

FRAMSDEN PARISH COUNCIL

**Minutes of the Parish Council meeting held on
Friday 12th January 2018 in the Village Hall at
7.30pm**

Clerk to the Parish Council: Mr Steven Barron
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Present: Chair Nicola Whitmore (NW), Claire Macaulay (CM), Glenn Buckingham (GB) and Nigel Hutchinson (NH)

In attendance: Eight members of the public (including FF representation).

Apologies: James Young (JY) and Debra Pearce (DP)

References: FF – Framsdden Fund Raisers, PC – Parish Council, VH – Village Hall, PCC - Parochial Church Council, ACV - Asset of Community Value, MSDC - Mid Suffolk District Council

Opening

The Chair opened the meeting at 7.30pm and welcomed everyone present.

FPC02/0118

Public Participation

Two members of the public reported that the Play Area was in a very dirty state, such that they would not allow their grandchildren to use it. They offered photographs as evidence. It was suggested that a jet clean was required. This would be covered by council under item 16 (Play Area).

A member of the public raised concern that the MSDC Brown Bin missed collection process was failing, with reported non-emptied bins not being followed up despite assurance from MSDC. **Clerk would write to or phone MSDC.**

A member of the public asked for consideration be given to the provisioning of shelving in the Little Room. **It was decided that "Shelving in the Little Room" would be an agenda item for March meeting.**

A member of the public asked about the possibility of providing a patanque pitch in the grounds of the Village Hall. **It was decided that "Patanque Pitch" would be an agenda item for March meeting.**

FPC03/0118

Receive Police Report

None.

FPC04/0118

District Councillor's Report

Councillor Tim Passmore was not present.



- FPC05/0118 **County Councillor's Report (Full reports available on Parish Council web site)**
Councillor Hicks was not present.
- FPC06/0118 **Approve Minutes of meeting held on 10th November 2017 as a true record of the meeting**
The minutes were approved by the council and signed by the Chair.
- FPC07/0118 **Receive Declarations of Interest**
CM and GB both stated that they were members of The Framsdén Pub Group (agenda item 22).
- FPC08/0118 **Receive Declarations of Dispensation**
None
- FPC09/0118 **Clerk's Update regarding matters arising from the last minutes.**
a) Litter bin in the lay by on the A1120 ownership question was now resolved as FPC owned. Clerk had added the bin to the annual insurance schedule via CAS and had updated the FPC Asset Register.
- FPC10/0118 **a) Planning Applications for Discussion and decision - DC/17/05354 (Planning Application) and DC/17/05355 (Listed Building Consent) both for Flindor Cottage The Street Framsdén.**
Conversion of garage and shed/store to form additional living accommodation.
Council discussed the application and it was reported that questions had been raised by a member of the public and SCC Highways about parking. Council supported the application and asked for the concerns over parking be mentioned in the response to MSDC.
b) Awaiting decision from MSDC – DC/17/03875 Potash Farm Ashfield Road Framsdén Application had been withdrawn. NW reported that according to the Heritage Officer's report, the building was of historical importance and was in danger of falling down. **Council asked Clerk to write to MSDC Planning Support to question the reasoning behind the withdrawal and ask if there was follow up application expected. If this was not the case, Clerk was asked to contact Planning Enforcement.**
c) Decisions made by MSDC - None
- FPC11/0118 **Budget 2018-19 –**
a) **To consider any major projects for 2018-19 and their funding -** Clerk distributed draft budget sheets to members. After discussion, no major projects were added to the budget for 2018-19.

- b) Final Budget 2018-19** – Council considered the draft budget, including the precept level. Council agreed the budget discussed as the Final Budget for 2018-19.

- FPC12/0118 **Set FPC Precept for 2018-19 -**
Council had considered the precept level within the budget debate (item 11). After discussion, council agreed to set the precept to £9384.00p which is a 2% increase.
- FPC13/0118 **Land at Tollgate Corner – MSDC fence question**
The MSDC Development Officer had contacted the Clerk again on this issue and wanted to ask council if they would like to apply for any use of the land? After discussion, it was agreed that Clerk should contact MSDC with a view to request the use of part of the land for allotments, specifically the currently fenced off portion of the land. **Clerk to action.**
- FPC14/0118 **Village Hall Lease agreement – Update**
A new lease proposal had been received from the Solicitor and this had been circulated. The main point within the new proposed lease, was to have a lease of 35 years, to run from December 2028 (when current lease expires) which would take us to the year 2063. On 29th December 2017, the Solicitor informed the Clerk in writing that he will apply to the Charity Commission to seek their decision on the proposal.
- FPC15/0118 **Village Hall Matters -**
- a) Storage Facilities.**
Since the resolution of the July 2017 meeting, when council agreed that they would approve expenditure for fixed storage, council now agreed that this was not in the village interest. Council decided to defer this to the March meeting.
 - b) Proposal for kitchen improvements.**
Clerk reported that a grant had been received on 12th Jan for £1045.00p from SC Cllr Matthew Hicks towards the project. A grant application to MSDC Cllr Tim Passmore was in progress. An informal meeting would be arranged before March to assess the projects implementation.
 - c) Use of the Little Room**
Clerk reported that there had been no agreement in past minutes for a change of use. Council decided the use of the room would remain flexible with respect for other Village Hall users.
 - d) Hall use booking and charges**
It had been brought to FPC's attention that there was a possible need to clarify the options, as FF community events did not fit the criteria. Wording was agreed, to add a new item 2.b to Main Hall Hire @ £5 per hour "An event run by FF".



