks.	
15.9.3	Declarations of interest with regard to items on the agenda None	
15.9.4	Minutes Minutes of the Extraordinary Meeting on 31 July 2015 were approved and signed.	
15.9.5	Clerk's Report The Clerk's Report was accepted.	
15.9.6	Public participation None	
15.9.7	Reports a) District Councillor's Report Cllr Passmore was welcomed to the meeting and presented a verbal report. Devolution will see wider range of public services delivered and funded locally, cuts likely, government spending in Suffolk too low. Suffolk to find 70,000 new houses , focus on urban centres (eg Brandon, Bury, Stowmarket /Onehouse, Ipswich, Felixstowe , Lowestoft) but Framsden, like all 423 villages, may have a role - Tollgate Corner in MSDC 'land bank' for possible development. New joint HQ for Babergh & Mid Suffolk needed, with 'service hubs' at Sudbury, Hadleigh, Stowmarket and Eye. Ward Cllrs to administer modest Locality Budget from October (here = 7 villages over 4 years). Health & Wellbeing Board promoting vaccinations for flu, whooping cough and meningitis. Emergency Planning Coordinators needed in each parish to target elderly and others with mobility / other needs in times of crisis. Traffic speeding / policing extra resources, motorbike patrols on A1120, speed trap vans. Closure of Magistrates Courts a deep concern with 'Justice for Suffolk' petition (East Anglian Daily Times) and Coddham PC writing to protest.	

	<p>b) County Councillor's Report The August Report for the Thredling Division from Cllr Mathew Hicks was received with thanks.</p>	
	<p>c) Police Report The Report was received with thanks. No reported crimes last month. Our local police officer is Sgt (117) Ash Warby.</p>	
15.9.8	<p>Village Hall Matters a) Repairs Project update: <i>to approve programme agreed with contractor for carrying out urgent external repairs to roof, timberwork and gutters (autumn), internal repairs (winter) and preparation and painting of exterior (spring / summer)</i> The proposed programme as set out in the letter of 1 September (previously circulated) following a site meeting on 24 August was <u>approved</u> subject to Mr Moyce confirming works and contractual terms; a response to the suggested use of supervised volunteers for some of the work is also awaited.</p>	
	<p>b) Fencing work – SCC Locality Budget update: <i>to report on the support of Suffolk County Council (Cllr Hicks) for the Village Hall Fencing with a 50% grant from the Locality Budget</i> The Clerk reported formal confirmation with SCC and Cllr Hicks of Locality Budget funding of £487 (50%) towards the new fencing. The Chairman offered the Council's thanks to GB for liaising with Cllr Hicks to secure the funding award.</p>	
	<p>c) Lease negotiations update: <i>to review current position regarding dialogue with Diocese and PCC to enable long term planning and investment.</i> The Clerk reported positive correspondence with the Archdeacon over the need to review with the Diocese and PCC future arrangements for ownership, occupancy and management of the Village Hall. Contact from relevant Diocesan representative(s), prompted by the Archdeacon, is awaited.</p>	
	<p>d) Garden maintenance costs Feb 2015 – Feb 2016: <i>for approval (payable to Framsdon Fundraisers for Eade's Orchard – Framsdon's Community Woodland).</i> IS reported on pruning and related works and <u>proposed</u> that last year's spend of £45 (Minute 15.1.12) be increased to £50 this year with payment, on completion and on receipt of invoice, to Framsdon Fundraisers to support Eade's Orchard, Framsdon's Community Woodland. This was <u>approved</u> unanimously.</p>	
