



FRAMSDEN PARISH COUNCIL

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

Minutes of the Meeting held on Thursday 10th November 2022 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)

Public present at the meeting: 0

FPC 22-07-01 Appointment of Chair

The Clerk asked for nominations for the office of Chair.

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

The acceptance of office form was signed

FPC 22-07-02 Apologies for Absence

Matthew Hicks (MH) County Councillor had sent his apologies, due personal commitments.

FPC 22-07-03 Declaration of Interests

GB, CM & NW declared interest in FPC 22-07-10 e) 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.

NM declared interest in FPC 22-07-10 b) noting that he would abstain when the window cleaning quotes would be considered as one of the quotes was from a close friend.

FPC 22-07-04 Public Forum

None

FPC 22-07-05 To Receive District Councillor's Report – District Councillor Suzie Morley

The District Councillor's Report for November had been received, but was in a format which was currently inaccessible. The Clerk has advised the District Councillor and when an accessible format is available the report will be circulated to Councillors and posted on the village website www.framsdén.onesuffolk.net

FPC 22-07-06 To Receive County Councillor's Report – County Councillor Matthew Hicks

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

FPC 22-07-07 Minutes of previous meetings

The Minutes of the meeting held on Friday 30th September 2022 as a true and accurate record, were proposed by CM, seconded by NM and **WERE SO RESOLVED**. The Minutes were signed by the Chair and the Clerk.

Signed Chair of meeting authorising minutes)

Signed (Clerk)



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

- 8.1 Look at better usage of the Village Hall noticeboard to publicise Parish Council meetings and contact details. DISCHARGED – The volunteer who looked after the noticeboard felt it should be a Councillor who took over the duty of putting up notices for the Parish Council, the Clerk suggested it would work out cheaper and be quicker logistically for a Councillor to print off the necessary pages, than for the Clerk to print and post pages. A set rate of between 10-20p per sheet would need to be agreed, with a claim for reimbursement put in perhaps a couple of times a year. NM offered to put up any notices.
- 8.2 Submit responses to the Planning Department at the District Council as agreed. DISCHARGED
- 8.3 Send link for Register of Interests to IS and look into Councillor training options. ONGOING – training dates are yet to be agreed.
- 8.4 Arrange login for the Parish Council website for NM. DISCHARGED
- 8.5 Obtain second quote for installation of lighting to loft area and lean-to at the VH and circulate to the committee for consideration. To be discussed later in meeting.
- 8.6 Look into possible National Lottery funding for the VH soleplate. ONGOING and to be discussed later in meeting.
- 8.7 Submit ACV renewal application for Doberman Inn/Asbach House. DISCHARGED and due to be discussed later in meeting.
- 8.8 Circulate original ACV application for Eades Orchard to Council for consideration of a renewal application. DISCHARGED and due to be discussed later in meeting.
- 8.9 Contact MHi to request whether the Give Way sign at the Peat's Corner junction of the A1120 could be replaced with a Stop sign. DISCHARGED – MHi had been advised that the junction does not meet the National Criteria for such signage.
- 8.10 Email the MP Dr Dan Poulter to ask about why there has been such a significant increase in aircraft traffic over Framsdon and what could be done to address the situation. DISCHARGED – waiting for a response.
- 8.11 Supply a 'Support in Principle' document to Sustainable Framsdon CIC on behalf of the Parish Council. DISCHARGED
- 8.12 Arrange for renewal of Parish Council insurance. DISCHARGED
- 8.13 Publish adopted standing orders on the village website. DISCHARGED
- 8.14 Publish reviewed policies on the village website. DISCHARGED
- 8.15 Advise funding decisions to applicants. DISCHARGED
- 8.16 To distribute payments as approved at the September meeting. DISCHARGED
- 8.17 Report damaged footpath bridge using Online Reporting Tool. DISCHARGED
- 8.18 Send email out to parishioners asking for people to collect tree seeds and pass them onto CM or the village Tree Warden. DISCHARGED

FPC 22-07-09 Planning

- a) To consider planning applications that had been submitted since the last meeting: None
- b) To consider any planning applications which have been submitted since agenda published: None
- c) Updates and outcomes on previous planning applications:
 - i. DC/20/05947 – Discharge of Conditions Application for DC/20/05947 allowed under appeal ref APP/W3520/W/21/3273943 – Condition 3 (External Facing & Roofing Materials), Debendrift, Chapel Hill

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- ii. DC/20/05948 – Discharge of Conditions Application allowed under appeal ref APP/W3520/W/21/3273946 – Condition 2 (Rainwater Goods), Condition 3 (Clapboarding) and Condition 4 (External Facing & Roofing Materials). Debendrift, Chapel Hill
- iii. DC/22/04806 – Discharge of Conditions Application for DC/20/02335 – Conditions 7 (Details of Repair & Re-pointing), Boundary Farm, Boundary Corner, Winston, IP14 6LH

