

FRAMSDEN PARISH COUNCIL

Minutes of the Parish Council meeting held on Friday 14th July 2017 in the Village Hall at 7.30pm

Clerk to the Parish Council: Mr Steven Barron
Telephone 07719 176917 Email: Framsdens.pc@gmail.com
Website: www.framsdens.onesuffolk.net

Present: Chair Nicola Whitmore (NW), Nigel Hutchinson (NH), Ian Seager (IS), James Young (JY) and Glenn Buckingham (GB)
(GB arrived approx. 8:05pm)

In attendance: C Cllr Matthew Hicks (MH) and five members of the public (including FF representation).

Apologies: Debra Pearce (DP), Claire Macaulay (CM) and D Cllr Tim Passmore (TP)

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

Opening

The Chair opened the meeting at 7.30pm.

- FPC02/0717 **Public Participation**
When asked by the Chair, no members of the public wished to speak.
- FPC03/0717 **Receive Police Report**
None received.
- FPC04/0717 **District Councillor's Report**
Councillor Tim Passmore was not present.
- FPC05/0717 **County Councillor's Report**
Councillor Hicks gave a verbal report which included:
- **Suffolk Fire and Rescue Service join call to be aware when near water**
Suffolk Fire and Rescue Service has joined a call by UK fire chiefs to raise awareness of the dangers of everyday activities near water after statistics show nearly 50% of people who accidentally drown in the UK never intend to enter the water.
 - **94% of Suffolk children offered first choice of primary school**
94 per cent of parents in Suffolk have been offered their first choice of primary school for their children this year. Suffolk's primary school admission figures show that 94% or 7,161 children have been offered a reception place for September 2017 at their parents'



preferred school, with 98.5% offered one of their three preferences.

- **Suffolk will be hosting stage 6 of the 2017 OVO Energy Tour of Britain on Friday the 8th September**

The Tour of Britain is an 8-stage international road race that attracts the best male road cyclists in the World.

- **Deborah Cadman to take up new Chief Executive role in West Midlands**

Suffolk County Council's Chief Executive, Deborah Cadman OBE is to take up a new role as the first permanent Chief Executive of the West Midlands Combined Authority (WMCA). Deborah is expected to leave in two months' time.

FPC06/0717 **Approve Minutes of meeting held on 12th May 2017 as a true record of the meeting**

These were approved and signed by the Chair.

FPC07/0717 **Receive Declarations of Interest**

None

FPC08/0717 **Receive Declarations of Dispensation**

None

FPC09/0717 **Clerk's Update regarding matters arising from the last minutes.**

- a) Issues raised re. Ancillary Barn, Southwood Farm Barn, Otley Road, Framsdon: Footpath issue was resolved with SCC. Planning questions: Planning Enforcement at MSDC were monitoring these.
- b) Financial Regulations had been updated and published with Petty Cash rule change.
- c) UTB Bank cash paying in card received and utilized.

FPC10/0717 **Planning Applications:**

DC/17/02794 **East View Birds Lane Framsdon**

Householder Planning Application-Erection of single storey rear extension. Erection of single storey side extension. Recladding and replacement windows & doors to existing bungalow. Erection of two bay cart lodge outbuilding.

After discussion, **the Parish Council agreed the following decision:**

No objections, hence implied support.

FPC11/0717 **Litter bin at recycling point A1120 layby, Framsdon**

During a recent incident report from PC to MSDC on the litter bin, MSDC had claimed that this bin was owned by the PC.
Action: Clerk to ask MSDC for evidence of purchase, clarify where the three bins which are emptied are situated and if necessary search old minutes for evidence of purchase.

FPC12/0717 **Land at Tollgate Corner**

The question of the fence and any pending removal was discussed and MSDC were dealing according to emails received. **Chair asked for the "Fence" to be added as an agenda item for the next PC meeting.**

FPC13/0717 **Village Hall Lease Agreement**

Since the last PC meeting an email had been received from James Hall and circulated to Council. The question for the PC remained: "Are the PC able to proceed on the basis that costs will be £1500 - £2000 tops and about £50 for Land Reg?"

After debate, NW proposed that PC agree to these costs, seconded NH: Carried.

Action: Clerk to write to PCC.

FPC14/0717 **Village Hall Matters**

a) **VH Storage Facilities:** IS shared a drawing design and gave an overview of three proposed lockable 0.8 metre cupboards which could be fixed below the area by the serving hatch. It was suggested that there would be space for Yoga and Table Tennis equipment, with space left over. The costing was £346.00p without painting. Erin Blewitt volunteered to assist with painting and was thanked by the Chair. Locks were not included but could be fitted at a later date if thought necessary. An existing double mains socket in the area would likely need to be moved. Chair proposed that Council approve expenditure, within budget, of £346.00p plus a possible further £150 if required. This was agreed by Council.

b) **Fire safety work:** Clerk reported that this work was now completed and pending payment of invoice was on the agenda under item 22.

c) **Care team cleaning update:** DP not present. Next cleaning session was due second Saturday in August.

d) **VH Access:** After discussion of access options, NW proposed that expenditure of £60 max should be approved for the purchase of a key safe and a new front door lock for the VH, seconded GB: Carried.