	<p>e) Tripping hazards in garden: <i>to agree and approve a proposal to remove trip hazards, soil up and seed the strip between the back of the Village Hall car park and the new chestnut cleft fencing.</i> IS reported on work to lessen tripping hazards and <u>proposed</u> works to: (a) remove concrete and stumps, soil up and seed the area next to the carpark; and (b) mark the boundary by the path to the lychgate with fencing wire and thorn hedging. Subject to the availability of Community Payback Team and topsoil of suitable standard, an indicative budget figure of £200 was agreed. After clarification that the fencing wire would not present a hazard or look ugly the proposal was <u>approved</u> with thanks to IS for digging out much of the concrete, and to GB for offering to be a potential source of suitable topsoil; the Clerk will liaise with IS and GB over next steps.</p>	<p>IB / GB / Clerk</p>
	<p>f) Commemorative tree in memory of Dorothy Worsley: <i>to agree and approve a proposal (on behalf of Betty Peck) that a commemorative tree in memory of Dorothy Worsley be planted in the Village Hall garden</i> IS had received a proposal that a tree (crab apple) be planted in memory of the late Dorothy Worsley who gardened here for many years and whose produce raised money for local good causes. The Council welcomed the idea but felt it should be a tree with edible fruit. It was <u>resolved</u> that IS, Mrs Peck and the Clerk liaise over tree selection, location and other arrangements for planting, labelling, timing, and costs, and report results at a future meeting.</p>	<p>IS / Clerk</p>
	<p>g) Village Hall fault reporting procedure: <i>to agree a faults reporting procedure and form, and to review progress in addressing faults previously reported.</i> It was <u>resolved</u> to defer this item pending further discussion.</p>	

	<p>h) Village Hall Committee: <i>to consider forming a management committee to provide leadership and support for the repairs project, the management of the Village Hall, and any project for improvements that meet defined community needs.</i></p> <p>It was <u>resolved</u>: (a) not to set up a committee at this time as there was no capacity to sustain it; and (b) to build on GB's experience of recruiting Village Hall decorating volunteers in the past, and have the Clerk canvas local interest (via village email list) in volunteering for some of the prepping and painting work at the village hall next year.</p>	GB / Clerk
15.9.9	<p>Play area matters: <i>to review the play area, maintenance of the equipment and the grounds and consider actions to address any issues raised</i></p> <p>It was <u>resolved</u> to defer this item to the next meeting pending DP's inspection of the existing play equipment and review of last year's condition report, which the Clerk would supply to DP</p>	Clerk / DP
15.9.10	<p>Grass cutting update: <i>to agree a method for reviewing grass cutting arrangements and for bringing recommendations for next year's arrangements to the next meeting</i></p> <p>The Clerk had prepared a template for recording the cuts and any issues arising and sent it to Mr Mugleston, who had filled it in comprehensively and returned it. This showed six complete cuts of the locations (VH garden; play equipment/benches; sign area; bus stops), and a seventh cut in progress, in the period mid March – end August. It was <u>resolved</u> that the Clerk circulate this for Councillor comments, reviewing progress and bringing recommendations for next year's arrangements to the next meeting. In the meantime, the Council voiced its thanks to Mr Mugleston for all his work so far this season.</p>	Clerk
15.9.11	<p>Other village matters</p> <p>a) St Mary's Churchyard maintenance: <i>to agree the level of match funding based on information supplied by the PCC</i></p> <p>IS reported that he had received information from the PCC with actual costs of grounds maintenance April 2014 – March 2015 totalling £555, comprising payments to the Community Payback Team (£225) and to W Mugleston (£330). IS asked that it be noted that any Parish Council match funding should not become a reason for those responsible to do less themselves. It was <u>resolved</u> that £277, being 50% of the costs, be paid conditional upon the Clerk securing an invoice or equivalent from the PCC made out to Framsdon Parish Council, and that the Clerk make provision for a similar sum to be included in next year's budget. It was further <u>resolved</u> that the Clerk should look at the feasibility of including this in the review of the Parish Council's grass cutting arrangements to be tabled at the next meeting (see Item 10 above).