



# FRAMSDEN PARISH COUNCIL

## ***All Councillors are reminded of their obligations under the Code of Conduct Regulations.***

Minutes of the Meeting held on Thursday 14<sup>th</sup> January 2021 remotely via Zoom.

Attendance	Nicola Whitmore (NW)	Glen Buckingham (GB)	James Young (JY)
	Adam Eaton (AE)	Debra Pearce (DP)	Claire Macauley (CM)
	Dominic Vaughan (DV)	Sarah Clare (Clerk)	Matthew Hicks (MH) (County Councillor)

Public present at the meeting: 4

### FPC 21-01-01 Apologies for Absence

None

### FPC 21-01-01 Public Forum

AE opened the meeting by thanking everyone present for taking the time to attend and asking if any of the members of the public present had anything that they wished to raise.

A parishioner raised a query about whether there was any progress regarding Broadband in the village since the meeting in November. MH agreed to address this matter during his report.

Concerns were also raised about the delivery of post in the village, with some households only receiving postal deliveries once a week. This matter had been covered on the national news in recent days, with Royal Mail stating that they are struggling with staff off sick and an increase in mail due to people staying at home during lockdown.

The parishioner who has been keeping an eye on the Village Hall during the lockdown period informed the Council that the fire doors at the hall had been difficult to re-close after he had opened them a few days previously. It was agreed that this matter would be addressed as and when the Village Hall comes back into operation after lockdown.

### FPC 21-01-03 To Receive District Councillor's Report – District Councillor Suzie Morley

No report received

NW noted that she had recently discovered from the District Council that the Brown Bin collections have been suspended during the national lockdown and requested that the Clerk send an email out to those on the Parish Council's email distribution list to make sure everyone was aware.

### FPC 21-01-04 To Receive County Councillor's Report – County Councillor Matthew Hicks

The County Councillor's January Report had previously been circulated to the Council and has also been posted on the village website [www.framesden.onesuffolk.net](http://www.framesden.onesuffolk.net)

MH added the following points:

Suffolk is in a very difficult position, along with the rest of the country, in terms of the COVID virus, so it is essential that everyone does their part, staying at home as much as possible. There are a number of measures in place to help people, with the Home But Not Alone service having re-started. During this period of lockdown there have not been so many calls, mostly because of the great neighbourhood support systems that have been set up across the county, so the service is proactively calling out to those on the shielding list to make sure that everyone that may need help is covered.

The Suffolk Advice & Support Service has now also been launched to assist in anticipation that large numbers of people who may never have had to seek advice before would not know where to turn to. This service can

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help people with small tailored grants to help their immediate need, with the aim being to avoid having people turning in desperation to unsuitable sources, such as loan sharks. MH outlined a few examples of help that had already been given and urged anyone who may need assistance to call on 0800 068 3131

MH outlined the current situation regarding the speed limit application on the A1120; the preliminary design drawings are complete and the official consultation period will commence on 25<sup>th</sup> January which is commonly the time when objections may come in. There are various possible delays that could occur throughout the process and particularly as due to COVID the Highways Team are suffering staff shortages and are struggling at times to keep priority services operational. MH urged patience, stating that it is likely to take up to six months at least before any real progress on the matter can be seen.

Addressing the parishioner query about Broadband provision, MH confirmed that he had received assurances from Better Broadband Suffolk that there are now plans for FTTP to be brought into the village via Debenham and as had been described at the November meeting this work is ongoing. There is indeed unfortunately some slippage in the work schedules (again as described in November), but it is wholly incorrect for Open Reach to be blaming Suffolk County Council (SCC) for the delays as SCC are awaiting the presentation of a contract from Open Reach to sign. MH is pressing to fast track the scheme and will be taking the matter up with Open Reach's complaints team, who do not seem to be in the loop with what is happening on the ground.

NW asked MH about a local news report that the number of vaccines in Suffolk for Over-80's is the lowest in the country. MH stated that although he chairs the local outbreak engagement board it is entirely in an NHS decision about where supplies are distributed. MH assured the Council that it is not an issue of ability to deliver, but an issue of supply. SCC has ensured that the vaccination sites are ready, with Trinity Park ready to start operating on Monday, but the vaccines only due to be delivered tomorrow. The Debenham site however went live with vaccinations today. MH had also spoken to Dr Dan Poulter MP for central Suffolk regarding the matter, with Dr Poulter giving assurances that the county will soon catch up.

CM raised concerns that after reading the Sizewell C report, EDF appear to be planning to bring construction goods to the site during the night. She felt that this would be an awful situation for those that live in the vicinity and asked MH for his thoughts on the matter. MH agreed that although EDF has made big changes to their submission SCC don't feel the alterations have gone far enough. At this stage SCC is still not supporting the plans. CM asked whether Sizewell C will go ahead – MH stated it is impossible to say at this point.

