



## FRAMSDEN PARISH COUNCIL

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

Minutes of the Meeting held on Thursday 12<sup>th</sup> January 2023 at Framsdén Village Hall

Attendance	Dominic Vaughan (DV)	Glen Buckingham (GB)	Neil Mellor (NM)
	Claire Macauley (CM)	Nicola Whitmore (NW)	Ian Seager (IS)
	Sarah Clare (Clerk)	Suzie Morley (SM) (District Councillor)	

Public present at the meeting: 2

### FPC 23-01-01 Appointment of Chair

The Clerk asked for nominations for the office of Chair.

CM was nominated as Chair by DV, NW seconded, all voted in favour and **IT WAS SO RESOLVED**

The acceptance of office form was signed

### FPC 23-01-02 Apologies for Absence

Matthew Hicks (MH) County Councillor had sent apologies due to a meeting clash.

### FPC 23-01-03 Declaration of Interests

GB, CM & NW declared interest in FPC 23-01-10 i) as members of Framsdén Pub Group, although dispensations had been applied and accepted on the grounds that a) without dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business; and b) the dispensation is in the interests of persons living in the authority's area.

CM declared interest in FPC 23-01-09 a) i) being a near neighbour of the site.

### FPC 23-01-04 Public Forum

A representative from the Woodland Group explained that they had organised a party to rake up the fallen leaves around the Village Hall for composting. The Parish Council thanked the Woodland Group for their hard work..

### FPC 23-01-05 To Receive District Councillor's Report – District Councillor Suzie Morley

The District Councillor's report for January had been received, circulated to the Council and posted on the village website [www.framsdén.onesuffolk.net](http://www.framsdén.onesuffolk.net)

SM brought attention to the following:

The District Council has reviewed the various service charges for the coming year, this covers everything from garden waste collection to planning applications, some of these charges are statutory and some discretionary. In light of the cost-of-living crisis the charges have been kept as low as possible, although there have inevitably been a few increases, these figures will now go forward to help plan the full District Council budget for the coming year.

The new environmentally friendly bin lorries have now been named, some very exciting and innovative names were put forward during the competition and the public will see the winning twenty names appearing on the vehicles soon

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A major £2.8 million investment has taken place as part of the carbon-cutting drive at two of the District's leisure centres. There are now over 50 car parking spaces (split between Sudbury & Stowmarket) that have been covered with panels providing solar powered charging for electric vehicles.

A new tenancy policy has been adopted by the District Council, reverting back to the secure tenancy agreements of the past. A few years ago, flexible tenancy policies were introduced, which meant that every five years council tenants had to undergo a review. This policy was onerous to manage and left tenants feeling uncertain about their futures. It was felt that this flexible policy had led to less community involvement as tenants were subject to being moved to alternative accommodation. The new secure tenancy policies have been brought in to improve community cohesion by giving tenants the security that they are permanent members of the local community.

Just before Christmas the first tree was planted on the new Gateway 14 site. This is the start of over 15K trees, 2.2 km of native hedging and 30K square metres of native buffer planting, along with 62K square metres of wildflower meadow. The area will be managed in conjunction with the Suffolk Tree Warden Network, who has grown various trees and plant species from local seed. CM asked about whether the planting was being done in such a way as to provide wildlife corridors and whether there was a plan in place to ensure that the trees that are planted now are cared for to ensure that they become properly established. SM confirmed that with the Suffolk Tree Warden Network's involvement maintenance plans have been drawn up. CM also asked about the wildflower meadow management, to which SM again confirmed plans were in place to ensure proper management was carried out. There are also going to be routes incorporated into these wildlife areas to allow people to walk through and connect with nature as part of the District Council's well-being drive.

Finally, SM explained that the Town & Parish Liaison meetings, that used to take place a few times each year prior to COVID, are being started up again, with the first event taking place in February. The plan is for these meetings to keep local councils up to date about what was going on at District Level, but in turn for information to be shared about what is going on at Parish Level. In particular at the moment the District Council is keen to know about plans for celebrating the coronation, to see if there is anything that District can do to help. IS asked whether there was any funding available to help villages hold such events. SM said she did not know of any specific funding, but she thought there was still some money left in the Locality Budget Fund, which could be applied for, although no guarantees were offered.

#### FPC 23-01-06 To Receive County Councillor's Report – County Councillor Matthew Hicks


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

#### FPC 23-01-07 Minutes of previous meetings

The Minutes of the meeting held on Thursday 10<sup>th</sup> November 2022 as a true and accurate record, were proposed by IS, seconded by CM and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk.

