



FRAMSDEN PARISH COUNCIL

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

Minutes of the Meeting held on Friday 30th September 2022 at Framsdén Village Hall

Attendance Dominic Vaughan (DV) Glen Buckingham (GB) Neil Mellor (NM)
 Claire Macauley (CM) Sarah Clare (Clerk)

Public present at the meeting: 3

FPC 22-06-01 Appointment of Chair

The Clerk asked for nominations for the office of Chair.

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

The acceptance of office form was signed

FPC 22-06-02 Apologies for Absence

Nicola Whitmore (NW) was unable to attend due to family commitments and had sent her apologies. The Council accepted. Matthew Hicks (MH) County Councillor had also sent his apologies, due to a meeting clash.

FPC 22-06-03 Declaration of Interests

GB, CM & NW declared interest in FPC 22-06-10 d) 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.

GB declared interest in FPC 22-06-09 a) i. and ii. as an employee of the applicant

CM & GB both declared interest in FPC 22-06-10 k) both being named directors of Sustainable Framsdén CIC.

FPC 22-06-04 Public Forum



A query was raised about whether minutes of meetings could be put into the noticeboard as well as on the website. The Clerk will approach the volunteer who currently prints and puts the agendas in the noticeboard to see if she would also be willing to put up minutes. NM offered to also help if necessary.

A parishioner asked about whether it would be possible to raise his concerns at the relevant point on the agenda, under the Village Hall Management Committee report and finances. GB agreed to accommodate this request.

The village website was discussed, as some of the information on the site is out of date. CM explained that the main village website was run by Framsdén Fundraisers, the Parish Council only operates the 'OneSuffolk' part. The Clerk admitted there are some items that need to be updated on the Parish Council website and hopes to find time over the winter months to review the website, but concerns about out-of-date information on the general village website would need to be addressed to Framsdén Fundraisers.

FPC 22-06-05 To Receive District Councillor's Report – District Councillor Suzie Morley

No further report had been received from the District Councillor's Report since the Annual Parish Meeting in May, which had previously been circulated to the Council and has also been posted on the village website www.framsdén.onesuffolk.net

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11

FPC 22-06-06 To Receive County Councillor's Report – County Councillor Matthew Hicks

The County Councillor's Report for September had been received, circulated to the Council and posted on the village website www.framsden.onesuffolk.net

FPC 22-06-07 Minutes of previous meetings

The Minutes of the meeting held on Thursday 14th July 2022 as a true and accurate record, were proposed by CM, seconded by DV and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk.

FPC 22-06-08 Matters Arising and Action Points from July minutes

- 8.1 Look at better usage of the Village Hall noticeboard to publicise Parish Council meetings and contact details. ONGOING – Various documents had been circulated and agreed by Councillors, but not placed in the noticeboard. The Clerk will make contact with the volunteer who puts up the agendas and ask if she would be willing to help with other documents. It was agreed that the Clerk should print and post the documents to avoid any costs being incurred.
- 8.2 Contact PCC to ask that work is carried out on the dead tree (as verbally agreed with volunteer who cares for the VH garden) by the end of the year, to avoid the risk of it falling during the upcoming winter. To be discussed later.
- 8.3 Submit responses to the Planning Department at the District Council as agreed. DISCHARGED
- 8.4 Arrange to send a message out on the Parish Council email system asking for volunteers to come forward to help with boarding out the loft in the VH. DISCHARGED
- 8.5 Check with insurers whether using a volunteer bricklayer to repair kitchen steps at the VH is acceptable. DISCHARGED
- 8.6 Check up on Locality Budget Application for VH soleplate funding. DISCHARGED
- 8.7 Look into additional funding sources for the VH soleplate. To be discussed later in meeting.
- 8.8 To distribute payments as approved at the July meeting. DISCHARGED
- 8.9 Publish adopted Financial Regulations on the village website. DISCHARGED

FPC 22-06-09 Planning

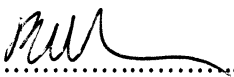

a) To consider planning applications that had been submitted since the last meeting:

- i. Ratification of comments submitted for - DC/22/03270 – Re-consultation for Planning Application – Change of use and conversion (including extension) of traditional farm buildings to 3 no. dwellings. Red House Barns, Red House Farm, Otley Road

Councillors had all studied the application in advance of the meeting. A request to extend the comment for deadline due to the postponement of the Parish Council meeting had been refused, but Councillors had discussed the matter via email and a further submission had been made to the District Council stating:

Framsden Parish Council would like to reiterate our **OBJECTION** to this application as per our original submission dated 15th July, with particular emphasis on the overdevelopment of the site and the potential loss of buildings of historical interest. Any such development should be sympathetic to history and both the immediate and long-term interests of the local community.

