

# FRAMSDEN PARISH COUNCIL

*Minutes of the Parish Council Meeting held on  
Friday 11<sup>th</sup> March 2016 in the Village Hall at 7.30pm*

Present: Chair – Cllr Nicola Whitmore (NW), Cllrs Glenn Buckingham (GB), Ian Seager (IS), Deborah Pearce (DP), Nigel Hutchinson (NH) arrived after meeting start

In attendance: Vivienne Pratt (Clerk), 6 members of the public

Apologies: Cllr James Young (JY), Cllr Claire Macaulay (CM), Dist Cllr Passmore (TP), Cty Cllr Hicks

References: FF – Framsdén Fundraisers, VHMC – Village Hall Management Committee, PC – Parish Council, PCC – Parochial Church Council, SLCC – Society of Local Council Clerks, NALC – National Association of Local Councils, SALC – Suffolk Association of Local Councils, CILCA – Certificate in Local Council Administration, GBPC – Great Bricett Parish Council

<b>FPC26/0316</b>	<b>Opening</b> The Chairman opened the meeting at 7.30pm	
<b>FPC27/0316</b>	<b>To receive Apologies for Absence</b> Apologies had been received from Cllrs Young and Macaulay, Dist Cllr Passmore and Cty Cllr Hicks	
<b>FPC28/0316</b>	<b>To receive Police Report – none received</b> The Clerk had circulated an email received from Suffolk Police prior to the meeting (details attached), which advises the changes to the crime reporting system. The Clerk advised that she had tried the new website but it is not fully up and running until 4 <sup>th</sup> April.	
<b>FPC29/0316</b>	<b>To receive District Councillors report – none received but when received will be uploaded to website</b>	<i>Clerk</i>
<b>FPC30/0316</b>	<b>To receive County Councillors report –</b> The Clerk advised that the report for March had been received and was asked to circulate after the meeting. Copy attached and Clerk to upload to website.	<i>Clerk</i>
<b>FPC31/0316</b>	<b>Minutes of the Parish Council Meeting held on 8<sup>th</sup> January 2016</b> <b>Decision -</b> It was proposed and resolved to accept the minutes of the meeting held on 8 <sup>th</sup> January 2016 as a true record. The Minutes were duly signed by the Chair.	
<b>FPC32/0316</b>	<b>To receive declarations of interests – none</b>	
<b>FPC33/0316</b>	<b>Consider any Applications for Dispensation –</b> Pecuniary dispensation letters regarding setting Framsdén's Budget and Precept signed by Cllrs Whitmore, Seager, Pearce and Buckingham. Others to follow.	<i>Cllrs</i>
<b>FPC34/0316</b>	<b>Public Participation Session –</b> item 2 on the agenda but moved at the request of the Chair at the beginning of the meeting <b>Village Hall Cleaning –</b> A member of the public requested that the Council consider a one off deep clean of the Village Hall. It was noted that there is a cleaner who is used on an as and when basis but that a more intensive clean is required (subject to commencement of internal works). Clerk to obtain quotations and add to next agenda. <b>Framsdén Fundraisers –</b> A member of the public advised that an email had been sent to the Clerk that evening confirming that Framsdén Fundraisers have unanimously agreed to support the ongoing Village Hall refurbishment with a generous and much appreciated donation of £5000. Clerk to acknowledge receipt. <b>Defibrillator –</b> A member of the public advised that during the recent FF meeting, it had been proposed to purchase a defibrillator from FF funds. It was suggested that the Parish Council consider adopting the BT phone box in order that the defibrillator be installed within the phone box. The Clerk advised that	<i>Clerk</i>  <i>Clerk</i>

