

## **FRAMSDEN PARISH COUNCIL**

### **Minutes of the Parish Council meeting held on Friday 13<sup>th</sup> July 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), Adam Eaton (AE), James Young (JY) and Nigel Hutchinson (NH)  
In attendance: MSD Cllr Tim Passmore (TP) and five members of the public (including FF representation).  
Apologies: Debra Pearce (DP), Glenn Buckingham (GB) and SC Cllr Matthew Hicks (MH)  
References: FF – Framsdén Fund Raisers, PC – Parish Council, VH – Village Hall, PCC - Parochial Church Council, FPG – Framsdén Pub Group, MSDC - Mid Suffolk District Council

#### **Opening**

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

- FPC02/0718 **Public Participation**  
Members of the public wished to raise H&S concerns over the window restraining chains and requests for a blind for the kitchen in the village hall and a new table top in the garden. These would be dealt with under item 15.d. A member of the public asked to speak on items 12 and 15 which would be granted at that point on the agenda by the chair.
- FPC03/0718 **Receive Police Report**  
None. **As SNT monthly newsletters were on FPC website, council agreed to remove this item from future agendas.**
- FPC04/0718 **District Councillor's Report**  
Councillor Tim Passmore gave a verbal report which included:
- Locality grants will be available for 2018-19 and correspondence inviting bids would be sent out soon with likely amounts of between £500-£800 for the parish.
  - A procurement hub has been set up to support the local economy and the desire is to include apprentices within project resource, including transport facilities to enable apprentices and other workers to travel to their place of work. A series of public meetings had been completed.
  - A new Pool Business Rates scheme had £10m available across Suffolk (divided across district councils as well as SCC) for anything related to getting the economy to grow. Meetings had been set up.





- Stars of Babergh and Mid-Suffolk scheme was running where community volunteers can be nominated for community service awards.
- There is a new resource hub which has been set up for tackling domestic abuse.
- The old MSDC office site at Needham Market had been earmarked for a 100 dwelling development including significant proportional affordable housing pending a planning application.
- From a Crime Commissioner perspective, TP reported his grave concern for an upsurge in violent crime and was hoping for more funding to try and address this. This would be enforcement and also prevention and a strategy of intervening early would be one of the aims. SNT Engagement Officers had been set up and parishes had been advised. Other initiatives include utilising intelligence gathering in rural areas by horse riders and tractor drivers. The police phone reception system was being analysed.

FPC05/0718 **County Councillor's Report (Full report for July is available on Parish Council web site)**  
Councillor Hicks was not present.

FPC06/0718 **Approve Minutes of meeting held on 11<sup>th</sup> May 2018 as a true record of the meeting**  
The minutes were approved by the council and signed by the Chair.

FPC07/0718 **Receive Declarations of Interest**  
NW stated that she is a member of the Framsdon Petanque Team. CM stated that she is a member of FPG

FPC08/0718 **Receive Declarations of Dispensation**  
None

FPC09/0718 **Clerk's Update regarding matters arising from the last minutes.**

- a) Fido bin repositioned within VH grounds. Evidence of bin use promising. Emptying schedule is being monitored by the Clerk.
- b) "No Dogs Allowed" sign has been fitted on the Play Area gate.
- c) Clerk reported that post the Annual Parish Meeting, the Openreach Cabinet 9 in The Street, was live and available for Internet Service Providers to provide fast broadband to those properties which are connected to this cabinet. There is also an Openreach web page where residents can enter their address via postcode or telephone number and the page reports what the connection availability is of the fast broadband facility. Residents can then apply to their service provider to



place an order. Clerk would put the Openreach link on the PC web site home page.

