



## FRAMSDEN PARISH COUNCIL

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

Minutes of the Meeting held on Thursday 9<sup>th</sup> March 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)	Matthew Hicks (MH)	County Councillor

Public present at the meeting: 6

### FPC 23-02-01 Appointment of Chair

The Clerk asked for nominations for the office of Chair.

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

The acceptance of office form was signed

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

None

### FPC 23-02-03 Declaration of Interests

CM & GB both declared interest in FPC 23-02-11 b) both being named directors of Sustainable Framsdén CIC.

### FPC 23-02-04 Public Forum

None

### FPC 23-02-05 To Receive District Councillor's Report – District Councillor Suzie Morley

No further update had been received from the District Councillor's since January, the Clerk will contact the District Councillor to find out why. Previous reports are available on the village website [www.framsdén.onesuffolk.net](http://www.framsdén.onesuffolk.net)

### FPC 23-02-06 To Receive County Councillor's Report – County Councillor Matthew Hicks

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

MHi brought attention to the following:

The Budget for the forthcoming year has been approved, and although there are huge cost pressures the Council Tax has been put up by the minimum possible, 1.99% general and 2% adult social care. Suffolk has seen a big increase in the number of people over 65 in the past decade (an increase of 33%), which has led to increased demand for adult social care in the county. Despite these rises a further £15 million will need to be saved and this is being done by making changes across the organisation, but the Council has pledged not to reduce any frontline services

Trading standards have carried out a lot of work recently on vapes, many illegal vapes are circulating, which has led to concerns about the potential impact on the health of users. If anyone has concerns about the sale of illegal vapes (or cigarettes) then please report this in confidence via the Citizens Advice Consumer helpline 0808 223 1133.

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A new highways services contract has been agreed with a company called Milestone Infrastructure. This company may be new to Suffolk, but have a good track record of working with other counties and lots of and positive feedback. An app is in development to improve communication between residents and those that deliver the works.

Suffolk Archives are seeking more volunteers – unfortunately many of their volunteer base before COVID has not returned, so new volunteers are being sought. Volunteering can be done in many ways, either remotely or in-person, for more information please visit [www.suffolkarchives.co.uk/volunteering](http://www.suffolkarchives.co.uk/volunteering)

Many of the host families who took in Ukrainian refugees are now coming to the end of the initial period, although many are still supporting, for a variety of reasons some people cannot continue. As a result Suffolk County Council is seeking new host families. Potential hosts are invited to contact the County Council for more information by emailing [refugeesupport@suffolk.gov.uk](mailto:refugeesupport@suffolk.gov.uk)

CM asked whether the new highways services would improve the situation whereby road closed signs are often in place when the road is not in fact closed. This can lead to drivers taking big diversions and increasing emissions unnecessarily. MHi agreed this was frustrating, but was often the result of a utility company requesting an emergency closure, but not then informing Suffolk Highways when they have completed the work. (Emergency closures are usually granted for 48 hours)

GB enquired about whether Milestone Infrastructure would be responsible for working on road signs. MHi said that Suffolk has set aside a £1 million fund to deal with the issue of road signs that need repair or replacement. The cabinet member responsible is going to hold a meeting to decide on the fairest way to allocate the money across the county. GB asked whether there were some places where signs were not necessary as many drivers now rely on SatNav technology. MHi agreed that they are looking to streamline the use of signage where possible, with less signage ultimately needing less maintenance, saving money in the long run.



CM and GB asked about broadband provision for the Otley end of Framsdon, there has been no further progress to improve the service in this area, despite recent planning applications being granted. MHi asked the Clerk to email him a reminder to look into this and he will then report back.

GB asked whether Suffolk County Council had an official position on the pylon lines that are proposed to run through the county. MHi confirmed that Suffolk County Council is strongly objecting to the proposal. The Action Group that has been set up are fighting for underground cabling which Suffolk County Council supports. GB asked if the County Council had a policy for onshore wind farms, to which MHi stated, yes this was supported, but on the basis of right time and place. GB asked whether solar panels should be a requirement on new buildings at the planning stage. MHi said that unfortunately this is a matter for national planning policy and many developers are simply ignoring the need for these items until they absolutely have to abide by rules, most of which kick in at 2030. Suffolk County Council is doing what it can to install solar panels and ground source heat pumps into its property portfolio where possible, but there is a fine balance when it comes to retrofitting properties, with some buildings simply not being suitable for such work