*NW*



	<p>she had recently been granted two fully funded defibrillators for her other Parish Council (one via British Heart Foundation and one via an MSDC Locality Grant) and was asked to approach BHF as to whether the funding scheme was still available. The Clerk advised that the phone box may not be the most suitable location as an electricity supply is required and that there would need to be further consideration as to who would carry out the routine checks required. Clerk to add to next agenda.</p> <p><b>Together Magazine</b> – It was reported that the distribution is still 'patchy' within the village and it is still unclear to the distributors when and from where they are available to collect.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>FPC35/0316</b></p>	<p><b>Clerks update regarding matters arising from the last minutes –</b></p> <p><b>a) Registering Tollgate Corner as a Community Asset</b> – The Clerk advised that she had now received the relevant paperwork from the former Clerk but had not had the opportunity to move forward with this. To be added to next agenda.</p> <p><b>b) Locality Award Application</b> – The Clerk advised that the award of £3500 from Cllr Passmore had now been paid into the bank. The Clerk advised she had already sent a response to Cllr Passmore and it was agreed that a letter to the former Clerk was not required.</p> <p><b>c) D Crowther Final Payment</b> – The Clerk advised that the final salary has been paid by BACS. She had prepared a letter (circulated prior to the meeting) to disinstruct the services of Ladywell Accounting as their PAYE services are no longer required as new Clerk does not earn enough to pay NI or tax. The letter was duly acknowledged and signed by the Chair. Clerk to post together with two cheques to cover Q3 and Q4 PAYE returns for Mr Crowther.</p> <p><b>d) SALC website access</b> – The Clerk advised that all Cllrs now have their own log in.</p> <p><b>e) Neighbourhood Plan</b> – The Clerk advised that from the initial enquiries she had made together with consultation with SALC and other Clerks, it was evident that this is not a quick process and will require considerable time and effort. She advised that there is currently a new Planning bill being considered by the House of Lords and it was agreed that this item would be re-visited after the results of this are known.</p> <p><b>f) Together Magazine</b> – The Clerk advised that she was in contact with the magazine's co-ordinator and would send a brief synopsis after each PC meeting. It was reported that there had been a magazine entry from Framsdan for the first time in a while and thanks were given to Erin for her help and support.</p> <p><b>g) Laptop &amp; software</b> – The Clerk reported that she had investigated the existing software but it was not compatible and she had purchased the Microsoft Office package for £99, which was included in her January expenses for consideration later in the meeting. She advised that she had established that the laptop did not have a backup facility or any anti-virus software, which was absolutely vital as on-line banking was taking place regularly and confidential information stored on it. She advised that this was now resolved by using her own multiple device anti-virus software and back up cloud but, upon renewal of both annual policies, a pro-rata contribution would be required from the Council.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>





<p><b>FPC36/0316</b></p>	<p><b>Planning Applications –</b>  <b>For discussion and decision</b> – Information circulated prior to meeting and available to view online at MSDC Planning –</p> <p><b>i. 0432/16 - Barn at Southwood Farm, Otley Road, Framsdan – Erection of detached cart lodge.</b></p> <p><i>A member of the public had contacted the PC prior to the meeting with an objection to this application. The same member was present at the meeting and was invited by the Chair to discuss the objection in greater detail.</i></p> <p><b>Decision</b> – The Council discussed the application and unanimously agreed that the Clerk respond to MSDC with their objection on the following grounds –</p> <p>a) The visual impact and detrimental effect on Listed Buildings - both The Barn and The Farmhouse at Southwood Farm are Grade II listed.</p> <p>b) There have been numerous planning applications and revisions over the last few years and planned garaging arrangements were removed to accommodate an increase in the number of internal rooms.</p> <p>c) The previous application (1162/15) included a two bay garage without a first floor and was deemed at the time to be overdevelopment and subsequently removed from the application, which is now built.</p> <p>The Parish Council agreed that the proposed siting of the cart lodge is particularly ill considered and believe that there are more suitable locations within the site. Whilst they objected to the application in its current location, they have no objection if the position was moved elsewhere within the site where there would be a much lower impact on the surrounding properties.</p> <p><b>ii. (4277/15) Plans to develop a field adjacent to Jewson's in Monk Soham into a caravan and camping park</b> – information forwarded from Ashfield Parish Council circulated prior to meeting</p> <p><b>Decision</b> – <i>The Council unanimously agreed that no comment required.</i></p> <p><b>Planning - Awaiting decision from MSDC</b> – None</p> <p><b>Planning - Decisions made by MSDC</b> – Information circulated prior to meeting and available to view online at MSDC Planning –</p> <p><b>0094/16 - Broken Hill Farm, Birds Lane, Framsdan, IP14 6HR -</b> Underpinning of building originally carried out under Building Regs Approval 93/FP/521 - Retrospective application for works already undertaken.  <b>Decision</b> – Granted</p>	<p>Clerk</p>
<p><b>FPC37/0316</b></p>	<p><b>Village Hall Management Committee</b> – The Clerk had circulated a copy of the Management Agreement prior to the meeting, which confirmed that, should the VHMC ever disband, the assets should be passed to the PC and it was agreed that the VHMC had disbanded some time ago. The PC advised that the monies within the VHMC bank account had always been considered as PC money although it has always been administered separately by a member of</p>	



