

FRAMSDEN PARISH COUNCIL

**Minutes of the Parish Council meeting held on
Thursday 9th July 2020, remotely via Zoom, at
7.30pm**

Clerk to the Parish Council: Mr Steven Barron
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Present: Chair: Nicola Whitmore (NW), Adam Eaton (AE), Claire Macaulay (CM) and James Young (JY)
In attendance: SCCLr Matthew Hicks (MH) and five members of the public.

References: FF – Framsdens Fund Raisers, PC – Parish Council, VH – Village Hall, PCC - Parochial Church Council, FPG – Framsdens Pub Group, MSDC - Mid Suffolk District Council, SNT - Safer Neighbourhood Team, CAS – Community Action Suffolk, SCC – Suffolk County Council, DPI – Declarable Pecuniary Interest, LNPI – Local Non-Pecuniary Interest, C19 – COVID-19

FPC01/0720 Apologies for Absence

Chair welcomed all to the remote meeting. Apologies: Debra Pearce (DP), Nigel Hutchinson (NH) and Glenn Buckingham (GB)

FPC02/0720 Public Participation

A member of the public asked to comment on items 10.a, 10.b, 11.c, 11.d and 14.

FPC03/0720 District Councillor's Report

DCCLr SM gave a verbal report which included: Joint statement on tackling climate change from Mid Suffolk's group leaders which relates to Babergh and Mid Suffolk's blueprint for a sustainable future; Mid Suffolk District Council to study green development opportunities; Councils to consider CIFCO Business Plan for 2020/21; Businesses to get help with licence to serve; New taxi fares given go ahead. A member of the public questioned the risk associated with CIFCO. A full report was on FPC website.

FPC04/0720 County Councillor's Report

SCCLr MH: MH gave a verbal report which included:
New plan sets out how Suffolk will prevent and respond to COVID-19 outbreak; Suffolk's resilience partners continue to provide PPE equipment where most needed; Temporary relaxation of concessionary travel arrangements in Suffolk to end next month; Better Broadband for Suffolk reaches 100,000th customer as 3rd phase contract is agreed.
A full report was on FPC website.

It was reported that the 40mph speed limit on A1120 was now signed off and fully funded. Chair thanked MH for his efforts and support on this issue. When asked, MH reported that the Climate Change paper coming to SCC Cabinet on Tuesday and he would forward the Zoom link.



FPC05/0720 Approve Minutes of meeting held on 15th May 2020 as a true record of the meeting

The minutes were approved by the council and signed by the chair.

FPC06/0720 Receive Declarations of Interest and consider any received Applications for Dispensation –

AE declared a LNPI for item 8b as he is the applicant.

FPC07/0720 Clerk's Update regarding matters arising from the last minutes.

- An increase in FPC fidelity insurance up to £50k had been purchased for £6.90p
- Clerk resignation and FPC way forward update – Clerk vacancy interviews were due in July and Chair asked councillors to check the applications prior to this.
- All FPC meeting dates amended to Thursdays

FPC08/0720 Planning Applications –

- For discussion and decision** – DC/20/02335 Boundary Farm Boundary Corner Winston **FPC had no objections.**
- Awaiting decision from MSDC** – DC/20/02203 Church Farm Birds Lane Framsdén (DOC)
- Decisions made by MSDC** – Asbach House (Formerly Known as The Dobermann Inn): **Application Refused.**
- Other Planning Matters - Condition of Grade II Listed Building, The Dobermann Inn, The Street, Framsdén – **No update**

FPC09/0720 Land at Tollgate Corner – No update

FPC10/0720 Village Hall Lease Agreement –

- To agree the draft lease** – The new Lease had been signed by all parties and would run until 2063. Comments made by a member of the public, related to the exclusion of pre-existing clauses from the old lease, within the new lease. These and other detailed comments had already been submitted to FPC, by the speaker, in writing prior to the meeting. Chair responded and suggested the speaker write to the PCC and the Diocese.
- To consider a Village Hall management Committee (VHMC)**
Chair informed the meeting that the VH Booking Clerk was standing down in September, which added to the momentum for the consideration of a VHMC. FPC had procured details of how to proceed from CAS and were aware that a minor tweak of the new lease would cement FPC and the VHMC within the lease going forward, with FPC being a trustee of the VHMC in the form of a PC representative to input and feedback. Advantages to be gained included access to some possible large grants (not available to FPC to apply for), VHMC could be more reactive and spontaneous without the constraints of Local Government restrictions on process. Also the Clerk's time would be reduced resulting in a reduction of the precept. There was a £3.6k ringfenced reserve held by FPC for initial VHMC funding. **It was agreed that an email should be sent out to the whole village asking for volunteers to take this forward with FPC.**



