

**FRAMSDEN PARISH COUNCIL**

**Minutes of the Parish Council Annual General Meeting held on Friday 11<sup>th</sup> May 2018 in the Village Hall at 8:00pm**

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

Present: Chair Nicola Whitmore (NW), Adam Eaton (AE), Claire Macaulay (CM) (left meeting at 9:45), Glenn Buckingham (GB), Debra Pearce (DP) and Nigel Hutchinson (NH)

In attendance: Nine members of the public including FF representation.

References: FF – Framsdén Fund Raisers, PC – Parish Council, VH – Village Hall, PCC - Parochial Church Council, ACV - Asset of Community Value, MSDC - Mid Suffolk District Council, FPG – Framsdén Pub Group

**Opening**

The Clerk opened the meeting.

- FPC01/0518 **Election of Chairman**  
Clerk asked councillors for any nominations of chairman. GB proposed NW, seconded NH. There were no other nominations. Council agreed to elect NW as chairman unanimously and NW proceeded to chair the meeting.
- FPC02/0518 **Election of Vice-Chairman**  
Chair nominated NH, seconded GB. NH was elected as vice-chair unanimously.
- FPC03/0518 **Receive Apologies for Absence**  
James Young (JY), SC Cllr Matthew Hicks (MH) and MSD Cllr Tim Passmore (TP) (had spoken at APM prior to AGM).
- FPC04/0518 **Receive Declarations of Interests**  
NW stated that she is a member of the Framsdén Petanque Team. CM and GB stated that they are members of FPG.
- FPC05/0518 **Consider any Applications for Dispensation**  
None.
- FPC06/0518 **Public Participation Session**  
No one wished to speak
- FPC07/0518 **Approve Minutes of the meeting held on 9th March 2018 as a true record of the meeting**  
The minutes were approved by the council and signed by the Chair.



FPC08/0518 **Clerk's Update regarding matters arising from the last minutes.**

- a) A Henry type vacuum cleaner was purchased for the Village Hall at a cost of £82.50p plus VAT.
- b) Village Hall Planters: Woodland Group declined request and FF agreed to fund a maximum of £100.00p by reimbursement direct to a local resident volunteer. An estimate for cost was submitted previously to FPC in 2017. The local resident volunteer has been advised and has accepted the request to restock and replant for 2018-19 with no labour costs. The local resident volunteer asked to speak and stated that they were disappointed that no one from FPC had consulted him on this issue and he had found out only via the minutes. Chair acknowledged this shortfall in communication and council should have communicated.
- c) The hole in the Village Hall car park has had some pea shingle put in it by persons unknown. GB stated that the "persons" were himself and a member of the public, for which FPC were grateful.
- d) There were some bulky scrap items which urgently needed disposal of from Village Hall in early April. Clerk made a request to MSDC to remove these via the online request system at a cost of £39.50.

FPC09/0518 **Annual Policy Reviews**

- a) FPC Standing Orders: No updates were proposed by the clerk or councillors.
- b) FPC Financial Regulations: No updates were proposed by the clerk or councillors.

FPC10/0518 **Planning Applications**

- a) **For discussion and decision - None**
- b) **Awaiting decision from MSDC -**
  - *DC/18/00100 Dobermann Inn The Street Framsdén: Change of use from a public house (A4) to residential (C3).*
  - *DC/17/05732 Street Farm The Street Framsdén: Application for Listed Building Consent. Replacement of 4no. front windows. **Chair asked the Clerk to contact MSDC as this was a very old application.***
- c) **Decisions made by MSDC -**
  - *DC/18/00084 Moat Farm Birds Lane Framsdén: Householder Planning Application - Erection of single storey extension with flue and link structure to east elevation (following demolition of existing porch and outbuilding). Erection of garden shed, relocation of oil tank and new opening in garden wall. Installation of woodburner and flue.: **Granted***
  - *DC/18/00085 Moat Farm Birds Lane Framsdén: Application for Listed Building Consent. Erection of*

*single storey extension and link structure to east elevation .....: **Granted***