FPC10/0718

**Planning Applications -**

**a) For Discussion and decision -**

- DC/18/02507 Moat Farm Barn Birds Lane: Householder Planning Application - Erection of double garage with integral study area (following removal of existing outbuilding).
- DC/18/02580 Simpers Barn The Street Framsdén: Householder Planning Application - Erection of single storey extension, formation of structural doorway, installation of new drainage, formation of external steps and replacement of 4 No. windows
- DC/18/02581 Simpers Barn The Street Framsdén: Application for Listed Building Consent - Erection of single storey extension, formation of structural doorway, installation of drainage, formation of external steps and replacement of 4 No. windows

**Councillors did not have any objections to any of the above and resolved that all three applications were hence supported by PC.**

**b) Awaiting decision from MSDC - None**

**c) Decisions made by MSDC -**

- DC/17/05732 Street Farm The Street Framsdén: PC Supported, MSDC Granted.
- DC/18/00100 The Dobermann Inn: PC Objected, MSDC Refused.

FPC11/0718

**Land at Tollgate Corner -** Request to MSDC for allotments within the fenced area.

Clerk reported that there had been no contact from MSDC Asset Team since the last meeting. Efforts to gather the demand level from residents for an allotment were continuing. Two informal indications of interest were given via CM. **Clerk to follow up these and continue to advertise.**

FPC12/0718

**Churchyard strimmer request from PCC for funding assistance -**

At the May meeting, budget had been identified as S137. An Internal Audit indicated that PC had the power to assist with burial ground maintenance under S214 or S215. Council agreed to adjust the 2018-19 budget by reducing S137 from £500 to £200 and the surplus be allocated to a new "Burial Ground Maintenance" budget expenditure class.

**After discussion, council agreed to expenditure of £100.00p to the PCC towards joint funding of a new strimmer.**

FPC13/0718

**Date of Annual Parish Meeting 2019 -**

Chair reported that the Annual Parish Meeting (APM) prior to the PC AGM on the same night had highlighted some



difficulties in regard to the managing the separate meetings and it also made for a very long night. Council have the option of holding the Annual Parish Meeting on a separate date to that of the PC AGM. **After debate, council agreed to split the two meetings for 2019 as a trial and possibly arrange the APM for a different day of the week.**

FPC14/0718 **Village Hall Lease agreement -**

a) Interim invoice received:

Council had been provided with a copy of an interim invoice for legal fees for the Village Hall lease agreement renewal for £765.60 including VAT. Clerk reminded council that budget was £2050.00p net of VAT. The invoice was scant on detail. **Council decided to proceed.**

FPC15/0718 **Village Hall Matters -**

a) **Consideration of Petanque pitch within the grounds.**

Requested responses received by the PC from the Petanque team were mixed (nine) and one comment submitted by a resident non-team member had been received. As a way forward, council considered that the village pub may be a possible solution if this materialised. **Council resolved to park this item for a few months and await possible developments.**

b) **Storage facilities proposal in the little room.**

Chair had circulated three online quotes for a janitor's cupboard whose dimensions would fit in the preferred corner of the room. **Council resolved to proceed to order with maximum expenditure of £250.00p.**

c) **Proposal for a PA system.**

Since the last meeting, the PCC had informed FPC and FF that they had no objection to a fixed cabinet under the current lease terms. The question of ownership of the equipment was raised and an FF representative informed the meeting that this was proposed to be procured by FPC with grant funding from FF.

**Insurance implications were discussed and it was agreed that the Clerk should review VH contents values in regard to insurance cover and liaise with FF as appropriate.**

**Clerk would also check the "named tenant" logged with the insurer.**

Issues on dB level and PRS (Performing Right Society) were mentioned.

d) **Ongoing maintenance.**

Clerk reported that external paintwork had been made good by the original supplier at a cost of £150.00p plus VAT. The pending internal ceiling paint makeover would be done FOC by the same supplier. An electrician had been asked to check the wall heaters prior to this



internal work being done and an appointment was being set up.

**H&S issues of the window chains would be dealt with by the Clerk.**

**Request for a blind in the kitchen was agreed to be H&S related due to excessive heat and council agreed expenditure of £30.00p.**

A request for a new outside table top in the garden had been quoted at £140.00p. **After inspection and discussion, council agreed to £60.00p expenditure for a 20mm x 1200mm plywood circular table top. Clerk would progress.**

The question of suspected rot issues around the floor and sole plate on the south side of the hall was raised again. **Council agreed to put this into the draft Parish Plan. Clerk to action.**

FPC16/0718 **Play Area -**

- a) Formal Annual Inspection – Resultant work required. JY reported that feedback on costings for the work had been delayed and he would chase this. A RoSPA inspection for 2019 had been arranged for in the next month or so.
- b) Splinter hazards and other reactive repairs update - Clerk reported that the wood based equipment had been sanded into a safe state and repairs had been carried out on the beehive hut, the fence and the gate.