</p> <p>b) Housing allocations policy consultation: <i>to consider implications (eg for Tollgate Corner) of latest MSDC policy proposals for allocating the distribution of new housing in rural areas</i></p> <p>The Clerk reported MSDC's Housing Allocations Policy consultation had been delayed (email of 8 September, previously circulated). It was <u>resolved</u> that the Clerk circulate material when it becomes available and, if appropriate, the matter be brought to the next meeting.</p> <p>c) Neighbourhood Plan: <i>to consider the need for a refreshed Neighbourhood Plan and how to achieve it.</i></p> <p>It was <u>resolved</u> that NW, GB and the Clerk review options for renewing the existing Village Plan and for preparing a Neighbourhood Plan and that the Clerk bring proposals to the next meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

15.9.12	<p>Planning matters</p> <p>a) Recent determinations (approvals / refusals) None.</p> <p>b) Planning applications received before agenda released</p> <p>2940/15: Internal and External alterations to Southwood Farm, Otley Road, Framsdon, IP14 6HU. Application for Listed Building Consent. It was <u>resolved</u> to submit: No Comment.</p> <p>1771/15: Resurfacing/relaying driveway (and re-establishing existing drainage channels) Boundary Cottage, Boundary Corner, Framsdon (in the parish of Winston). Retrospective application for Planning Permission for works already carried out. It was <u>resolved</u> to submit: No Comment.</p> <p>c) Planning applications received since agenda released None to report.</p>																																					
15.9.13	<p>Correspondence for information</p> <p>The Clerk circulated a folder of recent correspondence to Councillors. The Clerk drew attention to the notice from the Pension Regulator regarding changes to employers' duties under the Pensions Act 2018. The Parish Council's new duties will commence 1 October 2016. After that date the Clerk will have the right to join a pension scheme, the employer would have to provide one but would not have to pay any contributions.</p>																																					
15.9.14	<p>Finance</p> <p>a) Financial statement and bank reconciliation (published here) The report for the period 6 July – 7 September setting out the opening cashbook balance, receipts, payments made, payments due, and closing cashbook balance reconciled against the bank balance, was accepted. The Bank Statement covering the reporting period was inspected.</p> <p>b) Accounts The following payments approved and made were noted and invoices initialled:</p> <table border="1" data-bbox="199 1220 1372 1780"> <thead> <tr> <th><i>Date</i></th> <th><i>Creditor</i></th> <th><i>Detail (ref)</i></th> <th><i>£ net</i></th> <th><i>£ VAT</i></th> <th><i>£ total</i></th> </tr> </thead> <tbody> <tr> <td>03/08/15</td> <td>Anglian Water</td> <td>DD - payment (19)</td> <td>28.12</td> <td></td> <td>28.12</td> </tr> <tr> <td>02/09/15</td> <td>EFMS</td> <td>Q1 grounds maintenance (21)</td> <td>50.00</td> <td>10.00</td> <td>60.00</td> </tr> <tr> <td>02/09/15</td> <td>David Crowther</td> <td>Clerk's salary July payslip (23)</td> <td>165.54</td> <td></td> <td>165.54</td> </tr> <tr> <td>02/09/15</td> <td>David Crowther</td> <td>Clerk's salary August payslip (24)</td> <td>165.54</td> <td></td> <td>165.54</td> </tr> <tr> <td>02/09/15</td> <td>Eastern Fire</td> <td>New emergency lights (22)</td> <td>125.00</td> <td>25.00</td> <td>150.00</td> </tr> </tbody> </table>	<i>Date</i>	<i>Creditor</i>	<i>Detail (ref)</i>	<i>£ net</i>	<i>£ VAT</i>	<i>£ total</i>	03/08/15	Anglian Water	DD - payment (19)	28.12		28.12	02/09/15	EFMS	Q1 grounds maintenance (21)	50.00	10.00	60.00	02/09/15	David Crowther	Clerk's salary July payslip (23)	165.54		165.54	02/09/15	David Crowther	Clerk's salary August payslip (24)	165.54		165.54	02/09/15	Eastern Fire	New emergency lights (22)	125.00	25.00	150.00	Clerk