#### FPC 23-01-08 Matters Arising and Action Points from November minutes

- 8.1 Look into Councillor training options for IS. ONGOING – SALC is currently fully booked until the end of March, but new dates are being planned, especially after the May elections.
- 8.2 Arrange for lighting to be installed in loft and lean-to at Village Hall. DISCHARGED
- 8.3 Advise booking clerk of the need to allow 15 mins either side of a booking for set up and clearing up at the Village Hall. DISCHARGED
- 8.4 Create 'Hall in Use' laminated sign for hirers to place on outside of the Village Hall door to stop people entering whilst a booking is in progress. ONGOING
- 8.5 Contact Yaxley Village Hall to seek advice on how they funded and carried out their recent renovation work. ONGOING – The Clerk suggested that this is tried again by VHMC members as they are likely to actually be the people visiting the hall to view and discuss the renovations.
- 8.6 Circulate information on scrap metal skip for Village Hall fund raising, ready for consideration at the January Parish Council meeting. To be discussed later in meeting.

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- 8.7 Obtain quotes for tree work in the Village Hall garden (including any recommendations from other Councillors). DISCHARGED
- 8.8 Respond on behalf of the Parish Council to Suffolk Fire & Rescue Service Community Risk Management Plan Consultation and circulated information to village residents, so individuals can also respond. DISCHARGED
- 8.9 Published reviewed policies on the village website. DISCHARGED
- 8.10 Send email to village residents about the income raised from the recycling bins at Peats Corner. DISCHARGED
- 8.11 Advise SALC that NJC settlement has been accepted. DISCHARGED
- 8.12 Produce second draft budget for consideration and adoption at the January 2023 meeting. Including exploring/advising on proposals made at November meeting. To be discussed later in meeting.
- 8.13 Advise Quiet Lanes team of acceptance of contribution amount, ready for invoicing. DISCHARGED
- 8.14 To distribute payments as approved at the November meeting. DISCHARGED
- 8.15 Circulate Register of Interests link to all Councillors for them to review and advise Clerk if an update is required. DISCHARGED
- 8.16 Speak to volunteer carrying out work on VH kitchen steps about door sign only being used when work is actually taking place. DISCHARGED
- 8.17 IS raised the issue that the link on the Framsdon Website (not the Parish Council website) is still missing. Clerk will chase to ask for this to be reinstated as soon as possible to help anyone seeking information.

FPC 23-01-09 Planning

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

- i. DC/22/05322 – Full Planning Application – Erection of 1 no. Dwelling with double garage (following demolition of agricultural barn approved for conversion under DC/22/03389). Red House Farm, Otley Road, IP14 6HU



Councillors had all studied the application in advance of the meeting. After discussion it was decided to **OBJECT** the application based on the following:

- Concerns are raised about the lack of detail on how foul sewage would be managed.
- The proposed development can quite clearly be seen from road – not as stated by applicant.
- The ecology report recommended that bat surveys are carried out, but there is no information about whether these were done and what the findings were.
- The Design Expectations Valuation (DEVF1) completed by applicant claims that the site is accessible to jobs, shops, local services, community facilities and public transport. This is completely subjective as there are none of the aforementioned in the vicinity.
- The DEVF1 states that the site offers a mix of residential types and tenures reflecting local need, including affordable housing, which it quite clearly does not.
- The applicant states that there is an implementable energy strategy, without offering any detail as to what this strategy is.
- The applicant states N/A to bin and waste collection provision, which cannot be correct as the proposed household will generate waste.

NW proposed, IS seconded, 1 abstained due to declared interests, 3 voted in favour and **IT WAS SO RESOLVED.**

- ii. DC/22/06297 – Planning Application – Installation of ground mounted solar PV system. Gamekeepers Barn, Jockeys Lane, IP14 6LW

Councillors had all studied the application in advance of the meeting. After discussion it was decided to **SUPPORT** the application with no further comments required.