FPC 23-02-07 Presentation from Debenham Dementia Project (to include discussion on ways to help the project reach parishioners in need)

The project was started in 2009 as the founders started to recognise a need in the community with an aging population. Unfortunately, there is currently no cure and little ability to treat the symptoms of the various diseases that cause dementia, but with support in the community it is possible to live well with the condition. Support at a local level, such as that offered by Debenham Dementia Project can be much more effective than national programmes, especially with recognising the needs of the carer for the person with dementia. NHS and Social Services are always targeted directly at the patient, but a diagnosis of dementia can unfortunately lead to clinical symptoms in two people, as carers suffer from mental health breakdown, stress and depression. The reason many dementia patients end up in hospital or care homes is because of carer breakdown and therefore a scheme like the Debenham Dementia Project aims to provide care to both the patient and the carer.

Over the past fourteen years Debenham Dementia Project has helped a couple of hundred families, by enabling them to come together in a safe space to share problems and offer emotional and practical help and support. The Project is not a clinical setting, but offers various services, including lunch clubs, a fit club, transport to appointments and help with accessing professional services, with one-to-one advice where necessary. Currently there are about 45 regular volunteers, along with other people who help on a more ad-hoc basis. Unfortunately, COVID caused a major breakdown in the ability of the Project to offer help and support. Although as much as possible was done with online support, telephone calls and newsletters, actually

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meeting face-to-face is invaluable and the Project is currently trying to rebuild some of what was lost during the lockdown periods. New initiatives such as the TLC group – Talking, Listening & Caring have been started up and a full review of what the Project can offer to dementia patients and their families and carers is being undertaken to ensure that what is offered is appropriate to the needs of those that use the Project, including drawing in families from further afield than just Debenham. There are already families from Framsdon benefiting from help and support.

The reason for the presentation today is part of the plan to rebuild the Project, by going out and meeting with local groups, councils and medical establishments it is hoped to raise awareness in the communities about the Debenham Dementia Project, to ensure that those who need it can access the help offered. Posters and leaflets were left with the Parish Council


The Parish Council thanked the Debenham Dementia Project representative for the information and pledged to spread the word as widely as possible, using the village newsletter, website, noticeboards. More information is available at [www.the-debenham-project.org.uk](http://www.the-debenham-project.org.uk)

#### FPC 23-02-08 Minutes of previous meetings

The Minutes of the meeting held on Thursday 12<sup>th</sup> January 2023 as a true and accurate record, were proposed by DV, seconded by NM and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk.

#### FPC 23-02-09 Matters Arising and Action Points from January minutes

- 8.1 Look into Councillor training options for IS. ONGOING
- 8.2 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. DISCHARGED
- 8.3 Contact Yaxley Village Hall to seek advice on how they funded and carried out their recent renovation work. To be discussed later in meeting
- 8.4 Contact general Framsdon website administrator and chase up the request that the link back to the Framsdon Parish Council website is reinstated. DISCHARGED
- 8.5 Book skip with Sackers and liaise with Clerk to send an email around village when dates are confirmed. DISCHARGED
- 8.6 Confirm whether the Energy Audit Match Funding is for the survey, or for any of the recommended work. To be discussed later in meeting.
- 8.7 Arrange for Village Hall soleplate repairs to take place at the earliest opportunity, subject to being within the agreed budget. DISCHARGED – the existing quote will be honoured, with the work being done in the Spring/Summer when weather permits.
- 8.8 Complete form to join Suffolk Climate Change Partnership on the Suffolk Community Database. DISCHARGED
- 8.9 Send email out to village asking for volunteers to come forward to help with the Kings Coronation Celebrations. Liaise with FF to arrange a meeting to discuss options. To be discussed later in meeting.
- 8.10 Register the 80<sup>th</sup> Anniversary of D-Day beacon lighting. ONGOING
- 8.11 Publish meeting dates for the rest of 2023 and into 2024 on the village website and noticeboard. DISCHARGED
- 8.12 Send RoSPA report to new project manager at Sutcliffe Play. DISCHARGED – a second report produced after an unexpected District Council inspection has also now been forwarded, the report reiterates the points raised in the original RoSPA Post Installation report.
- 8.13 Liaise with new project manager at Sutcliffe Play to ensure all snagging issues are addressed. To be discussed later in meeting.