AE asked MH if there was still any locality budget money available. MH confirmed that he had supported two Framsdens organisations since the meeting in November; Framsdens Social Enterprise had received a grant of £241 and Framsdens Woodland Group £250.

Finally, AE noted that Peats Corner is still festooned with redundant road sign posts – MH will keep chasing the Highways Team about their removal.

#### FPC 21-01-05 Declaration of Interests

DV, AE, NW, GB and CM declared interest in FPC 21-01-08 c) iii) as they are all shareholders in the Framsdens Community Benefits Society.

#### FPC 21-01-06 Minutes of previous meetings

The Minutes of the meeting held on Thursday 12<sup>th</sup> November 2020 as a true and accurate record, were proposed by GB, seconded by CM and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk

#### FPC 21-01-07 Matters Arising and Action Points

- 7.1 Liaise with Framsdens Fundraisers with leaflet outlining Parish Council work and how parishioners may join an email distribution list to receive information. DISCHARGED
- 7.2 Add tree-seat in Village Hall grounds to Asset Register and arrange insurance cover. DISCHARGED
- 7.3 Submit responses to Planning Department at District Council as agreed. DISCHARGED
- 7.4 Sign and return for filing the declarations of eligibility and acceptance of office forms, arrange for link to Register of Interests to be completed and look into training options for new Councillor. DISCHARGED

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- 7.5 Send out message on PC email distribution list about VHM Working Party, asking for volunteers to come forward. DISCHARGED
- 7.6 Forward Dog Fouling penalty signs to AE for affixing in suitable positions in the village. DISCHARGED
- 7.7 Carry out minor routine maintenance tasks identified on Annual Play Area Inspection Report. ONGOING
- 7.8 Chase MSDC for report on land at Tollgate Corner. To be discussed later in meeting.
- 7.9 Contact Suffolk County Council to see about getting Framsdens on the SID rota. To be discussed later in meeting.
- 7.10 Contact neighbouring parishes about whether a SID could be shared with Framsdens. To be discussed later in meeting.
- 7.11 Contact District Council to advise that the land at Tollgate Corner could be considered for their tree planting scheme. DISCHARGED
- 7.12 Register as lead for Framsdens Quiet Lanes application. DISCHARGED
- 7.13 Prepare further draft budget for circulation to Councillors for comment. DISCHARGED
- 7.14 To arrange online payments as approved at the November meeting. DISCHARGED

FPC 21-01-08 Planning

a) To consider planning applications that had been submitted since the last meeting:

- i.* DC/20/05493 – Full planning application – conversion of existing granary building (currently used for domestic storage) into a residential annexe. Southwood Farm, Otley Road

Councillors had all studied the application in advance of the meeting. After discussion it was decided to **SUPPODRT** the application.

GB proposed, CM seconded, all voted in favour and **IT WAS SO RESOLVED.**

- ii.* DC/20/05947 & 05948 – Householder planning application & Listed building consent – erection of single storey rear extension; replacement front door and relocation of oil tank. Debendrift, Chapel Hill.

Councillors had all studied the application in advance of the meeting. After discussion it was decided not to make any comment on the application.

NW proposed, DP seconded, all voted in favour and **IT WAS SO RESOLVED.**

b) To consider any planning applications which have been submitted since agenda published - None

c) Updates and outcomes on previous planning applications:

- i.* DC/20/04381 – Application for listed Building Consent – internal and external works as per schedule of work. Southwood Farm, Otley Road – Granted.
- ii.* DC/20/04978 – Householder Planning Application – erection of single storey rear extension and cartlodge. Forge House, Ashfield Road – Granted.
- iii.* AP/20/00122 – Appeal against refused application – Asbach House (formerly known as The Dobermann Inn), The Street – Status Validated. Councillors noted that this may come forward for comment at a future meeting.

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FPC 21-01-09 Parish Council Activities

- a) COVID-19: Re-opening of Village Hall risk assessments and risk mitigation actions – AE reminded all present that due to the current national lockdown the Village Hall could not possibly open at the moment. This matter will be revisited at the March Parish Council meeting.
- b) Report from Village Hall Management Committee (VHMC) Working Party – DV had circulated a report on the initial findings of the VHMC Working Party. AE thanked DV for the work, with DV in turn thanking the members of the Working Party (many of whom were present). DV explained that there are two key areas that need to be considered; finding an appropriate structure for the VHMC and ensuring that there is budget available to fund such a group.

DV has a meeting the Community Action Suffolk (CAS) at the end of January, which will be useful to look at differing structures for the VHMC and helping with the pros and cons to each option. The Working party has also prepared a list of jobs that running a Village Hall entails and looked at COVID related risk assessments, so that the hall can hopefully be opened as soon as Government guidance permits.