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CM proposed, DV seconded, all voted in favour **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: None

FPC 23-01-10 Parish Council Activities & Projects

- a) To consider co-option to the Council – Nobody came forward for co-option. The Clerk confirmed that the remaining vacancy is published on the village website.
- b) VHMC Report to include:
  - i. Scrap Metal Skip for Village Hall Funding – CM reported she had received confirmation from Sackers that a skip could be delivered to the Village Hall for scrap metal to be collected. The Village Hall would then receive money for the metal collected, with a small deduction to cover the cost of the delivery. CM proposed booking a skip for late February and arranging a rota of volunteers to keep an eye on the skip whilst it was onsite to avoid non metal items contaminating the load, GB seconded, all voted in favour and **IT WAS SO RESOLVED.**
  - ii. Application to Suffolk ProHelp – NM explained that the VHMC, and in particular IS, had completed an application for assistance to ProHelp – a group of professional bodies in Suffolk that operate through Community Action Suffolk to provide free of charge professional advice. The hope is to get plans prepared to consider the various options about how to upgrade the village hall, these plans could then be used to apply for grant funding. The application had been circulated to all Councillors prior to the meeting.



NM explained that various suggestions have been put forward which included either working with the existing building footprint or extending out the back of the kitchen, (where an extension used to be). The second option would involve lease alterations, but at this stage it is intended that the plans from the suggestions could then help the Parish Council consider the various options for viability.

IS stressed that this was not an application for funding for any of the remedial work itself, but simply an application for free professional help, advice and the drawing up of plans on how the building could be improved.

- iii. Energy Audit Match Funding – IS explained he had become aware of this scheme and had passed the information onto the Council for consideration. After discussion it was felt that it was not clear whether the funding is just for the audit or for the work that is then subsequently recommended. IS will conduct further investigation is needed to find out what the scheme is actually offering.
- iv. Soleplate – to consider actioning the work immediately, with funds from reserves and locality budget grants received and pledged – NM advised that after looking at various grant funding bodies application processes the amount of money currently being held in reserves may prove to be an obstacle. In addition, delaying the soleplate work may mean forfeiting the currently pledged locality budget funding if the work cannot be carried out before the end of March 2024. Finally, despite the best of efforts, due to the specialised nature of the work it had proven impossible to get a second or third quote for the work, with more than one quote being a stipulation of most grant funding bodies.

Therefore, NM proposed that the work is completed as soon as possible using the money currently earmarked for this purpose in the Parish Council reserves (NM expressed some concern that the original quote was given eleven months ago and may not now be accurate due to price rises, so a maximum of £11.6K – the figure in reserves plus the £2K pledged from locality budget – was set as the maximum limit) DV seconded, 3 voted in favour 1 abstained and **IT WAS SO RESOLVED.**

NM will liaise with company that provided the original quote for the soleplate work and arrange for the repairs to be carried out as soon as possible. This work will demonstrate to future grant applications that the Parish Council is willing to commit its own funds to maintain the building, which will be beneficial on any major grant funding applications that could be presented in future years to carry out any potential improvements suggested by Suffolk ProHelp.

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- c) To consider joining the Suffolk Climate Change Partnership and allowing contact details to be shared with the Suffolk Community Database – IS explained that he had been in contact with the Suffolk Community Database and believed that being on the database would enable the Parish Council to be informed of schemes that could help combat Climate Change. DV proposed that the Council's contact details are shared, IS seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will complete the form on behalf of the Council.
- d) Further considerations for King's Coronation celebration –Framsden Fundraisers have confirmed they would like to be involved in a joint celebration. GB offered to help with organising the event. The Clerk will send an email out to the village asking for volunteers to come forward to help and offer suggestions of what could be organised. GB will liaise with Framsden Fundraisers and any volunteers who come forward to arrange a meeting to discuss options.
- e) Consideration of the lighting of a Village Beacon to commemorate the 80<sup>th</sup> Anniversary of D-Day – GB proposed that Framsden takes part in this event, NW seconded, all voted in favour and **IT WAS SO RESOLVED**. GB will register the beacon and make arrangements on the day.
- f) Meeting Dates for 2023-2024 - After discussion it was agreed to continue with meetings every alternate month on the second Thursday, unless matters arose which necessitated an extra meeting. The Annual Parish Meeting will take place on the same evening as the Parish Council Annual General Meeting in May. The Clerk will publish the dates on the village website.