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- 8.14 Draw up specification for village grass cutting and circulate to the village for tenders to be submitted. To be discussed later in meeting.
- 8.15 Publish reviewed policies as agreed on the village website. Review Communication Policy for further consideration at the next meeting. DISCHARGED/To be discussed later in meeting.
- 8.16 Submit precept request for 2023-2024. DISCHARGED
- 8.17 To distribute payments as approved at the January meeting. DISCHARGED
- 8.18 Amend Standing Order for Village Hall Lease Rental. DISCHARGED
- 8.19 Complete and submit Suffolk ProHelp application. To be discussed later in meeting.
- 8.20 Submit responses to the Planning Department at the District Council as agreed. DISCHARGED

FPC 23-02-10 Planning

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

- i. DC/23/00002 – Full Planning Application – Conversion of barn to form 1 no. Dwelling, including creation of new vehicular access. Southwood Barn, Otley Road, IP14 6HU

Councillors had all studied the application in advance of the meeting. After discussion it was decided to submit **NO COMMENT** the application based on the following:

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

- ii. DC/23/00282 – Householder Application – Erection of single storey rear extension, two storey side extension including construction of front and rear dormers in conjunction with conversion of loft and single storey side extension. 3 Bell Farm Cottages, Birds Lane, IP14 6HP

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

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

b) To consider any planning applications which have been submitted since agenda published:

- i. APP/W3520/Y/22/3306969 – Appeal regarding Application for Listed Building Consent – Erection of porch to front. Insertion of 1 no. roof windows and alteration/replacement of 2 no. windows to rear. Removal of partition wall and widening and opening. Insertion of bi-fold doors following removal of French doors to side. Potash Farm, Ashfield Road, IP14 6LR

Councillors had been informed of the appeal notification and that the previous comment submitted to by the Parish Council in July 2022 gave support, subject to confirmation that the work is suitable for a listed building. It was decided that no change was required in the Parish Council's position.

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


c) Updates and outcomes on previous planning applications:

- 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/23/03389). Red House Farm, Otley Road, IP14 6HU – Granted
- ii. DC/22/06297 – Planning Application – Installation of ground mounted solar PV system. Gamekeepers Barn, Jockeys Lane, IP14 6LW - Granted

FPC 23-02-11 Parish Council Activities & Projects

a) VHMC Report to include:

- i. Report on visit to Yaxley Village Hall – The VHMC and the Clerk visited Yaxley Village Hall, which has a lot of similarities to the Framsden Village Hall in construction and size. The committee running the hall has developed the hall over the years with three extensions to the hall, to incorporate a modern toilet block, including accessible facilities, a large kitchen and a storage room.

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The committee is a registered charity with a considerable number of volunteers to care for and share the responsibilities (currently nine members, three trustees and two parish council members). The committee manage their own finances separate from the parish council. The parish council is responsible for maintaining the structure, carpark and grass cutting, along with paying for structural survey and insurances for outside areas; whereas the committee care for and arrange insurance for the internal areas. NM said that tapping into funding and resources has been done well by the Yaxley team, along with engaging the community to help support the team. IS explained that the visit had helped the VHMC to learn about how they may need to look 'outside the box' when it comes to Framdsen VH and explore the idea of building extensions outside of the existing footprint in order to provide the facilities that are needed for a modern hall. This may necessitate some amendments to the lease, but it is too early yet to be sure.



- ii. Update on application to Suffolk ProHelp – NM explained that the application is slightly in limbo, it has been submitted and accepted, but now it's a question of waiting for a member of the Suffolk ProHelp team who feels that they have the required skills to come forward and help the Parish Council. Ideally the VHMC need the help of an architect to see what options are available to address the issues of the building. IS has chased up the application with the main administrator and understands that the Framdsen project has been tendered out and Suffolk ProHelp will be in contact as soon as they have someone who can take on the project. All the work done through Suffolk ProHelp is essentially pro bono work by professionals to help charitable/community groups, so it is just a question of waiting for the time being.
  - iii. Review of Terms of Reference – The terms of reference were reviewed by the Council and regarded as still fit for purpose. It was noted that the terms provide flexibility to the finance.
  - iv. Electrical Work & Flooring – NM outlined the work that has been carried out, providing a vast improvement, especially in the lean-to storage area. Framdsen Fundraisers have kindly agreed to donate funds to provide racking to further improve the storage in the lean-to and the Parish Council expressed their thanks for this contribution.
- b) Consideration of formal request for support and assistance from Sustainable Framdsen CIC with regard to the Energy Audit Match Funding application – IS explained that looking at the Energy Audit Match Funding process has been extremely complicated, but he now understands that there is match funding available for actually getting any work done (up to 50% of the overall cost). There is a good chance of obtaining the grant, but due to the building being old and of non-standard construction finding out what needs to be done to improve the energy efficiency of the building is difficult. Unfortunately, the free in-person surveys are no longer available under the current Zero Network Suffolk project, but Framdsen has been put on a waiting list should anyone drop out. Remote advice can be offered, but IS feared this may not be as useful as a technical onsite visit. CM felt that the technical advice is likely to be fairly limited, whilst GB suggested finding someone who can take thermal images to identify where heat is being lost from the hall. IS asked Sustainable Framdsen CIC to take on the work of researching what needs to be done in order to then be able to apply for the match funding. CM reminded the Council that Sustainable Framdsen CIC cannot actually make the application, but would be willing to act as consultant.

