

FRAMSDEN PARISH COUNCIL

Minutes of the Parish Council meeting held on Friday 9th March 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), Glenn Buckingham (GB), 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), SC Cllr Matthew Hicks (MH)

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

Opening

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

FPC02/0318 Public Participation

A member of the public wished to thank GB for all his help in Birds Lane during the recent snow. It was stated that there was a pothole in the Village Hall car park which needed to be checked. **GB would check this out initially and if necessary, Clerk would action a repair.**

FF representative reported that FF intended to fully fund a potential PA system in the Village Hall and requested clarification on whether landlord's permission would be a pre-requisite. FF would supply exact details of the system to the Clerk who could then clarify any lease restrictions as a result.

FPC03/0318 Receive Police Report

None.

FPC04/0318 District Councillor's Report

Councillor Tim Passmore gave a verbal report which included:

- Bins backlog from adverse weather should be complete. If in doubt "leave your bin out". A member of the public commented that MSDC website was confusing in regard to the backlog. Garden waste collections had been halted temporarily.
- The grant of £500.00p for the Village Hall kitchen had been approved and the meeting thanked Mr Passmore.
- Merger of MSDC and BDC has difficulties due to some issues in Babergh.
- Property portfolios which are aimed at raising money through property, as a means of helping to keep council



tax down, were a concern and TP is keeping a close eye on the issue.

- Electoral boundary review correspondence was shared with the meeting. Chair advised that there was a proposed reduction of areas from 40 to 34 and that Framsdén parish would form an area with "The Stonhams".
- Council tax demands are imminent in Mid-Suffolk with a 6.8% increase for the police budget. The increase is aimed at avoiding further cuts in the police service.
- From a Crime Commissioner perspective TP reported that "The Stay Safe Online" pot would benefit 10,000 youngsters. There was a £500k core business rate fund aimed at tackling gang and youth violence. Concerns that drugs, firearms and stabbings were spreading to Suffolk towns and these required a multi-agency approach.
- Dobermann Inn ACV and planning application: TP stated that he would support the community if they bid to buy the pub and he would follow up on the planning application DC/18/00100 "Change of use".

Item 12 was brought forward from the agenda by the chair and the issue of MSDC refusal of dispensation on response dates to planning applications by FPC was raised. **TP agreed to take this up and was given a specific example with details by the Clerk.**

- FPC05/0318 **County Councillor's Report (Full reports available on Parish Council web site)**
Councillor Hicks was not present. Clerk would publish once the current web site issues were resolved by the provider.
- FPC06/0318 **Approve Minutes of meeting held on 12th January 2018 as a true record of the meeting**
The minutes were approved by the council and signed by the Chair.
- FPC07/0318 **Approve Minutes of extraordinary meeting held on 3rd February 2018 as a true record of the meeting**
The minutes were approved by the council and signed by the Chair.
- FPC08/0318 **Receive Declarations of Interest**
NW stated that she is a member of the Framsdén Petanque Team.
- FPC09/0318 **Receive Declarations of Dispensation**
None
- FPC10/0318 **Election of co-option candidate**



Mr Adam Eaton (AE) was invited to speak briefly about himself and why he wanted to become a member of FPC. There were no questions from councillors. GB proposed that Mr Eaton be co-opted onto FPC, seconded NH: carried. AE then joined the meeting and signed a Declaration of Acceptance of Office as a member of FPC.

FPC11/0318 Clerk's Update regarding matters arising from the last minutes.

- a) MSDC were contacted re. missed brown bin collections. Monitoring of the service continues this year with no issues so far.
- b) Amended Village Hall charging options have been published
- c) Clerk had emailed MSDC about council's concerns re. the barn at Potash Farm being in a perilous condition. Heritage Team at MSDC had responded positively and were mindful of the issue and would act if necessary, but a further planning application was expected to follow soon.

FPC12/0318

- **Issues – Lack of dispensation for response deadlines by MSDC Planning Team**

This had been dealt with under item 4 on the agenda.

- **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/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.
- DC/18/00085 Moat Farm Birds Lane Framsdén: Application for Listed Building Consent. Erection of single storey extension and link structure to east elevation
- DC/17/05732 Street Farm The Street Framsdén: Application for Listed Building Consent. Replacement of 4no. front windows.

c) Decisions made by MSDC –

- DC/17/05355 Flindor Cottage The Street Framsdén (LBC): Was supported, **Permitted**
- DC/17/05354 Flindor Cottage The Street Framsdén (Householder application): Was supported with concerns over parking, **Permitted**.

FPC13/0318 **Land at Tollgate Corner** – Request to MSDC for allotments within the fenced area.
 After the Clerk contacted MSDC Development Officer with a request for allotments within the fenced off area, the issue had been transferred to MSDC Asset Team for consideration. Clerk was attempting to measure demand within Framsdon for allotments by residents.

FPC14/0318 **Village Hall Lease agreement** – No update

FPC15/0318 **Village Hall Matters -**

a) Consideration of Petanque pitch within the grounds.

Options for this around the Village Hall surroundings and possibly the pub were discussed. Council agreed that Clerk should progress by investigating feasibility around Village Hall.

b) Kitchen improvements.

Clerk reported that a detailed spreadsheet had been circulated and all was noted as good. On budget and work expected to start Tuesday 3rd April for one week. Chair thanked all Village Hall users for their co-operation in avoiding use during the proposed slot.

c) Proposal to purchase a vacuum cleaner.

Council discussed initial options suggested shortly after January meeting by a member of the public, such as required spec and prices. **Council agreed expenditure of up to £160.00p maximum for a Henry type vacuum cleaner. Any refurbished purchase must come with a guarantee.**

d) Storage facilities and shelving proposal in the little room.

