

FRAMSDEN PARISH COUNCIL

Minutes of the Parish Council meeting held on Friday 10th March 2017 in the Village Hall at 7.30pm

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

In attendance: Three members of the public.

Apologies: Debra Pearce (DP)

References: FF – Framsdén Fund Raisers, PC – Parish Council, VH – Village Hall, PCC Parochial Church Council

Opening

The Chair opened the meeting at 7.30pm.

- FPC02/0317 **Public Participation**
A member of the public wished to thank Ian Seager for arranging the Village Hall renovations. This was endorsed by the Council.
- FPC03/0317 **Receive Police Report**
None received.
- FPC04/0317 **District Councillor's Report**
Councillor Tim Passmore was not present.
- FPC05/0317 **County Councillor's Report**
Councillor Hicks was not present, but a received written report dated 20th February had been circulated to the Councillors.
- FPC06/0317 **Approve Minutes of meeting held on 13th January 2017 as a true record of the meeting**
These were approved and signed by the Chair.
- FPC07/0317 **Receive Declarations of Interest**
GB stated that as he worked for Helmingham Estate. He was declaring this fact in the light of item 10, Planning Application 0504/17.
- FPC08/0317 **Receive Declarations of Dispensation**
None

FPC09/0317 **Clerk's Update regarding matters arising from the last minutes.**

Chair welcomed the new Clerk. The Clerk stated that there were no updates which would not be covered by the agenda items.

FPC10/0317 Planning Applications:
**Southwood Barn, Otley Road, Framsdon IP14 6HU
0504/17**

Prior Approval of Proposed Change of Use of Agricultural Building to a Dwelling house (Use Class C3) and for Associated Operational Development.

After discussion, the Parish Council decided to object to the application for the following reasons:

- The Parish Council agrees with the objections and reasoning within the MSDC Heritage Consultation Response and the effects on the adjacent listed building.
- The Council supports a public comment (objecting) with the proposed building referred to as Southwood Barn and Barn at Southwood. A separate property already named Southwood Barn exists nearby the proposed site.
- The Council has concerns about the poor telecoms infrastructure in the area, in particular broadband, and the effect of adding more demand.
- The Council feels that the choice of building materials, in particular roofing, are questionable.
- Finally, the Parish Council expresses concern over perceived inconsistencies with this and other previous applications within the curtilage of the adjacent listed building.

FPC11/0317 **Land at Tollgate Corner**

The discussion of the Council established that the land had been clearly identified and accepted as owned by MSDC. Cllr IS suggested that this being the case, then MSDC should be approached about the fence with a view to getting this removed if it was erected without authorisation.

Action: Clerk to write to MSDC.

FP12/0317 **Village Hall Lease Agreement** (progress update)

Chair reported that James Hall (Birketts LLP) had written to the PCC and the PCC had responded. The expectation was, according to comment from a member of the public present, that the lease would be extended, but no details were available. Council resolved to write to PCC to ask if PCC had

received a lease agreement and to ask that any details be shared with the PC.

Action: Clerk to write to PCC.

FP13/0317

Village Hall Matters

- a) **Village Hall Cleaning:** IS reported that some regular cleaning was being done by a local resident on a paid basis as previously agreed; however, since the Village Hall bank account had been taken over by the previous Parish Clerk, there had not been a submitted invoice for payment.

Some cleaning had also been undertaken by volunteers on an ad hoc basis often before a major village hall event.

IS had submitted weekly and monthly cleaning schedules for the PC's use.

Action: Clerk to request an invoice.

The Council agreed that the cleaning needed a more formal structure. DP had expressed an interest in helping with VH cleaning in the past.

Action: Clerk to contact DP.

- b) **Village Hall use, Bookings and Charges:** Current charges were discussed. The PC needed to have visibility for the past year of VH income and regular costs (e.g. Electricity charges).

Action: Clerk to derive this data from existing cash book spreadsheet etc. and present back to the council.

- c) **Village Hall Access:** The number of keyholders and possible alternative access systems were discussed.

Action: Chair to investigate costs of alternative access systems. May agenda item.

- d) **Village Hall Accounts:** Council asked for details of VH historical transfer of funds and grants which were ring fenced.