Action: Clerk to order parts.

e) **VH use, bookings and charges:** Discussion included the need for clarity of who pays for VH use and who does not. Also meeting considered charities with a

- connection to the village, plus hourly rate charges. Chair proposed to produce an "Options Paper" for review at the September meeting. This was agreed.
- f) **VH Gutter Brushes:** These had been procured and were now fitted.
 - g) **VH Floral Tubs:** The costings submitted to Council previously were discussed. NW proposed that two tubs, at £107.00p each, be approved for purchase and a formal request be made to FF for funding to be progressed. Parish Council would approve £50.00p from funds towards this. The tubs would be positioned on the paving outside the front of the VH. This was agreed.
Action: Clerk to submit a formal request to FF based on above agreement.
- FPC15/0717 **Play Area –**
- a) A recent report submitted via JY after an inspection of the Play Area had been circulated and there were no serious issues currently.
 - b) Clerk asked for approval to proceed with applying for a formal RoSPA annual inspection and to use one of the recommended suppliers from MSDC. This was agreed.
Action: Clerk to arrange annual RoSPA play Area inspection.
- FPC16/0717 **Community Infrastructure Levy (CIL)**
Previous details received from MSDC in regard to CIL had been circulated. Clerk gave a brief overview of amounts, budgeting and reporting. Chair asked the Clerk to circulate a cut down version of the document so it was clearer for Councillors.
Action: Clerk to produce and circulate.
- FPC17/0717 **Community Assets – Updates**
- a) Dobermann Inn: The decision of the re-submitted ACV application was due from MSDC by 31st July. Council decided that if the ACV was successful, then they would call a public meeting before 15th August.
 - b) Others: None
- FPC18/0717 **Five Year Plan (Neighbourhood Plan)**
IS reminded the meeting of a suitable template which had been provided by the previous Clerk. IS suggested that there was the facility on the PC website to get ideas from browsing members of the public. **Action: The Clerk would verify if this was the case.** NW proposed a PC Working Party meeting on 2nd or 9th of September 2017.
- FPV19/0717 **Council Policy Reviews:** None

FPC20/0717 **Correspondence – None**
FPC21/0717 **Annual Meeting of the Parish Date 2018 –**
Council agreed unanimously to keep this date the same as the Annual General Meeting of the Parish Council and the running order would remain unchanged.

FPC22/0717 **Finance**

- a) **Unity Trust Bank Update:** Balance on 11th July was £17,464.50p
- b) **Clerk's Finance report:** All transactions had been reconciled to end of June. Pending potential VAT reclaims of £1067.15 for 2016/17 and £38.91 for 2017/18 would be made before September meeting. End of Q1 total net payments of £1154.04 had been made and Q1 total receipts had been £ 6682.46. A formal spreadsheet summary report was pending circulation by the Clerk. **Action: Clerk to circulate once spreadsheet for Q1 completed.**
- c) **Petty Cash report:**
 - VH spare key cut £8.00
 - Petty Cash box key and BDO postage £6.58
 - VH First Aid top up items £15.17
 - VH two light bulbs £4.00

**Total Petty Cash spend since May meeting:
£33.75**

Authorise the following payments: (Inc VAT if Applicable)

a) Bank service charge June	£18.00
b) Village Hall electricity bill June	£153.46
c) Village Hall gutter brushes	£122.98
d) Suffolk Wildlife Trust annual subscription	£38.00
e) Village Hall cleaning to end June	£47.00
f) Petty Cash float top up May	£50.00
g) HMRC PAYE tax Q1	£125.40
h) Administration May	£192.78
i) Administration June	£154.34
j) VH emergency lights and fire extinguisher	£223.97
k) Litter bin emptying by MSDC	£108.00
l) Late grounds maintenance pay 04/16-06/16	£63.60
m) Petty Cash float top up July	£33.75

FPC23/0717 **Matters to be brought to the attention of the Parish Council**

IS informed the meeting that a new sign had been produced for directions to Eade's Orchard and would be erected accordingly.

A member of the public asked about the possibility of having a blind fitted in the VH kitchen. Chair asked that **"new blind for VH kitchen" would be an agenda item for the next meeting.**

A member of the public reported that the tap in the VH kitchen was faulty and was found with water flowing freely on a visit to the VH recently. As this was a repeat problem, Council decided that it would be better to replace the old worn out taps in order to fix this properly. **Action: Clerk to arrange the repair and for two matching lever taps to be fitted.**

Meeting closed at 9:20pm

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