DV proposing the formal request, NW seconded, 2 voted in favour, 2 abstained due to declared interest and **IT WAS SO RESOLVED**. IS will liaise with Sustainable Framdsen CIC to take the matter forward.

- c) Update on King's Coronation celebration plans – A meeting has been held with Framdsen Fundraisers and it has been agreed to respect the King's wishes and not light the main beacon. Plans currently include a Bring Your Own Big Lunch at the Village Hall on the Sunday, where teas and coffees would be provided for free, along with a large Coronation Cake – baker yet to be identified – and music could be provided by local musicians. This would then be followed by a volunteering day on the Monday, again with refreshments provided at the Village Hall for all participants. The activities for the Volunteering Day are not yet finalised.

NW suggested that instead of lighting the main beacon perhaps a toast could take place to the King around the firepit in the woodland area. A member of the public suggested that this could be the final destination of an organised village walk. NW thought that possibly a local arts group could be invited to do story telling or something similar to make the walk a bit more special. GB agreed to take these suggestions back to the organising group for consideration.

Framdsen Fundraisers had secured some Locality Budget funds for festoon lights for the Village Hall garden, as well as for spotlights to be installed in the Village Hall for use at events. IS had expressed

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concern that this application had not be run past the VHM before being made and that anything that would be a permanent fixture or fitting should have approval from the Parish Council or the VHM before taking place. The majority of Councillors agreed that the lighting would be a big improvement to the hall, but understood the need for due process to be considered

NW proposed that the lighting as applied for by Framsdon Fundraisers be accepted and installed, GB seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will advise accordingly.

It is understood that Framsdon Fundraisers is also looking to see if any further Locality Budget funding could be sourced to help with costs at the King's Coronation Celebrations. This is in addition to the agreement that Framsdon Fundraisers will share with the Parish Council any costs that may be incurred in holding the Celebration Events.

- d) Update on Play Area – snagging/completion/request for part payment of outstanding bill – CM reported that as a result of IS showing the potential grass cutting contractors around the Play Area it had become clear that the uneven ground left in the wake of the installation was going to lead to big problems with ongoing site maintenance. CM had pointed out the undulating surface to the contractors when the installation was taking place, but had been met with a very dismissive response. The original quote for the Play Area had included top soil to be used to level the ground post-installation of the equipment and prior to the rubber matting being laid. The top soil was never used and little or no attempt had been made to level the surface. CM suggested that if Sutcliffe were unwilling to properly complete the groundworks then another contractor may have to be brought in to lift the matting, address the soil levelling and reinstate the matting. If this has to be done then Sutcliffe would have to be advised that the cost would be deducted from the outstanding bill.

Other than the general groundwork the only main snagging issue remaining was the height of the rope swing. CM is hoping to meet the Sutcliffe representative on site soon to address these concerns in person, IS offered to also attend to provide support and technical advice, but at present all Councillors agreed no further payment should be made.

- e) Consideration of which organisation to instruct for future Play Area inspections – An unexpected inspection had been carried out by the District Council after a mix-up with communications. The District Council had been unable to carry out the Post Installation inspection in a timely manner, so the Parish Council had instructed an independent company to carry out the inspection. The District Council had subsequently carried out an inspection, but have agreed not to charge for this. A decision is needed on who to instruct for future inspections, there is a considerable price difference, but this may be due to the Playsafe inspection being a full post-installation inspection. The Clerk will check the prices and this will be considered again at the next Parish Council meeting.