Clerk had circulated a quote for fixed enclosed shelving in the Little Room submitted by a local supplier via FF representation. **Council discussed and stated a preference for seeking cheaper options of enclosed units rather than shelving.**

e) FF grants towards maintenance of planters

FF had contacted FPC requesting clarification on whether FPC would be asking FF to fund the ongoing costs of the planters outside the Village Hall. **Council discussed this and agreed to ask The Woodland Group if they would replant and restock the planters. Council also resolved to ask FF if they will fund this. Clerk to action.**

FPC16/0318 **Play Area -**

- a) Formal Annual Inspection – Resultant work required. Clerk had re-circulated an updated spreadsheet on which work still needed to be considered and costed. **JY offered to take this up. Clerk to supply JY with exact details.**
- b) Jet Cleaning –
A quote had been received from a potential supplier for £432.00p to jet clean the whole site. **Council agreed to proceed and asked Clerk to further check on vulnerable materials on site with the supplier.** CM asked if there were any post-cleaning treatments available which could further slowdown lichen regrowth. **JY agreed to find out and report back.**

FPC17/0318 **Dog Waste Fido Bins -**
Clerk informed council that the bins had not yet been delivered and were delayed. Clerk would take this up with the supplier. Council studied images of the two sites and agreed positioning of the bins accordingly. **Clerk to implement once emptying agreement is in place with MSDC, the bins arrive and the local fitting supplier is available.**

FPC18/0318 **Highways – SCC Community Self Help and traffic sign cleaning.**

The SCC Community Self Help Online Survey is open until 18th March now, so council can respond. A hard copy of the questionnaire was presented by the chair. Council agreed in principle that Highways is a SCC responsibility and there would be risk if FPC were to take any of this on. Council resolved to say "No" to all the questions on the survey and comment about liability and cost restrictions in the comments section of the survey. **Chair to action.**

FPC19/0318 **Footpaths -**
Replacement of the bridge at Ashfield FP 13 had now changed to repair and refurbishment. Still no firm date for the work yet.

FPC20/0318 **Five Year Parish Plan -**
Clerk had amended the first draft and had circulated the second draft for review. This needed more scrutiny and the Clerk would re-circulate along with further information such that council can consider at the May meeting.

FPC21/0318 **Council Policies – To approve and adopt a FPC Petty Cash Policy**
Clerk had circulated a draft Petty Cash Policy/Procedure prior to the meeting. Chair reminded council that FPC had been operating a Petty Cash system within the Financial regulations. **Council resolved to approve and adopt the draft policy.**

FPC22/0318 **Correspondence -**

A letter had been received from a resident representing Framsdon Baptist Church in regard to concerns over a tree, close to the road, which was stressing overhead telephone cables. Clerk had responded after a site visit and referred them to SCC Highways online reporting tool.

A letter had been received from Water Wholesale indicating that FPC can expect to receive billing via Anglian Water Business as of April 2018 for water supply at the Village Hall.

FPC23/0318 The Village Pub -
 GB reported that there was no update as the Change of Use planning application had not been determined yet.

FPC24/0318 EU Directive "The General Data Protection Regulation" (GDPR)

- a) **To approve and adopt a FPC GDPR policy**
 Clerk had circulated a draft FPC GDPR policy prior to the meeting. Clerk gave a brief verbal overview of the content and made it clear that council can amend the policy once adopted if necessary depending on future advice about GDPR compliance. **Council resolved to approve and adopt the draft FPC GDPR policy.**
- b) **To appoint a Data Protection Officer (DPO)**
 Clerk reminded council of their options of appointing a DPO. After discussion, **council agreed to appoint the Clerk as their DPO and as such, will reference the adopted GDPR policy in this regard.**

FPC25/0318 Finance

- a) **Unity Trust Bank Update:** Balance on 28th February was £20,640.97p
- b) **Clerk's Finance report:** The cash book spreadsheet and an emailed overview report had been circulated prior to the meeting. Council had no issues.
- c) **Petty Cash Report:**
 Clerk reported that this financial year's total Petty Cash spend was £111.07p so far.
Payments report:
 - Chain and combi lock Play Area gate £13.44
 - Printer paper and clip £3.70
 - Village Hall tree pruning paint £4.82

Total Petty Cash spend since January meeting £21.96

Authorise the following payments: (Inc VAT if Applicable)

a) Administration January	£192.98
b) Administration February	£154.34
c) Administration March (TBC)	£154.34
d) HMRC PAYE Q4 (TBC)	£125.40

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e) Play Area Grounds maintenance Q4	£149.76
f) Village Hall gardening & site maintenance	£50.00
g) Annual Village Hall Insurance	£300.04
h) Clerk annual storage cost	£100.00
i) VH Electricity bill March	£218.95
j) 2 x Fido bins	£304.06
k) Village Hall cleaning Q4	£22.50
l) UTB bank charge Q4 (TBC)	£18.00
m) Petty Cash top up	£21.96
n) Mini Sink for Village Hall Kitchen	£54.99

Council agreed to approve all the above payments.

FPC26/0318 **Matters to be brought to the attention of the Parish Council -**

There was a discussion about the lack of progress of fast broadband upgrade in the village. GB informed the meeting of what he knew. Council requested that the Clerk seek a comprehensive update from MH, or other appropriate sources, on fast broadband provisioning status for the whole of Framsdén, for consideration at the APM/AGM in May.

The annual Framsdén Litter Pick had been moved to Sunday 18th March due to adverse weather on previous proposed date.

Meeting closed at 9:20pm