NW noted that in the draft budget as circulated by the Clerk there is an ear-marked pot of money in the region of £3K for the Village Hall.

The Council agreed that DV would continue with the Working Party and present a further report for consideration at the March meeting outlining the options on how to move forward, after meeting with CAS.

- c) Locality Budget Applications for Funding – Following the news from the District and County Councillors that they had received few applications for funding in the current financial year due to lockdown, the Councillors considered whether a number of different items could be funded in this manner:

- i. Consideration of projector mounting request for Village Hall – Councillors decided to defer this matter for the time being.
- ii. Lighting in the Village Hall – This has been an ongoing request, after discussion it was agreed that funding should be sought, based on making the lighting more energy efficient. The Clerk will look into the County Council Business Energy Efficient scheme to see if this could be a source of funding for such a project. Framsdon Fundraisers (FF) offered to help with any grant applications, if required, by the Village Hall Management Committee - as and when such a body should be formed.

AE proposed, GB seconded, all voted in favour and **IT WAS SO RESOLVED.**

- iii. New Noticeboard and sign for the Village Hall – After discussion it was agreed that the noticeboard needs replacing as it currently leaks. The Clerk will source quotes for the Council to consider and contact the District Councillor to see if locality budget funding may be available for this matter.
- iv. Leaf Blower – A member of the public had suggested that the Parish Council consider purchasing a leaf blower that could be used by parishioners. At first the Clerk had thought it was to deal with leaves from a tree on Parish Council land, but this was not the case. It is clearly outside of the remit of the Parish Council to source equipment for lending to parishioners. The tree in question is on private property and therefore it is up to the owners of the land to maintain the tree. It was noted that the tree does however shed a lot of leaves on the highway and there is a risk of the leaves blocking drains, therefore the Clerk will contact the District Council to see if they would be willing to arrange for a road sweeper to attend to the area during the autumn. A member of the public present, who is connected with the Framsdon Woodland Group, offered to discuss with the group whether they could arrange a working party each autumn to gather the leaves for composting as an alternative. The Council welcomed the offer and look forward to hearing whether this is a viable option.

- d) To consider whether any further outside seating is required at the Village Hall and clarification of what a significant change of use of the site would be – Following a suggestion from the parishioner that had gifted the tree-seat to the Parish Council that further seating would be desirable, Councillors decided that the proposal of two straight bench seats positioned either side of the door at the rear of the Village Hall would be an enhancement.

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AE proposed that the parishioner who has put forward the proposal prepares costings for consideration at the March meeting, DV seconded, six voted in favour, 1 abstained and **IT WAS SO RESOLVED**. The Clerk will liaise with the parishioner concerned.

In relation to the gifting of the tree-seat some Councillors had expressed reservations at the pledge that the tree-seat would be returned should there be a 'significant change' of use on the site and asked for clarification of what would constitute a 'significant change'. After discussion it was agreed that changes would be: a) if the tree dies and the seat needs to be removed, or b) if the site ceases to be a Village Hall for the benefit of all parishioners.

- e) Consideration of how to support Census 2021 within the village – After discussion it was felt that at present there is nothing obvious that the Parish Council could do in the immediate term, although closer to the time it may be worth circulating an email on the distribution list offering help to any that may need help in completing the form and/or taking a form for posting (subject to COVID restrictions). It is anticipated that most parishioners will complete the census online.
- f) Consideration of Framsdon Fundraisers proposal to hold a bulb-planting event at the Village Hall – The Parish Council agreed that such an event would be good for the village and agreed that Framsdon Fundraisers should liaise with the current gardener of the Village Hall as to where would be best for the bulbs to be planted.

A few other areas in the village were discussed, including the strip of land opposite St Johns Row, around the village sign at Tollgate Corner and at the end of Jockeys Lane. These additional areas may need permission from Suffolk Highways and Framsdon Fundraisers need to be aware of this before planting takes place. The village play area is not a suitable area, as managing a garden area on this site would be in contravention of the lease. The Clerk will contact Framsdon Fundraisers advise accordingly.