FPC 22-07-10 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. Consideration of quotes to install lighting in the loft and lean-to – Following IS obtaining a quote that was over £500, NM had acquired a quote that was below £500 (for the same specification). The Council considered both quotes and decided to proceed with the lower quote, which under the agreed rules the VHMC can authorise, however, DV proposed that the work is carried out as soon as possible on the basis of the second quote, CM seconded, all voted in favour and **IT WAS SO RESOLVED.**
- ii. VH Website Pages – NM had updated the Village Hall pages on the Parish Council run website and changed a link to enable it to be found better by Google search, as there is no mention of the Village Hall on the non-Council run village website.
- iii. Complaint received regarding Village Hall access during hire periods - Following a recent issue that had been raised with CM verbally by a member of the public it was agreed that the privacy of any hirer needs to be maintained. After discussion it was agreed that the verbal complaint did not meet the protocols to classify it as a formal complaint and under the existing protocols of hire was without foundation. However, to avoid any recurrence, two actions were agreed upon: any hire period is extended by 15 minutes either side of the official booking, to allow for set up and clearing up of any groups and a laminated sign will be created which can be hung by the hirer on the outside of the hall door, advising that there is a booking in progress and asking people not to enter.
- iv. Soleplate & Lottery Funding Application – NM advised that he is in the process of working on two funding applications, which are unfortunately half completed as they are asking for multiple quotes for the work to be carried out. Getting quotes is proving very difficult, although four companies have been approached, no responses have been received. The locality budget funding from the District Council is currently held in Parish Council reserves, whilst the locality budget funding from the County Council will need to be drawn down by March 2024 at the latest, therefore further funding needs to be obtained.

NM suggested that the soleplate work could be considered as part of a larger refurbishment project, to include disabled access work, rolling the project up into a larger application to the National Lottery. IS noted that such work would require architectural planning and that it might be worth seeking advice from Suffolk County Council or other Parish Councils that have carried out similar works. One such project that was put forward was the work that Yaxley had carried out on their village hall. The Clerk will contact Yaxley Parish Council and ask if they have any information which could be shared and which might help with changes at Framsdon Village Hall.

NM proposed that exploring the option of the soleplate work being part of a larger renovation/upgrade project is carried out of the next six months, before any further funding applications are pursued, DV seconded the proposal, all voted in favour and **IT WAS SO RESOLVED.**

- v. Village Hall Funding – CM put forward a suggestion from the village hall booking clerk, that a skip is obtained to collect scrap metal on behalf of the Village Hall. The money raised could be put towards any renovation projects. CM will circulate details and a decision will be taken formally on whether to pursue this idea at the January meeting.
- vi. Tree Works – Some essential works are needed on trees in the Village Hall gardens, IS will be seeking quotes from local tree surgeons, but asked all Councillors to consider if they could recommend anybody to be approached.

Signed  (Chair of meeting authorising minutes)

Signed  (Clerk)

- vii. Windows & Gutter Cleaning – NM noted that this work was currently done by volunteers and although thankful for their help the VHMC felt that (especially for the gutter cleaning) the work should be done by a proper contractor for safety reasons. A Framsdens based company had put forward a quote to clean the windows quarterly and clear the guttering twice a year. After consideration, CM proposed that the quote be accepted, DV seconded, three voted in favour, one abstained due to declared interest and **IT WAS SO RESOLVED**. NM will liaise with the company to arrange for the works to be carried out.
- viii. Key safe – NM advised that the code for the key safe would be changed quarterly to improve security at the hall.
- ix. Committee Members – It was noted that the VHMC is currently down to the minimum number of committee members to be quorate, which may impact the ability of the group to conduct business. Councillors were asked to provide support, but no further members of the Council felt they were in a position to join the VHMC. It is essential that more volunteers come forward to help run the hall for the benefit of the Community. All Councillors are urged to speak to residents and seek help going forward.
- c) Consideration of appointing a 'Grants Czar' to co-ordinate funding applications on behalf of the Parish Council (including the VHMC) – After discussion it was agreed that it would be too much for any one person to take on the role of applying for all grant funding. The Council should work as a team to apply for grants, with each project undertaken being looked at individually and whoever is heading up the project taking the lead on apply for grants, as they are best placed to answer in-depth questions.
- d) Play Area – Post Installation Snagging - Update – CM advised that the remaining funds have been requested now that the credit note has been sent by the contractor. Due to changes that took place in the specifications between applying for the funding and asking for fund release, there are potentially two small pockets of money still available. CM has asked if these additional funds could be used to carry out some work on improving the small carparking area and is waiting to hear back. The volunteer who took away the old play area equipment also carried out a lot of digging work to remove the concrete foundations, thereby saving the Parish Council a considerable sum on the overall cost of the project.
- e) Assets of Community Value Updates on:
 - i. Doberman Inn/Asbach House – A renewal application has been submitted, with supporting information about how the community is still committed to the re-opening of the pub. The decision date is expected to be mid-December.
 - ii. Eades Orchard – IS had circulated the application that had resulted in a successful listing in 2017. It was noted that at their recent AGM the Woodland Group had decided it would not be necessary to renew the ACV listing. IS argued in favour of a re-application of the ACV for Eade's Orchard, however, the rest of the Council felt that the decision of the Woodland Group should be respected. It was agreed that should the Woodland Group change their mind at any point the Parish Council would be willing to assist with an application.
- f) Consideration of setting up a Parish 'Warm Bank' – NW asked the Council to consider whether there was a need within the village to offer a warm space in light of the recent cost of living crisis. There was uncertainty about what time of day would suit best and it was noted that most of the other 'warm banks' across Suffolk are also providing hot food and drink, which would be a cost to the Parish Council, along with a need to find volunteers to open the hall. The Rural Coffee Caravan currently visits Framsdens each month and it was noted that this is currently fairly poorly attended, so it was not clear that there was a need for a warm bank service. It was agreed to review this again at the January meeting.
- g) Consideration of a response to the Suffolk Fire & Rescue Service Community Risk Management Plan 2023-2027 – GB had circulated the information to the Council for consideration. After discussion it was agreed that the Clerk would respond formally from the Parish Council confirming that the plan meets all requirements. The link will also be circulated to the wider village, so that individual residents can also respond.
- h) Consideration of a response to the Rural Mobility Survey – After discussion it was felt that the survey was not addressing the problems encountered and therefore no response was required.