- f) To consider tenders received for grass-cutting in the village – Two tenders had been put forward, after discussion DV proposed instructing SCL Landscapes to carry out the first three cuts of the season, with the work to then be reviewed, GB seconded, all voted in favour and **IT WAS SO RESOLVED**.

The Clerk will advise the outcomes to the contractors concerned. IS requested that the successful contractor advises the Council of the dates for when the cuts take place, so that the work can be checked against invoicing and payment can be correctly monitored.

- g) To determine the best date/arrangements for the Annual Parish Meeting in this election year – Following attendance at briefing the Clerk had advised the Council that the Annual Parish Meeting would need to be arranged slightly differently this year, as the usual arrangement of holding it immediately before the Council's Annual General Meeting would not be possible as until the AGM was held. After discussion it was agreed to hold the Annual Parish Meeting for 2023 on Thursday 20<sup>th</sup> April. The Clerk will invite the various organisations to come forward with their reports.

- h) ANPR Camera on Mill Hill – NW reported that an ANPR camera had been put out on the Mill Hill TVAS and enquired about whether the Parish Council gets any information or statistics. The Clerk will make enquires.

- i) Update on Recycling Bin Income – The Clerk confirmed that the most recent claim had been submitted by the volunteer who manages the bins and consisted of £384.20 for glass and £101.40 for textiles (a total of £485.60). This brings the total for the year to £1530.68 a substantial contribution towards the maintenance of the village hall. The volunteer who cares for the bin site was thanked by the Parish Council for all their efforts. The main issue that occurs with the bins is when people leave things outside

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of the bins instead of putting them inside. Mostly this can be addressed by reporting it as fly tipping, but when garden waste is left in the layby the fly tipping people don't come and clear it up. It is not clear what can be done to address this issue, or even if it is Framsdens residents who are doing this.

- j) Policy Reviews – The Clerk had circulated the policies detailed below:
- i. Communication Policy
  - ii. Responsible Procurement Policy
  - iii. Risk Assessment
  - iv. Statement of Internal Control

CM proposed re-adoption for policies as circulated, DV seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will publish the adopted policies on the village website.

FPC 23-02-12 Finance



- a) To review the Financial Statement for the month, as supplied by the Clerk - The Clerk had previously circulated the Financial Statement for March. There were no queries. CM proposed acceptance, GB seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) To agree payments as detailed on Payment Schedule - DV proposed authorisation, CM seconded and **IT WAS SO RESOLVED**. The Clerk will set up payments accordingly.

FPC 23-02-13 Matters of urgency to be brought to the attention of the Council

- a) The appeal against the renewal of the Asset of Community Value listing for The Doberman/Asbach House has been upheld and the property will now be removed from the ACV list. There is no provision for the nominator to challenge the Review Decision, therefore the process of this nomination and listing is now exhausted. A new nomination could be made, but would need to address the issues raised as reasons for the appeal decision, to nominate on the same basis would be viewed as vexatious. This item can be discussed further at the next meeting where a decision can be taken on the next course of action. GB reported that the Community Benefit Society (CBS) want to look at whether the District Council has followed their own procedures and whether there is any course of redress in this route. The Clerk will contact CBS to find out what they may be proposing and invite them to attend the next available Council meeting.
- b) NW – complaint about the work done on the steps outside the kitchen doors – may need some remedial work to be carried out. Take to VHMC meeting.
- c) Items for next agenda:
- Internal Audit approvals
  - CIL statement
  - Re-adoption of Councillor Code of Conduct
  - Land at Tollgate Corner
  - Consideration of who to instruct for Play Area inspections
  - Update on Energy Audit Match Funding
  - Update on Play Area Snagging

Items for the May Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 1<sup>st</sup> May 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 ??pm. The next Parish Council meeting is set for **Thursday 11<sup>th</sup> May 2023** at 7.30pm, in Framsdens Village Hall

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	Sarah Clare (Clerk)	Matthew Hicks (MH)	County Councillor

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

None

### FPC 23-02-03 Declaration of Interests

CM & GB both declared interest in FPC 23-02-11 b) both being named directors of Sustainable Framsdén CIC.

### FPC 23-02-04 Public Forum

None

### FPC 23-02-05 To Receive District Councillor's Report – District Councillor Suzie Morley

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