2023 – 12<sup>th</sup> Jan, 9<sup>th</sup> March, 11<sup>th</sup> May (inc APM), 13<sup>th</sup> July, 14<sup>th</sup> Sept, 9<sup>th</sup> Nov  
 2024 – 11<sup>th</sup> Jan, 14<sup>th</sup> March

- g) Review of need for parish Warm Bank – After discussion it was felt that this is no current need.
- h) Update on Play Area – snagging/completion/request for part payment of the outstanding bill – CM updated the Council that the original project manager has now left Sutcliffe Play, but the site has been handed over to a new project manager, who has attended the site and addressed some of the issues that had been raised. The Clerk will send a copy of the RoSPA inspection report over to the new Sutcliffe contact and CM will arrange to meet him on site to ensure that he is aware of everything that needs to be done.



As some of the work has been carried out and it appears that the rest of the issues are being addressed, DV proposed releasing 25% of the overall outstanding bill, but to make it clear to Sutcliffe that until all the outstanding issues have been completed satisfactorily - as agreed with CM (being the main point of contact throughout the project) - no further monies would be released, CM seconded, all voted in favour and **IT WAS SO RESOLVED**.

- i) Updates on Assets of Community Value – The Clerk advised that the ACV application for Doberman Inn/Asbach House was accepted on 14<sup>th</sup> December 2022 for a further 5 years, however, the owner appealed the decision on 15<sup>th</sup> December 2022 and this appeal has awaiting a decision.
- j) Grass-cutting in the village – The current contractor is retiring and will not be available to carry out grass cutting in 2023. IS agreed to draw up a specification of the work that would be required and for this to be circulated to the village via the Clerk to seek a new contractor. It was noted that this needs to be done quickly to ensure that any tenders received can be considered at the March meeting in preparation for the forthcoming growing season.
- k) Policy Reviews – The Clerk had circulated the policies detailed below:

- i. Freedom of Information Policy & Charges
- ii. Equality & Diversity
- iii. Communication Policy
- iv. General Privacy Policy
- v. Privacy Policy for Staff, Councillors & Role Holders

NW proposed re-adoption for policies as circulated excluding the Communication Policy (which will be subject to a further review at the March meeting) DV seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will publish the adopted policies on the village website.

IS requested that any amendments made to the Communications Policy are highlighted for ease of reading.

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FPC 23-01-11 Finance



- a) To review the Financial Statement for the month, as supplied by the Clerk - The Clerk had previously circulated the Financial Statement for January. There were no queries. CM proposed acceptance, NM seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To Set Budget for 2023-2024 – A second version draft budget for 2023-2024 had been circulated by the Clerk. GB proposed adoption of the budget as per the third version draft, with a small reduction in the amount in the budget for the coronation celebrations (as it is hoped funding can be sourced), IS seconded, all voted in favour and **IT WAS SO RESOLVED**.
- c) To ratify decision to back date the proposed uplift to the hourly rate for the cleaning of the Village Hall to 10<sup>th</sup> November 2022 - CM proposed that the £1 per hour uplift agreed at the November meeting be backdated to the November meeting date, DV seconded, all voted in favour and **IT WAS SO RESOLVED**.
- d) To agree Precept for 2023-2024 – Following adoption of the budget the Precept was set for 2023-2024, with an increase of 1.9%. CM proposed, NM seconded all voted in favour and **IT WAS SO RESOLVED**. The Clerk will complete and return the form to the District Council.
- e) To agree payments as detailed on Payment Schedule - NW proposed authorisation, CM seconded and **IT WAS SO RESOLVED**. The Clerk will set up payments accordingly.
- f) To confirm amendment of Standing Order for Village Hall Lease Rental – The Clerk had noticed that the Standing Order had not been amended to reflect the new amount/time of year for payment as stipulated in the new Lease. CM proposed that the Standing Order be amended with immediate effect, DV seconded, all voted in favour and **IT WAS SO RESOLVED**. It was noted that the backdated rent due as a result of this oversight is on the January payment schedule.

FPC 23-01-12 Matters of urgency to be brought to the attention of the Council

- a) IS advised the Council that he had bought a small supply of rock salt for the Village Hall pathways and has added this duty to the grounds maintenance schedule.
- b) Items for next agenda:
- Coronation Celebration Plans Update
  - Update on Play Area Snagging
  - To consider tenders received for grass-cutting in the village
  - Policy Reviews including Communication policy
  - VHMC Terms of Reference – review to consider how many payments up to £500 can be authorised each year.

Items for the March Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 27<sup>th</sup> February 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 9.09pm. The next Parish Council meeting is set for **Thursday 9<sup>th</sup> March 2023** at 7.30pm, in Framsdon Village Hall

Signed  (Chair of meeting authorising minutes) Signed  (Clerk)

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