Additionally "Parish Council" as item 3, was added to Main Hall Hire Free of Charge column. **Clerk to publish amended options.**

FPC16/0118 **Play Area -**

- a) Formal Annual Inspection – Resultant work required. CM reported after a visit to the site, that the only growth observed on the Play Area equipment was lichen. Further to the issue raised during item 2, council agreed for Clerk to progress a quote from a supplier for a jet clean of the equipment and furniture. **Clerk would arrange quote.** Clerk reported that the lock for the large gate would either require gate adjustment as the gate appears to have dropped or a chain and lock arrangement could be considered. **Council agreed chain and combination lock solution: Clerk to progress.**
- b) Bid to change grass cutting supplier for Play Area spring 2018 - Council agreed to accept a quote from a local supplier to cut the grass in the play area for 2018-19 which would provide significant cost saving compared to 2017-18. **Council agreed to drop the current supplier: Clerk to progress.**

FPC17/0118 **Dog Waste Fido Bins -**

Clerk informed council that price from a supplier was £126.69 per bin. This included post and fixings supplied. Clerk reported that post fixing concrete and labour would add some additional cost. After discussion, council proposed that as long as Fido bin emptying by MSDC (£35 per bin currently) was at least monthly, then Clerk should proceed to order two bins and obtain quote for fixing costs. **Clerk would check frequency of emptying service and report back to proceed if appropriate.**

FPC18/0118 **Footpaths -**

Council asked for Clerk to ask SCC for an update on bridge replacement at Ashfield FP 13. **Clerk to action.**

FPC19/0118 **Five Year Parish Plan -**

The draft Five Year Parish Improvement Plan 2016-2021 was discussed (circulated previously). Parish Council Objectives in the document were covered in turn. Decisions on items which required change were noted by the Clerk. Clerk to amend draft and circulate for review.

FPC20/0118

Council Policies - Approve and adopt the Financial Risk Assessment & Internal Control for year 2017-18 Council discussed the distributed draft Financial Risk Assessment for review and discussion. **Council proposed**

- FPC21/0118 **that the review approve the Financial Risk Assessment for 2017-18 which was agreed and signed by the Chair.**
Correspondence -
An email had been received from the Suffolk Association of Local Councils (SALC) seeking nominations of Parish Council Chairmen for attendance at a Royal Garden Party on Thursday 31st May 2018 at Buckingham Palace. There were only three places and a draw would be made to decide which nominations of those received will attend the event. CM nominated NW, seconded GB: carried. **Clerk would arrange application form and forwarding on to SALC.**
- FPC22/0118 **The Village Pub -**
GB reported that there was a meeting due on 13th January of the Framdsen Pub Group. There had been a significant number of pledges received, a Business Plan created, dialogue with MSDC and consideration of how other community pubs had fared. The ACV had gone to a formal review with MSDC and the review appeal had been rejected, so the ACV is still current. There was a possible "change of use" planning application expected soon. A member of the public was allowed to speak and stated that the Framdsen Pub Group remained confident.
- FPC23/0118 **EU Directive "The General Data Protection Regulation" (GDPR) - update**
Clerk reported that there had been some conflicting advice from an advisory service to that provided so far by SALC. E.g. Can the Clerk be the DPO? (Data Protection Officer). There had been an offer of sign up from SALC to an independent GDPR hands off service for Parish Councils. Possible costs were reported by the Clerk to the meeting. Council did not wish to consider this currently. **Clerk would spend some resource on establishing what personal data FPC holds and seek an impact assessment to establish what needed to be done in relation to GDPR compliance.**
- FPC24/0118 **Finance**
a) **Unity Trust Bank Update:** Balance on 9th January was £20,320.67p
b) **Clerk's Finance report:** The cash book spreadsheet had been circulated prior to the meeting. Councillors had no issues or questions regarding the current finances.
c) **To approve and accept Internal Audit Report 2016-17:** The Internal Audit report had been circulated prior to the meeting. Clerk gave an overview and stated there were no major recommendations within the report by the auditor. Chair thanked the Clerk for his efforts in finalising the end of year accounts and council policies which were reflected

within the good report. **Council agreed to approve and accept the Internal Audit report.**

d) Petty Cash Report:

- 2 x keys cut for Village Hall as backups £10.00

Total Petty Cash spend since November meeting is £10.00

Authorise the following payments: (Inc VAT if Applicable)

a) Administration November	£154.34
b) Administration December	£154.34
c) HMRC PAYE Q3	£125.40
d) Annual Grass Cutting	£350.00
e) Payroll Mar-Sep	£54.00
f) Play Area annual inspection	£57.04
g) Internal Audit 2016-17	£108.00
h) Play Area annual peppercorn rent	£1.00
i) VH Electricity bill December	£170.96
j) UTB bank charge Q3	£18.00
k) Petty Cash top up	£10.00
l) Q3 Village Hall cleaning	£35.99

FPC25/0118

Matters to be brought to the attention of the Parish Council -

Clerk reported that an email had been received from a member of the public asking for consideration to be given to the possible purchase of a vacuum cleaner for the Village Hall. **This would be an agenda item for the March meeting.**

GB reported that the annual Framsdon Litter Pick was on Sunday 4th March. There were three scheduled cycle events/races which will route via Framsdon this year, these were on 18th March, 26th August and 9th September (reference Eastern Road Race Calendar web site).

Broadband: GB reported that there was no power yet to the two cabinets in Framsdon. More fibre had been installed via overhead routes to the east of Framsdon.

Meeting closed at 9:15pm