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	The following payments due were approved , cheques signed (*online payment to be arranged) and invoices initialled					
	<i>Date</i>	<i>Cheque No / Creditor</i>	<i>Detail (ref)</i>	<i>£ Net</i>	<i>£ VAT</i>	<i>£ Total</i>
	6/09/15	300053 / Ian Seager	Reimbursement for 5x safety fencing pins (25)	14.96	2.99	17.95
	6/09/15	300054 / HMRC	Q2 tax 120PD00320305 1606 (26)	70.00	14.00	84.00
	6/09/15	300055 / Conservation Works Ltd	Village Hall Fencing (27)	810.00	162.00	970.00
	7/09/15	*Online payment / David Crowther	Clerk's expenses 1 Jun – 4 Sept (28)	100.01	N/a	100.01
	The following receipts were noted:					
	1/9/15	MSDC	Use of VH for election (20)	80.00		80.00
	<p>c) Audit for the year ended 31 March 2015: to accept and approve the annual return, audit opinion and the conclusion of the audit.</p> <p>The Clerk reported the satisfactory conclusion of the 2014-15 audit and Annual Return. The Annual Return, audit opinion and conclusion were <u>accepted</u> and <u>approved</u> with Annual Return posted on the Notice Board and website.</p>					
15.9.15	<p>Priorities and Budget 2016-17: to agree the Parish Council's priorities and needs next year and the budget implications.</p> <p>Councillors reviewed current spending against budget and considered priorities for the rest of this year and next year. It was <u>agreed</u> these include Village Hall maintenance and management; Neighbourhood / Village Plan preparation; working with others towards a shared vision and purpose for fundraising and improvement work; and cutting costs or increasing income from precept and other sources . The unpaid work by the Clerk to deliver current service levels was unsustainable and reliance upon too much voluntary effort exposes the Parish Council to risks. The Chairman will be writing to Councillors to gather views on this before advising the Clerk. It was <u>resolved</u> that Councillors submit suggested priorities and budget implications to the Clerk who will use these to inform proposals for next year's budget at the next meeting.</p>					NW all Clerk
15.9.16	<p>Policy Review: to consider developing policies in the following areas in order to satisfy eligibility criteria for securing grants and agree financial and other implications:</p> <p>The Clerk reported that to develop policies in some areas not covered currently would be good practice and meet eligibility criteria for grant aid. Generic guidance and model examples can be tailored relatively easily to local circumstances. It was <u>resolved</u> that the Clerk prepare for approval: a) Equal Opportunities Policy; b) Health and Safety Policy; c) Child (and vulnerable adult) Protection Policy; d) Environmental Policy.</p>					Clerk

5.9.17	<p>Councillors' reports and items for future agenda</p> <p>a) Councillors' areas of responsibility: <i>to consider the Parish Council's priorities, the distribution of responsibilities and work between Councillors, and the training and development needs arising from this.</i></p> <p>The Clerk explained that with two new Councillors and the setting of priorities and budgets in the coming months there was an opportunity to review areas of responsibility, their distribution across the Council, and any training and development needs arising. It was <u>resolved</u> that the Clerk forward to Councillors for comment SALC learning resources and the current list of councillors / topic areas; and prepares proposals for the next meeting.</p> <p>b) Other councillor reports</p> <p>None. The Clerk was asked to list topics with Cllr names against each in future agendas.</p> <p>c) Items for future agenda</p> <p>None</p>	Clerk
15.7.16	<p>Date and time of next meeting</p> <p>Friday 13 November, Village Hall, 7.30pm.</p>	
15.7.17	<p>To consider the exclusion of the public and press in the public interest for consideration of personnel or legal issues.</p> <p>None</p>	
	<p>The meeting closed at 9:30pm.</p>	

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Signed (Chairperson)

Date.....