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Signed  (Clerk)

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

- i. Child & Vulnerable Adult Protection Policy
- ii. Travel & Expenses Policy

NW proposed re-adoption for both 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 22-07-11 Finance

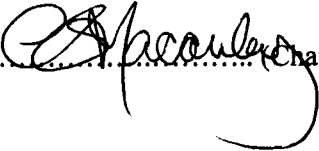
- a) To review the Financial Statement for the month, as supplied by the Clerk - The Clerk had previously circulated the Financial Statement for November. There were no queries. DV proposed acceptance, CM seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures. NW commented that the recycling income was a significant amount and suggested that an email is sent to residents letting them know how much had been raised, hopefully encouraging further use.
- b) To accept NJC recommended pay settlement - NW proposed acceptance, IS seconded all voted in favour and **IT WAS SO RESOLVED**. The Clerk will advise SALC payroll.
- c) Budget Planning - A draft budget for 2023-2024 had been circulated by the Clerk. After discussion the following items were agreed to be amended/noted:
 - The Clerk will split the amounts into subsections for the Village Hall running costs.
 - The rate per hour for the cleaner was discussed with an uplift agreed – ratification of the decision will take place at the January meeting and the Clerk will advise the cleaner of the outcome. This rate will also be reviewed again in April 2023.
 - A suggestion was put forward that Framsdens Fundraisers may be considering something for the King's Coronation and if so perhaps a joint venture could be suggested to share costs.

The Clerk will produce a second version draft for consideration at the January meeting and explore/advise on the above proposals.

- d) To confirm acceptance of Quiet Lane Scheme Parish Contribution – GB had circulated confirmation that the contribution required from Framsdens for the Quiet Lane Scheme had been set at £150. GB proposed accepting this fee, DV seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will make contact with the Quiet Lane team and an invoice for the amount will be issued in due course.
- e) To agree payments as detailed on Payment Schedule - CM proposed authorisation, NM seconded and **IT WAS SO RESOLVED**. The Clerk will set up payments accordingly.

FPC 22-07-12 Matters of urgency to be brought to the attention of the Council

- a) Following a query raised by a parishioner at the September meeting, the website manager for the Framsdens village community website has confirmed that the website has recently been updated and checked, with old data and links either updated or removed. A request has been made that any club, group or persons who wish to have information added to the website emails the website host directly from the website contact link.
- b) During recent discussions with a newly co-opted Councillor regarding the completing of the Register of Interests (ROI) it was noted that some Councillors have new commitments that should be declared formally and although declaring an interest at the relevant meeting meets legal requirements it would be useful to remind all Councillors that they should review their ROI's at regular intervals and arrange to update if necessary. It is the Councillor's individual responsibility to keep their ROI up to date and current ROI's can be viewed online on the District Council website. The Clerk will forward all Councillors the link so they can review and advise if they need to update, whereupon the Clerk can arrange for a link to do so to be generated - although all ROI's will need to be completed again following the elections due to take place in Spring 2023.
- c) Following discussion at the end of the September meeting about the filing cabinet in the Village Hall the Clerk will remove the cabinet to use for storage of files off site

Signed  (Chair of meeting authorising minutes)

Signed  (Clerk)

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d) NW raised concern that there was a notice on the inside of the kitchen door at the Village Hall stating the door should not be used and queried whether this was a breach of fire regulations. It was noted that this sign had been put in place whilst work was being done on the step outside the door, to avoid it being opened, but the sign should not be left up when work was not actually taking place. NM agreed to speak to the volunteer who is carrying out the work.

e) Items for next agenda:

- Precept Setting & Budget Adoption
- Coronation Celebration Plans
- Meeting Dates for 2023-2024
- Scrap Metal Skip for VH funding
- Warm Bank Review
- Confidential Items as a standard agenda item.

Items for the January Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 2nd January 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 9pm. The next Parish Council meeting is set for **Thursday 12th January 2023** at 7.30pm, in Framsdon Village Hall

Signed  (Chair of meeting authorising minutes)

Signed  (Clerk)