- FPC11/0518 **Land at Tollgate Corner** – Request to MSDC for allotments within the fenced area:  
Clerk reported that MSDC Assets Team had made no response yet. An advert had been placed in the "Together" magazine to seek acknowledgement of potential demand from residents for allotments in Framdsen.
- FPC12/0518 **Village Hall Lease Agreement**  
There had been no update from the solicitor and it was assumed that the lease was with the Charity Commission.
- FPC13/0518 **Churchyard Mower Repairs** –  
There were some pending repairs required to the mower used in the churchyard and could form part of FPC's annual maintenance costs contribution. Clerk advised that once exact costs were known, budget funding for the year from "Section 137" could be used for funding.
- FPC14/0518 **Community Infrastructure Levy (CIL) Expenditure and Review** –  
Chair explained this was similar to the old Section 106. Council did not make any suggestions for a bid under the MSDC 123 List window which closes 31<sup>st</sup> May.
- FPC15/0518 **Village Hall Matters** -  
a) **Consideration of Petanque pitch within the grounds.**  
Clerk reported after investigating feasibility around Village Hall as requested. Dimensions of the requirement had been given as 13m x 7m.  
Area to the west side of the garden had trees and shrubs, a septic tank, old legacy foundations, sloped surface and piste would be close to the village hall toilet windows.  
Area to the east side of the garden was deemed less impacted by trees and shrubs, likely heavy soil, a 7m x13m piste parallel to the hall would be a tight fit. The garden could be impacted as green space would be reduced.  
The car park area could have adequate space for the dimensions given laying parallel with the village hall length wise, some sub base material existing, but would need levelling. Dual use as car park and piste would be required, but there could be conflict of use as both at similar times of demand. Improvement and or expansion of the car park could be considered as part of the project with the associated potential cost increase.

Council discussed the village hall option and members of the public were allowed to comment including petanque team members, one of whom expressed concerns over parked cars obstructing piste use in the car park and their personal view was to preferably avoid impact on the village hall garden.

The related dependency of the Dobermann Inn was highlighted.

**Council asked that the petanque team should confirm their requirements, consider all the options and inform the clerk who would pass on to councillors.**

**b) Kitchen improvements.**

1) Clerk reported that the work within the scope of the project had been completed, but there was a budget deficit of £77.41p. Clerk explained that this had occurred in an attempt to save money on the last aspect of the work by taking up an offer on some spare materials. This meant that the project was completed to a higher standard than would otherwise have been possible but resulted in an overspend. **A FF representative stated that FF could make a grant of £77.41 to cover this shortfall.** Surplus plates etc post renovation were proposed by a member of FF to be donated to a charity and this was agreed.

2) A new requirement was asked for in relation to finishing touches to the kitchen and making good which was estimated at £165.00p. Also, a proposed wheeled table/shelves to connect hatch worktop to sink in front of the door was asked for at a cost of £120.00p. Council discussed and declined to fund the wheeled table. **GB proposed FPC agree to fund the £165.00p for the finishing job, seconded NW: agreed.**

**c) Storage facilities and shelving proposal in the little room.**

A cupboard with shelves (details and images circulated prior to the meeting) had been located for consideration at a cost of £40.00p. Council discussed this and concerns were raised over the problem of storing mops and brooms in a shelved cupboard. Chair asked village hall users to certify if the cupboard was fit for purpose.

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

A specification and a diagram plan had been submitted shortly before the meeting by FF. The question was raised as to the necessity of a dB limiter which was thought likely to be needed. The question of a fixed unit could possibly have insurance implications and permission to fit should be checked with the landlord (PCC) via the clerk.

**e) Ongoing maintenance.**

Concerns were raised about flaking paint on the outside windows and also the ceiling inside the hall. **Council agreed that the contractor who carried out the decorating work should be requested to visit and inform council on what had likely caused these issues and supply a quote to rectify problems. Clerk to action.**

A member of the public raised concerns over possible rot in the floor edge between the kitchen and WCs which may be worthy of investigation. **Clerk would follow this up when resource allowed.**

FPC16/0518

**Play Area -**

a) **Formal Annual Inspection RoSPA 2017 – Resultant work required.**

JY not present.

b) **Jet wash cleaning – Work carried out on 25<sup>th</sup> April.** Council were pleased with initial results so far.

c) **Possible post wash treatment?**

JY not present.

d) **Subsequent to item 16b) Discovered reported items requiring attention.**

A rotted gate post (picked up in previous RoSPA report) had since deteriorated and needed replacement along with some additional fence struts and posts. The beehive hut also needed attention to make good the roofing joins and some decking had rotted. **Council resolved that clerk should obtain quotes for these repairs.**

FPC17/0518

**Dog Waste Fido Bins -**

**Chair asked that council move this item to after agenda item 25 due to confidentiality issues. This was agreed.**

FPC18/0518

**Footpaths -**

There was still no sign of work beginning at Ashfield FP13 bridge. **Clerk would follow up the SCC Public Rights of Way.**

FPC19/0518

**Five Year Parish Plan – Review draft**

Due to volume of council business items, this had slipped behind schedule for consideration. **Clerk would email councillors and ask for inputs of ideas in good time before July meeting.** A member of the public asked about public consultation. Council stated that the plan would be initially drafted by councillors followed by public consultation after that point.