- g) Play Area Working Party Progress Report – CM reported she has made funding application for £42K, which was completed just before Christmas and is currently awaiting a reply. JY reported that he had been trying to get a fourth quotation, after seeing the good set of equipment that Brandeston village had installed, but the company was not being very responsive, which is not a good sign and so he may just go forward with the three, (very enthusiastic) contractors that have submitted quotes.
- h) Consideration of Parish Council procurement process – CM asked Councillors to consider a policy drawn up by Friends of the Earth with regard to making Parish Council procurement ethical on as many levels as possible, both socially and environmentally. CM proposed that she draw up a policy that pertains particularly to Framsdon, GB seconded, all voted in favour and **IT WAS SO RESOLVED**.
- i) Land at Tollgate Corner – The Clerk reported that she had heard back from the District Council. There has been a change of staff involved in the tree and hedgerow planting scheme, but it has been confirmed that the Biodiversity Action Plan has been agreed. The District Council is starting to make progress on our tree and hedgerow planting aspirations, with the current plan being to contact all parishes who have registered an interest in the scheme over the coming months to start identifying precise areas for planting schemes – along with discussing which tree and hedgerow species would be most appropriate for the location. Tree planting will then start taking place from September 2021 onwards.

NW has written to the District Councillor about the land at Tollgate Corner – the District Council are aware of their ownership of the land and have reported that they are engaging with the occupiers to ensure their interest in the land is protected.

- j) Consideration of the provisioning of a Speed Indicator Device (SID) – update – the Clerk has made contact with the Road Safety, Speed & Traffic Manager at Suffolk Highways, who was involved with setting up a SID on the Highways Rota scheme in Ashfield-cum-Thorpe and has today received some application forms back. The Clerk will look at the matter further and report back at the next meeting. At present no neighbouring parishes have been approached about whether a sharing option is a possibility, as the Clerk intended to explore the rota system further first.
- k) Quiet Lanes – report on progress – GB updated the Council as he had attended a couple of online meetings. Essentially if the lanes nominated are successfully adopted as Quiet Lanes, they would receive signs at each end asking drivers to respect pedestrians, cyclists and horseriders, as they may encounter these vulnerable road users. The signs would be at the beginning and end of the lane, with repeaters if necessary.

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The County Council have grant funding of £600 for each Parish that is involved, which means that in order to go forward with the nomination of Jockeys Lane and Birds Lane Framsdon Parish Council would need to contribute around £480 (final figure to be confirmed). Currently there are 300 miles of lanes nominated within Suffolk, involving 57 parishes. Otley are in the scheme and Cretingham are considering joining, so if their bids are also successful it would link up with Framsdon.

To move forward a public consultation needs to take place, but this can be done within a Parish Council meeting and GB suggested that this takes place at the March meeting. All Councillors agreed that including the consultation within the March Parish Council meeting was a good idea and the Clerk will ensure that this is highlighted to all parishioners to ensure maximum engagement with the matter.

#### FPC 21-01-10 Finance

- a) To review the Financial Statement for the month – The Clerk had previously circulated the Financial Statement for January. There were no queries. GB proposed acceptance, CM seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To confirm Unity Bank balance – as at 6<sup>th</sup> January 2021 the balance was £25,391.42
- c) Petty Cash Payments Report – Total Petty Cash spend since November meeting = £0.00
- d) To Set Budget for 2021-2022 – A third version draft budget for 2021-2022 had been circulated by the Clerk. CM proposed adoption of the budget as agreed in the third version, GB seconded, all voted in favour and **IT WAS SO RESOLVED**.
- e) To agree Precept for 2021-2022 – Following adoption of the budget the Precept was set for 2021-2022, with an increase of 1.9%. DP proposed, NW seconded all voted in favour and **IT WAS SO RESOLVED**. The Clerk will complete and return the form to the District Council, together with the supporting budget.
- f) To consider request for funding from SARS – AE proposed a donation of £50, DP seconded, all voted in favour and **IT WAS SO RESOLVED**. A short discussion ensued about how to manage funding requests and it was agreed to consider this matter in further detail at the next meeting.
- g) To agree payments as detailed on Payment Schedule – GB proposed authorisation, DP seconded and **IT WAS SO RESOLVED**. The Clerk will arrange online payments accordingly.

#### FPC 20-09-12 Matters of urgency to be brought to the attention of the Council

- a) DV raised concerns about the elections due to take place in May, asking whether the Village Hall would be available. All present felt that this was a District Council matter and it would depend on COVID restrictions that may be in place at the time of the elections.
- b) Items for next agenda:
  - COVID-19: Re-opening of Village Hall risk assessments and risk mitigation actions
  - VHMC working party progress report
  - Consider quotes submitted for additional seating at the rear of the Village Hall
  - Play area working party progress report
  - Consideration and possible adoption of Ethical Procurement Policy
  - Update on the provision of a Speed Indicator Device
  - Public Consultation on Quiet Lane Nominations
  - Protocol for dealing with funding requests
  - Meeting Dates for 2021-2022

Items for the March Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 1<sup>st</sup> March at the latest, with any accompanying paperwork ready to be circulated with the agenda upon publication.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 9.10pm. The next meeting is set for **Thursday 11<sup>th</sup> March 2021** at 9.23 pm, remotely via Zoom.

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