Action: Clerk to investigate and feed back to Council. A maintenance plan was deemed a requirement and will be on May agenda.

- e) **Village Hall Gutter Brushes:** IS had obtained a quote to supply and fit of £250. Council decided to allow GB and CM to take this up.

Action: GB and CM will report back to Council for May meeting.

- f) **Village Hall Notice Board Backing Board:** 4mm cork tile was suggested.

Action: CM to contact notice board keyholder and pursue this option.

- g) **Replacement Wall Heater for Committee Room:** A second hand replacement had been located by IS and will be fitted and tested for free.



- FP14/0317 **Play Area** update deferred to next meeting owing to absence of JY.
- FP15/0317 **Community Assets – Updates**
 Dobermann Inn: There had been no further correspondence received from MSDC since 13th Feb. Deadline date is 27th March.
 Council unanimously agreed to call a Public Meeting ASAP and preferably on Friday 17th March.
- FP16/0317 **Five Year Plan (Neighbourhood Plan)**
 Suggestions were put forward by Councillors for items to be put on a list, which included:
- **Equipment for Adults in the Play Area**
 - **Ask the PCC about the possibility of a Mobile Phone Mast on Framsdon Church Tower? Possible £5000 per year income could result and benefit residents with improved mobile signal.**
 - **The possibility of Solar Panels on the VH should be researched.**
 - **Compile a Village skills List.**
- The above suggestions put forward at the meeting would be combined with previously received list received from IS by the Clerk then posted on the web site. This item would be deferred to the May meeting.**
- FP17/0317 **Council Policy Reviews: Financial risk assessment 2016/2017**
 Clerk presented Financial Risk Assessment document to the Council for approval and adoption: Carried unanimously.
- FP18/0317 **Correspondence - BATTLE'S OVER - A NATION'S TRIBUTE & WWI BEACONS OF LIGHT 11TH NOVEMBER 2018.**
 Council agreed to forward this to FF and suggest it as a good idea to consider.
- FP19/0317 **Finance**
- a) **Unity Trust Bank Update:** Balance on 28th Feb was £18,716.85p
 - b) **Clerk's Finance report:** All transactions had been reconciled to end of Feb. There was still some cash VH income to bank and a system had been adopted by the Clerk to track this and other cash transactions. There had been a duplicate £60 Direct Debit for the Web Site and Clerk had contacted the supplier, which resulted in the return of the £60 into the bank. Two £18 bank service charges had been noticed and the Clerk would seek clarification from UTB as to what these charges

were for. Two mandates required signing to enable changes to the Clerk's access.

- c) Discussion Paper: Reasoning behind the increase in Precept 2017/18** Discussion of the draft document submitted by NW. It was agreed that clarification was required on "Clerking Costs" and also detailed and comprehensive amounts spent on VH projects.
Action: Clerk to investigate and feed back to Council.

Authorise the following payments: (Inc VAT if Applicable)

a) Internal Audit	£108
b) Administration November	£310.89
c) Administration December	£488.93
d) Administration Expenses December	£69.90
e) Village Hall Electricity Bill December	£169.86
f) Land Registry Fee	£14.40
g) Annual Grass Cutting	£315
h) Bank Service Charge December	£18
i) Clerk Reimbursement Village Hall Small Items	
Various	£31.47
j) Administration February	£192.98
k) Grass Cutting (Vertas)	£63.60
l) Village Hall Internal Re-decoration and New Cupboard	£6108
m) Administration March	£154.34
n) PAYE Tax Q4	£86.80
o) VH Annual Garden Maintenance	£50.00
p) Land Registry Reimbursement IS	£5.74
q) Clerk Reimbursement VH Hardware Items	£31.47

Items m to q inclusive were presented at the meeting (post agenda issue)

FP20/0317

Matters to be brought to the attention of the Parish Council

A member of the public informed the PC that a request had been received from a Toddler Group, who use the Village Hall, for a storage cupboard. Council agreed that any storage provided would need to be mobile. More specifics were required on the size of storage being asked for, which would be sought after, prior to May Meeting. Agenda item for May.

Meeting closed at 10:00pm