FPC20/0518

**Correspondence –**

None



FPC21/0518 **The Village Pub -**  
 A member of FPG gave a verbal update. A bid had been submitted by FPG to purchase the pub based on their balanced business plan and an independent valuation but no response had yet been received. It was understood that MSDC would approach the owner. "Change of use" planning application was likely to go to committee. **Clerk would check with MSDC Planning Officer as no such information had been received by FPC.**

FPC22/0518 **EU Directive "The General Data Protection Regulation" (GDPR) - Update**  
 Clerk would be attending a training briefing at District Council (free of charge) on 14<sup>th</sup> May. There had been an update to the bill such that it no longer required Parish Councils to appoint a DPO which council can process by reviewing the FPC GDPR Policy at a future meeting TBD. Email contact list "opt in" messages had been sent out this week.

FPC23/0518 **Finance**

- a) **Unity Trust Bank Update:** Balance on 30th April was £23,010.58p
- b) **Clerk's Finance report:** The EOY accounts had been circulated to councillors. Internal and external audits are imminent.
- c) **2018-19 Budget adjustments to allow for carried over projects :** Due to village hall lease agreement delay from 2017-18, clerk had adjusted budget to allow for payment in 2018-19 through earmarked carried over reserves. **Council agreed to this adjustment.**
- d) **Declaration Certificate of Exemption Annual Return 2017-18:** Clerk reminded council that the financial figures and satisfactory audit reports from the previous year, gave council the option to make FPC exempt from sending an annual return to the external auditor for 2017-18. **Council agreed unanimously to the exemption form being submitted by the Clerk to the external auditor ASAP.**
- e) **Annual Return 2017-18 Annual Governance Statement:** Previously circulated annual governance statement was discussed and approved by council.
- f) **Annual Return 2017-18 Annual Accounting Statements:** Previously circulated FPC annual accounting statements were discussed and approved by council.
- g) **Petty Cash Report:** - None

**Total Petty Cash spend since January meeting £00.00**

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

**a) Administration April £192.98**

b) Annual SALC subscription	£179.19
c) Payroll 6 months to Mar	£54.00
d) Fridge (£106.80) and cooker (£285.48) VH Kitchen	£392.28
e) Water heater supply and electrical VH Kitchen	£406
f) Plumbing work VH Kitchen	£100.00
g) Annual Litter bin emptying	£108.00
h) Vacuum Cleaner purchase Village Hall	£99.00
i) Bulky item waste disposal Village Hall	£39.50
j) Village Hall worktops etc labour	£450.00
k) Village Hall worktops etc materials	£784.47
l) Village Hall flooring materials only, labour gratis	£130.00
m) Fido bins installation cost	£85.00
n) ICO annual subscription	£35.00
o) Play Area jet wash	£432.00

**Council agreed to approve all the above payments.**

- FPC26/0518 **Matters to be brought to the attention of the Parish Council –**  
A member of the public was allowed to speak and asked about consideration be given to a replacement table top in the village hall garden. The member of the public offered to obtain a price and submit it to FPC.
- FPC26/0518 **Review of clerking costs and hours – (The next two items were dealt with the exclusion of press or public presence)**  
Council considered Clerk's work load, performance and budget available for 2018-19. Council agreed to raise Clerk's pay scale from SCP19 to SCP20 of the agreed NJC National Rates and to increase the average number of hours worked from five to seven per week.
- FPC27/0518 **Item 17 Dog Waste Fido Bins.**  
There had been a formal complaint to FPC from residents from one dwelling about the positioning of the Fido Bin in the village hall car park. GB offered to visit the residents and discuss a possible way forward to resolving the issue.  
Council agreed that a low cost small "No Dogs" sign be fitted at the Play Area entrance once gate repairs were complete.

**Meeting closed at 10:20pm**

