

FRAMSDEN PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Friday 12th May 2017 in the Village Hall at 7.45pm

Clerk to the Parish Council: Mr Steven Barron
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Website: www.framsdens.onesuffolk.net

Present: Nicola Whitmore (NW), Nigel Hutchinson (NH) (delayed arrival), Ian Seager (IS), Glenn Buckingham (GB), Claire Macaulay (CM) and Debra Pearce (DB).

In attendance: Three members of the public.

Apologies: James Young (JY)

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

- FPC01/0517 **Election of Chairman**
The Clerk opened the meeting at 8.10pm and asked Council for nominations for Chairman. CM nominated Nicola Whitmore (NW), sec. Glenn Buckingham: carried.
- FPC02/0517 **Election of Vice-Chairman**
Chair asked for nominations for Vice-Chairman. GB nominated Nigel Hutchinson (NH), sec CM: carried.
- FPC03/0517 **Receive Declarations of Interest**
None received.
- FPC04/0517 **Consider any Applications for Dispensation**
None received.
- FPC05/0517 **Receive Apologies for Absence**
JY. The reasons for previous consecutive absences had been submitted to the Chair prior to the meeting. These were shared with Council who agreed to accept dispensation.
- FPC06/0517 **Public Participation Session**
None partaken.
- FPC07/0517 **Receive Police Report**
None
- FPC08/0517 **Receive District Councillor's Report**
District Councillor not present
- FPC09/0517 **Receive County Councillor's Report**
County Councillor not present



- FPC10/0517 **Approve Minutes of meeting held on 10th March 2017 as a true record:**
Approved as a true record of the meeting.
- FPC11/0517 **Clerk's update regarding matters arising from the last minutes -**
None.
- FPC12/0517 **Annual Policy Reviews -**
 a) Standing Orders: There were no proposed changes by Council.
 b) Financial Regulations: Clerk asked Council to consider a change in order to set up a petty cash float of £50 maximum. This would be to aid payments of small items, in particular VH sundries, Regulation 6.21 would be replaced by regulation 6.22.
 NW proposed that this change should be made, sec. IS :carried
- FPC13/0517 **Planning Applications -**
 None requiring consultation.
 None awaiting decision by MSDC.
 Decisions made by MSDC:
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.
Decision: Permission Refused
- FPC14/0517 **Land at Tollgate Corner -**
 MSDC had responded to PC question about the fence which stated that this was receiving attention and had been forwarded to the Corporate Manger for Investment and Commercial Delivery, Jill Pearmain. This item was deferred until the next meeting.
- FPC15/0517 **Village Hall Lease Agreement -**
 In answer to the question on the agenda:
 " Are the PC able to proceed on the basis that costs will be £1500 - £2000 tops and about £50 for Land Reg?"
 Council decided after debate, that they needed to see what was on offer. NW will arrange for Clerk to write to James Hall with appropriate clarification.



FPC16/0517 **Village Hall Matters -**

- a) Storage Facility Proposals –
IS proposed considering a low set of cupboards under the serving hatch. Council agreed and asked **IS to seek options and report back.**
- b) Fire safety Inspection –
Quotes had been received for further work on the emergency light and fire extinguisher. Council approved for **Clerk to progress.**
- c) Care Team Cleaning Update –
Weekly and two monthly schedules have been set up and the forms are kept in the hall. Weekly cleaning is supplied and invoiced quarterly. **DP would oversee the two monthly volunteers group on behalf of PC.**
- d) Hall Access-
Chair and Clerk to investigate alternative access systems and report back. **Clerk would arrange purchase of an additional key which was needed.**
- e) VH accounts-
VH accounts for 2016/17 had been circulated prior to meeting. It was agreed to ringfence the £3.6k VH “pot” for any future VH capital projects. A question was raised as to the running costs per hour of the wall heaters. **Clerk would calculate this cost and report back.**
- f) VH use, booking and charges -
This item was deferred to July meeting.
- g) VH Gutter brushes -
Expenditure was agreed for £122.98p online price. **Clerk to progress.**
- h) VH Notice Board Backing -
This work had been completed by CM and a member of the public. Clerk passed on thanks and stated that it was working well.
- i) Floral Tubs -
It was suggested that the tubs could be sited on the paving slabs at the front of the hall, away from the road. **Clerk would write to FF pending floral tub details to be supplied by IS.**

FPC17/0517 **Play Area -**
JY not present. NW asked the **Clerk to email JY and ask for a quick inspection of the Play Area.**

FPC18/0517 **Community Assets (ACVs) –**

- a) Dobermann Inn
Council resolved that it would be necessary to re-consider evidence for ACVs.
- b) Eade’s Orchard



ACV had been achieved. IS asked for a copy of a letter for file, which had been sent to the owner. Clerk stated that this letter was not to hand and efforts would be made to locate this when resource was available.

- FPC19/0517 **Five Year Parish Neighbourhood Plan –**
A working party meeting would be arranged by PC to progress.
- FPC20/0517 **Council Policy Reviews -**
None
- FPC21/0517 **Correspondence –**
Clerk reported that an e.on contract renewal letter had been received. Clerk would scan in and forward to Councillors.
- FPC22/0517 **Finance**
- a) **Unity Trust Bank Update:** Balance on 28th April was £17,817.80p.
 - b) **Clerk's Finance report:**
 - EOY accounts had been shared with Council. Internal Audit had been completed successfully.
 - VH accounts and capital project costs had been fed back to Council.
 - Budget confirmed for 2017/18 as £9,765 regular spend, plus a possible £3050 one off capital spends.
 - The £4600 six month precept had been received from MSDC on 10th April.
 - An unexpected CIL (Community Infrastructure Levy) payment from MSDC of £1471.25p had been received on 24th April. **CIL expenditure rules and constraints would be investigated by the Clerk and then reported back to Council.**
 - c) Mandate required for UTB to enable Clerk to deposit funds for UTB via a Post Office. Authorised signatures would be required on the form at the end of the meeting.
 - d) **Annual Governance Statement -**
The Annual Governance Statement was shared with Council. NW proposed approval, sec. NH: carried
 - e) **Annual Accounting Statement -**
The Annual Accounting Statement was shared with Council. NW proposed approval, sec. CM: carried

Authorise the following payments: (Inc VAT if Applicable)

- | | |
|--|---------|
| a) Bank service charge March | £18 |
| b) Village Hall electricity bill March | £184.68 |



c) Village Hall annual rent	£10.00
d) Grounds maintenance to Mar 2017	£63.60
e) Village Hall Insurance	£289.69
f) Village Hall Cleaning (15 months)	£106.70
g) SALC Payroll to March 2017	£27.00
h) SALC Annual Subscription	£174.21
i) Administration April	£154.54
j) VH servicing fire alarm, plus other inspections	£99.00

Council resolved approval for the above payments.

FPC23/0517

Matters to be brought to the attention of the Parish Council

CM raised concerns over issues raised by members of the Parish, at Ancillary Barn, Southwood Farm Barn, Otley Road, Framsdon. These included:

- Unauthorised tree cutting may have been done.
- A new access has been cut into the hedge.
- The footpath bridge recently installed has been removed.
- Windows appear to have been installed in the Ancillary Barn.

Clerk will progress with SCC and MSDC as appropriate.

The Clerk reminded Council of the option of holding the Annual Meeting of the Parish on a separate occasion from the AGM of the PC. This will be an agenda item for discussion in July.

Meeting closed at 10:05pm