There are also significant concerns about the access to the site and the potential disturbance to the newly designated Quiet Lane, particularly as building work seems to be planned for six days out of seven. Access for any construction traffic (if planning is permitted) should be limited to routes using the shortest available along such a narrow lane. Although the lane is furnished with designated passing places, these are not always used and as a result over-running of the verges has occurred on many occasions, with a risk of serious damage to vehicles and cost to Suffolk Highways - who have had to

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12

patch up the edges of the road a number of times. There are worries that there is a lack of sufficient parking for the planned properties, with risks that vehicles could be parked on verges or the lane, causing blockages and potential safety issues.

The Parish Council notes that the environmental report refers to a potential land contamination and that no development should take place until this has been investigated, whilst another report comments upon how small the gardens are. The Parish Council is concerned that the plot size has been reduced to avoid social housing charges (as per our objection dated 15th July), thus contributing further to the overdevelopment of the site.

Finally (again as outlined in our objection of 15th July) the Council feels that the village, and Otley Road in particular, lack the essential infrastructure needed for such a development

The decision was ratified by CM, seconded by NM, 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:

- i. DC/22/02890 & 02897 – Householder Application & Listed Building Consent – Erection of porch to front. Insertion of 2 no. roof windows and alteration/replacement of 2 no. windows to rear. Removal of partition wall and widening of an opening. Insertion of bi-fold doors following removal of French doors to side – Potash Farm, Ashfield Road - Refused
- ii. DC/22/03389 – Application for Prior Approval for a proposed Change of Use of Agricultural Buildings to form 1 no. Dwellinghouse (C3) and for building operations reasonably necessary for conversion. Town & Country Planning (General Permitted Development) (England) Order 2015 amended Schedule 2, Part 3, Class Q. Agricultural Barn, Red House Farm, Otley Road – Granted.
- iii. DC/20/05947 Discharge of conditions allowed under appeal ref: APP/W3520/W/21/3273943 – Condition 3 (External Facing & Roofing Materials). Debendrift, Chapel Hill, IP14 6LN
- iv. DC/22/04239 Discharged of Conditions Application for DC/20/05948 allowed under appeal ref APP/W3520/W/21/3273946 – Condition 2 (Rainwater Goods), Condition 3 (Clapboarding) and Condition 4 (External Facing and Roofing Materials, Debendrift, Chapel Hill, IP14 6LN
- v. DC/22/03270 – Re-consultation for Planning Application – Change of use and conversion (including extension) of traditional farm buildings to 3 no. dwellings. Red House Barns, Red House Farm, Otley Road – Granted.

FPC 22-06-10 Parish Council Activities & Projects

a) To consider co-option to the Council – GB asked whether anyone present wished to be considered for co-option to the Council.


Parishioner Ian Seager (IS) indicated that he was willing to be considered for co-option, explaining that he had previously served as a Councillor and would like to resume the role. DV proposed that he be accepted for co-option, NM seconded, all voted in favour and **IT WAS SO RESOLVED.**

The Clerk asked IS to sign the declarations of eligibility and acceptance and will arrange for a link to be emailed to complete the Register of Interests and look into training options for Councillors, as although IS has served before a refresher may be useful.

The Clerk confirmed that the remaining vacancy is published on the village website.

b) VHMC Report

- i. Web presence – NM asked whether the Village Hall Management Committee could have an increased presence on the Parish Council website. All agreed that this was a good idea and the Clerk will look at getting login details set up for NM.
- ii. Capacities – Following a request from Framsdon Fundraisers the VHMC committee have looked at the guidelines for the capacities of the hall, which were severely reduced when the hall was reopened following COVID due to Government guidelines. The revised capacities were calculated using guidance relating to Fire Regulations and Health & Safety. The Council agreed to change of capacities being incorporated into the terms and conditions of hire.