FPC17/0718 **GDPR – Update from Clerk**

- Clerk informed council that a draft Information Asset Register (IAR) was in progress and would be circulated to councillors once completed.
- All files containing personal data had been password protected.
- SALC online support was available now. FPC email list consent exercise was now complete.
- A PC "to do list" was obtained from a GDPR briefing pack from District Council.
- Privacy Notice was on PC website.

FPC18/0718 **Footpaths -**

Chair reported that recent organised walks in the parish had brought to light some blocked footpaths and noted some dog fouling. **Clerk agreed to log the blocked footpaths with SCC. NW to supply Clerk with exact details. Reminders about dog fouling were requested to be sent.**

FPC19/0718 **Five Year Parish Plan –**

CM requested that an item be added to the draft plan such that equipment in the Play Area be considered for older children. Possibly a basketball hoop and a skateboard ramp.



JY offered to obtain quotes to assist in future budget planning. **Clerk would add to the document and circulate to councillors.**

FPC20/0718

**Correspondence -**

A letter had been received from Unity Trust Bank informing of certain bank charges for specific transactions. Clerk informed council that this was very unlikely to impact the PC due to the nature of payment amounts used in day to day business.

FPC21/0718

**The Village Pub -**

A member of the public and CM reported that:

- The planning application to turn the pub into a residential property was turned down by MSDC and it remains registered as a licenced premises.
- An offer was made in February by the FPG based at the price estimated for the pubs value, by a reliable licenced trade estate agent. There has been no formal response to this offer by the owner.
- There is now correspondence between the owner and the FPG to establish an independent valuation of the property and a survey of the building.
- The FPG are currently trying to negotiate access to the pub for a valuation and an agreed price.
- The owner still has the opportunity to appeal the planning decision of MSDC to the planning inspectorate which has to be done within 8 weeks of the rejection of the application. This window expires on 3rd August 2018.

FPC22/0718

**Finance**

- a) **Unity Trust Bank Update:** Balance on 12th July was £21,050.68p
- b) **Clerk's Finance report:** The cash book spreadsheet and an emailed overview report had been circulated prior to the meeting. One minor query from CM about the summary sheet was clarified by the Clerk. A VAT reclaim of £412.25p would be submitted before the September meeting by the Clerk.
- c) **2017-18 Internal Auditors Report and Clerk's corrective actions:** The Internal Audit report had been circulated prior to the meeting to council along with a "Clerk's Corrective Action" list to cover minor comments from the report. **JY proposed acceptance and approval of 2017-18 Internal Auditors Report, sec. CM, carried.**  
**Council agreed to approve the Clerks Corrective Actions.**
- d) **Petty Cash Payments Report:**

• VH garden fertilizer and spray	£9.43
• Play Area "No Dogs" sign	£13.20



**Total Petty Cash spend since May meeting            £22.63**

**Authorise the following payments: (Inc VAT if Applicable)**

a) Administration May	£154.34
b) Administration June	£223.92
c) HMRC PAYE Q1	£142.60
d) Village Hall Fire Alarm etc Inspection test	£99.00
e) Play Area splinter hazard repairs	£215.00
f) Play Area fence, gate and hut repairs	£250.00
g) Suffolk Wildlife Trust annual subs	£38.00
h) VH Electricity bill June	£169.76
i) Legal costs interim invoice VH Lease	£756.60
j) UTB bank charge Q1	£18.00
k) Petty Cash top up	£22.63

Council agreed to approve all the above payments.

FPC23/0718    **Matters to be brought to the attention of the Parish Council -**  
None

**Meeting closed at 9:35pm**