FPC11/0720 **Village Hall Matters -**

- a) **COVID-19: Re-opening of Village Halls risk assessments and risk mitigation actions – COVID-19 Risk Assessment was pending and Clerk would carry this out and feed back to FPC.**
- b) **Consideration of projector mounting request–** It had been confirmed to FF by FPC that access was not yet safe to progress this and Diocese consent would also be required before fixing as per the lease.
- c) **Consideration of tree seats provisioning -** Chair gave an overview of the recent history of this issue. There had been some local support sent to FPC. **It was proposed that the offer from a local resident to fund the provision of a Tree Seat be accepted. A vote was taken and this was agreed.**
- d) **VH lighting levels, particularly in relation to table tennis use –** Some quotes had been obtained by a member of the public to renew and upgrade to low energy VH lighting of £1,885.00 plus VAT. It was confirmed that FPC had insufficient budget for this project for 2020-21. **It was agreed to defer until FPC November meeting when the proposal could be properly planned and budgeted for. Additionally, the specific item would be added to the Parish Plan by the Clerk.**
- e) **Condition of outside paintwork on windows and doors –** It had been reported to FPC, that the condition of the external paintwork required some possible touch up work, preferably before the end of summer weather if possible. **It was agreed to earmark £400 expenditure towards this and it was noted that paint was held by FPC. Clerk would obtain a quote and proceed.**

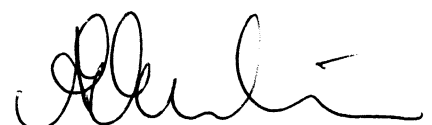
Also, Chair reported that an intermittent fault on the VH fire alarm had been raised as an issue with the service supplier. A member of the public offered to remove a diseased plum tree from the VH garden and advised that the car park sign at the VH was in need of some attention.

FPC12/0720 **Play Area -**

- a) **COVID-19: Guidance for managing playgrounds –** Risk assessment had been completed and Play Area re-opened on 4th July with advisory C19 single signage in place. Clerk would provide supplementary signage next week.
- b) **Working Party update –** In order to progress a proposal, CM and JY will discuss with the community and FF (FF had ringfenced £3.9k for the project).

FPC13/0720 **Strategy to address broadband issues within the Parish –**
No update.

FPC14/0720 **To consider a FPC Community Emergency Plan –** Chair questioned the need referring to the recent community response to COVID-19 which was excellent without an Emergency Plan. It was recalled that 2016 attempt to involve residents in the idea had failed. **It was agreed that further investigations into what templates or existing model**



plans were available before considering further. Deferred to September meeting.

FPC15/0720 Footpaths and Highways –

- a) **A1120 Road Safety Update** – This had been covered under item 4.

FPC16/0720 Consideration of the Provisioning of a Speed Indicator Device (SID) -

SCC Cllr MH had given verbal support to the proposal under item 4 and indicated possible grant funding might be available if FPC planned to proceed and budget. It was required as part of the process, prior to applying formally to SCC for post provisioning by the highway, to assess residents demand and more importantly, volunteers to deploy, move, recharge and maintain any SID. **It was agreed that Clerk would email residents accordingly.**

FPC17/0720 Correspondence – Some residents had raised planning concerns about construction work underway at a property in Peats Corner. FPC had advised MSDC Planning Enforcement and Building Control asking for a check as no planning application consultations had been received.

FPC18/0720 Finance

- a) Unity Bank balance 7th July 2020 was **£26,402.80p**

- b) Clerk's Finance Report – Clerk reported that a budget adjustment was required due to the lapsing of the VH Lease legal costs from 2019-20 into 2020-21 of £1732.00p. The earmarked reserve had been added to the budget which now stood at £48,485.00p income and earmarked reserves, with expenditure of £48,377.00. **Council agreed to approve the new budget figures for 2020-21.**

c) Internal Audit (IA) Report 2019-20–

- To approve the IA Report 2019-20 – **It was agreed to approve the report.**
- To review the effectiveness of the IA Report 2019-20 – **It was agreed that the effectiveness of the report was satisfactory.**
- To approve Clerk's action on Fidelity cover recommendation – **Clerk's action to increase Fidelity Cover to £50k was approved.**
- To appoint an Internal Auditor for 2020-21 – **It was agreed to appoint Heelis and Lodge for 2020-21 as FPC Internal Auditors.**

d) Petty Cash Payments Report –

- VH Garden Hose Connector Set **£9.00**

Total Petty Cash spend since May meeting £9.00

Authorise the following payments: (Inc VAT if Applicable)

- | | |
|------------------------|----------------|
| a) Administration May | £298.22 |
| b) Administration June | £298.42 |



c) HMRC PAYE Q1	£66.80
d) VH fire equipment inspection	£99.00
e) FPC Insurance Fidelity Cover	£6.90
f) ICO Annual Subscription	£35.00
g) VH fire extinguisher servicing	£154.09
h) Suffolk Wildlife Trust annual subs	£38.00
i) Bin emptying annual charge MSDC	£231.13
j) VH electricity bill June	£46.89
k) Petty cash top up	£9.00
l) Bank Charges Q1	£18.00

Council agreed to approve all the above payments.

FPC19/0720 **Election of Chairman** – Chair asked the meeting if there might be any nominations for Chairman if this became vacant. None were forthcoming from those present. Chair advised that it was likely that she would have resigned as Chairman (not as a councillor) prior to September FPC meeting. Therefore "To Elect a Chairman" would be item 1 on the September FPC agenda.

FPC20/0720 **Matters to be brought to the attention of the Parish Council –**

Chair thanked the VH Booking Clerk for his excellent services to the community for more than twelve years. Chair also thanked the Clerk for his excellent contribution to FPC for the last three and a half years.

Meeting closed at 8:45pm