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- iii. Fire Extinguishers & Fire Blanket – Following the recent fire inspection it was recommended to replace two fire extinguishers and a fire blanket. NM has arranged purchase of these direct, rather than through the fire inspection company, saving quite a substantial amount. Invoices will be submitted for reimbursement at the next meeting.
 - iv. Health & Safety – NM has set up a virtual health and safety file that can be viewed and shared easily online.
 - v. Recent Repairs – A few minor repairs have been carried out to the doors on the electrical cabinet and the windows in the toilets and the meeting room.
 - vi. Loft Boarding – The loft area has now been boarded out and an access ladder installed. Due to health & safety considerations the VHMC would like to see lighting installed in the loft and into the outside lean-to. An initial quote has been obtained, but exceeds the amount the VHMC can authorise independently. The Clerk advised that a second quote should be obtained and a decision on this work should be an agenda item for the next meeting, so that Councillors have time to properly consider the matter. NM agreed to obtain a second quote and provide the two quotes for circulation to Councillors prior to the next meeting.
 - vii. Soleplate Funding – £1,000 has been received from the District Councillor's Locality Budget, £1,000 has been agreed in principle from the County Councillor's Locality Budget. NM has looked at the Viridor grant application form and noted that there is a need to supply a 'constitution document'. The Clerk advised that the Standing Orders are likely to be the best fit for such a document. CM enquired if NM had looked at getting a grant from the National Lottery, NM will look into a National Lottery application.
- c) Update on Trees Overhanging the Village Hall garden – The Clerk advised the Council that following a written request to the Parochial Church Council (PCC) for confirmation that the tree causing concern would be removed by the end of the year, the PCC had responded to advise that there is no current intention to remove any trees from the churchyard. A qualified tree surgeon has looked at the trees in question several times and whilst they have no foliage, the advice given is that they do not pose any potential risk to property or individuals in the Village Hall Garden. The trees will continue to be checked intermittently and should their condition change any removal which may be necessary will be carried out. The Parish Council, thanks the PCC for their report and action, noting that this acknowledgement shows that the PCC has accepted liability and GB advised that the matter is now closed. IS (the parishioner who had raised a query at during the Public Form), did not agree with this decision, but GB explained that the trees are not on Parish Council controlled land and therefore the Parish Council has no rights to demand further action be taken.
- d) Post Installation Inspection of Play Area – Actions to be taken – CM updated the Council that some of the snagging work has been done, but she was disappointed to report that waste from the remedial works has been thrown into the hedges alongside the Play Area. CM has asked the contractors to return and remove the waste. There are also a few other points that were raised on the RoSPA report, that CM is still waiting to have resolved, along with some damaged paintwork that needs to be touched up.

The contractors have submitted a credit note to be placed against the outstanding installation invoice, noting that they did not have to remove the old equipment, CM will use this credit note to action the release of the remaining funding, but until the various concerns noted above have been addressed CM suggested that the final payment is withheld, Councillors agreed; although payment in principle has been authorised, so payment can take place between meetings if the work is satisfactorily completed.

- e) ACV Status of Doberman Inn/Asbach House & Eades Orchard – A volunteer connected to Framsdon Pub Group had worked on the wording for an application to renew the ACV status for the Doberman Inn/Asbach House. The information had been circulated to the Council for consideration. GB proposed that the submission is made in the Parish Council name, DV seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will action the submission to the District Council.

Notification had been received that the ACV status on Eades Orchard had expired. It was initially unclear as to who had made the application, but IS advised that he had been involved with the original application. IS agreed to look out the information he had submitted on the original application and circulate it to the Council for consideration of making a renewal submission.

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- f) Speed limit on Mill Hill & Deployment of Speed Cameras – Following concerns raised about the cameras used on the County Council free rota, the Clerk had been advised that the cameras do not record the actual speed of vehicles, but simply light up when vehicles are exceeding the speed limit to remind drivers that they are in a 30-mph zone. The camera used at Helmingham is owned by the village and is not a rota supplied camera, a volunteer puts it out periodically, so that drivers don't just get used to seeing it there and ignore it.

The issue of one of the cameras not working at all as the batteries appeared to have run out, had been answered with the explanation that it was dependent upon the number of vehicles activating the sign – more activations would lead to the sign running down on energy more quickly. DV felt that this was unlikely to have been the case, but it was noted that should a camera be installed and it stops working unexpectedly quickly this should be reported to the Clerk who can alert the rota team.

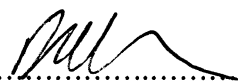
After discussion it was felt that there was no need to do anything other than monitor the situation when the cameras are next deployed. The information for the rota deployment is available on the Suffolk Roadsafes website:

www.suffolkroadsafes.com/speed-and-communities-2/speed-prevention-in-the-community/

- g) Consideration of request to apply for a Stop Sign at Peat's Corner junction with A1120 – The Clerk reported that a telephone call had been received from a parishioner, who was concerned that despite the new speed limit of 40 mph on the A1120, traffic was still travelling as fast as always and there was no enforcement action taking place. The parishioner had been advised that speed enforcement was an issue for the police, but went on to ask whether there could be any way of getting a 'stop', rather than 'give way' rule for the junction onto the A1120 at Peat's Corner, as traffic came out of this road without due care and attention and there had been several accidents and near misses. After discussion the Councillors thought this was a good idea and it was agreed that the Clerk would ask MHi for advice on how to action this request.
- h) Parish Council Position on Proposed Pylon Network – Although not directly affected by the pylon routing the Parish Council agreed that it would be important to monitor the situation in case the route is changed.
- i) Concerns raised about increased aircraft traffic – At the July meeting this matter had been raised with MHi who had directed CM to various websites, but the information was difficult to find. It seems that flights have been redirected to avoid AONB's which has increased the problem over Framdsen. No consultation had taken place and it was causing some distress to residents, GB will email Dan Poulter and ask if there is anything that could be done.
- j) Consideration of setting up a parish 'Warm Bank' – As this item was on the agenda at the request of NW it was agreed to defer the matter to the next meeting.
- k) Sustainable Framdsen – CM explained that a Community Interest Company (CIC) has been set up by a group of parishioners and it would like to ask for "support in principle" from the Parish Council. Having such a status would help the Company when applying for projects. An outline of the company's aims had been circulated to all Councillors. The aim of the CIC is to help parishioners to access locally produced green energy. There are a number of initiatives that are being explored and a Community Meeting would take place when details have been clarified to explain to local residents how the CIC could benefit them.

DV proposed supporting the CIC in principle, NM seconded, IS voted in favour, GB and CM abstained due to declaration of interests and **SO IT WAS RESOLVED**.

- l) To consider adequacy of the Parish Council Insurance Policy in order to renew cover - The Clerk had circulated the policy for all Councillors to consider prior to the meeting, GB proposed the insurance be renewed with the long-term undertaking, DV seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will action.
- m) To review and re-adopt Standing Orders – Upon review the Council agreed that there are no amendments to be made. GB proposed adoption for the coming year, CM seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will publish the agreed Standing Orders on the village website

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n) Policy Reviews – The Clerk had circulated the policies detailed below:

- i. Media (inc. Reporting at Meetings) Policy
- ii. Environmental Policy
- iii. Complaints Procedure

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

FPC 22-06-11 Finance

a) To review the Financial Statement for the month, as supplied by the Clerk - The Clerk had previously circulated the Financial Statement for September. There were no queries. CM proposed acceptance, DV seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.

b) Funding Applications:

- i. Ratification of agreement to fund purchase of hand-tools for use by the Church and Woodland Group, plus consideration of further funding to cover the cost of fuel to be used by shared gardening equipment stored at the Church shed – Councillors agreed that it would only be appropriate to release the funds for the handtools as agreed at the September 2021 meeting. This decision was taken as it was felt it set a precedent to release additional funding simply because the applicant had not purchased the equipment at the prices agreed in the original application.

It was noted that historically the PC has funded 50% of the fuel costs to help towards the churchyard maintenance and so it was agreed to do the same as a goodwill gesture, but the Clerk was asked to advise the Parochial Church Council that the request for fuel should have been submitted before any purchase was made, as this was not agreed at the September 2021 meeting.

Following discussion GB proposed a contribution of £49.50 towards the purchase of the listed hand tools and £16.03 towards funding the fuel costs, NM seconded this proposal, all voted in favour and **IT WAS SO RESOLVED**.

- ii. To consider donation to the Royal British Legion in lieu of purchase of a remembrance wreath (as wreath from 2021 will be re-used) – Following discussion GB proposed a contribution of £17, DV seconded this proposal, all voted in favour and **IT WAS SO RESOLVED**.

c) To agree payments as detailed on Payment Schedule – IS wished it to be noted that the reimbursement for the Sadolin was for work carried out in the Village Hall Garden, not the Village Hall itself. The Clerk noted that the two areas were not currently recorded under separate cost centres, but this may be worth reconsidering for future reference. CM proposed authorisation, NM seconded and **IT WAS SO RESOLVED**. The Clerk will set up payments accordingly.


FPC 22-06-12 Matters of urgency to be brought to the attention of the Council

- a) GB reported that the footpath bridge next to DV's house is in a bad state. GB will action on Online Reporting Tool.
- b) CM made a plea for all parishioners to help with the collection of tree seeds – any that are collected please hand over to CM or the Tree Warden. The Clerk will send out an email to ask for help.
- c) Following discussion at a recent VHMC meeting IS had produced a hedgehog hotel for the Village Hall Garden, IS showed the finished item to the Council, who thanked him for his work.
- d) Items for next agenda:
 - Budget Planning
 - Consideration of quotes to install lighting in the VH loft and lean-to
 - Play Area – Post Installation Snagging
 - Consideration of setting up a parish 'Warm Bank'
 - Updates on ACV Status of Doberman Inn/Asbach House & Eades Orchard

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Items for the November Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 31st October 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 9.05pm. The next Parish Council meeting is set for **Thursday 10th November 2022** at 7.30pm, in Framsdon Village Hall

Signed  (Chair of meeting authorising minutes)

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