	<p>the public in a separate bank account with one signatory. The Clerk advised that she had taken advice from SALC and that the money can only be considered as PC funds if it is amalgamated within the PC bank account and reported at each meeting, reconciled by the Clerk and forms part of the annual accounts published to the public and audited. She advised that should the money remain in a separate bank account, it is not covered by the PCs Fidelity Insurance and cannot be considered as PC funds and could never be relied upon as available for use by them. The VHM administrator attended the meeting and had already prepared up to date statements, bank reconciliation and a cheque for the full bank balance. The requirement for a sub-committee was discussed and it was decided that, as this had been an agenda item last year where it was established that there were not enough volunteers available to form a committee, this could not proceed further and would continue on a similar basis to currently ie. a working party/group.</p> <p><b>Decision</b> – It was unanimously agreed that the VHM assets consist purely of the bank account balance which would be transferred to the ownership of the PC with immediate effect. The Clerk will pay the pre-prepared cheque into the PC bank account and will now include these funds in the PC finance reports and end of year accounts for auditing. The VH bookings and routine maintenance will continue to be managed on the current basis and the Clerk will process all disbursements. Paying in slips for the PC bank account were provided to the VH administrator and it was agreed that any income generated by the VH will be made payable to Framsdan Parish Council and paid directly into the PC account by him.</p>	Clerk
	The Chair requested that the next three scheduled agenda items (numbers 12,13 & 14) are delayed until the arrival of Cllr Hutchinson	
<b>FPC38/0316</b>	<p><b>Play Area Update</b> – The Clerk had received apologies from JY who had hoped to get a report regarding the repairs required as reported in the Play Area report 2015. The Clerk advised that most items on the report were low risk but urgent consideration must be given to the more serious items as there may be an implication with the insurance cover if repairs are not carried out. It was agreed that JY proceed with his contact but that the Clerk would also obtain quotes for consideration at the next meeting. The Clerk advised that whilst updating the PCs Insurance Policies it transpires that only 5 items are currently insured however a visual inspection confirmed more items within the play area. She advised that the company who originally supplied the equipment in 2003 are no longer trading, however, she had been able to track down and contact one of the directors who had been able to supply a copy of the original quote. It was agreed that the play area has 8 items and the Clerk should advise the Insurance Company accordingly.</p>	JY Clerk
<b>FPC39/0316</b>	<p><b>Asset Register 2016-17</b> – Item deferred from last meeting. The Clerk had produced a new version of the asset register which had been circulated prior to the meeting. She advised that there were several items not included on the previous version and some items which had also not been included within the Insurance Policies. After discussion, it was unclear whether there are 2 or 3 bins within the Village and the Clerk confirmed that the PC are paying for 3 to be emptied so will check with MSDC.</p> <p><b>Decision</b> – The revised draft Asset Register was unanimously agreed and the Clerk will upload to the website.</p>	Clerk
<b>FPC40/0316</b>	<p><b>Village Hall Insurance</b> – The Clerk had circulated the renewal schedule due in March prior to the meeting. She confirmed that she had noticed discrepancies in the sums assured that she had increased and advised</p>	Clerk



	<p>immediately. The PC had previously signed a three-year undertaking with CAS to continue as Insurance provider until Mar 2017.</p> <p><b>Decision</b> – The PC agreed the new sum assured are correct and agreed the next years premium of £340.13.</p>	
<b>FPC41/0316</b>	<p><b>Parish Council Insurance</b> – The Clerk had circulated the schedule prior to the meeting (renewal due Sept 16) and confirmed that she had noticed discrepancies in the sums assured that she had increased and advised immediately. The PC had previously signed a five-year undertaking with CAS to continue as Insurance provider until Sept 2017.</p> <p><b>Decision</b> – The PC agreed the new sum assured are correct.</p>	
<b>FPC42/0316</b>	<p><b>Suffolk Wildlife Trust</b> – The Clerk advised that there was a DD payment to the Suffolk Wildlife Trust of £13 per annum. In order to comply with LGA 1972 S137 charity donations policy, the Clerk advised that the contribution, however small, was required to benefit the entire village. The PC advised that the SWT manage the Fox Fritillary Meadow on the outskirts of Framdsen. The Clerk advised that the current payment represented an individual membership fee and the PC rate should be £38 per annum.</p> <p><b>Decision</b> – It was proposed and unanimously agreed that the SWT donation would continue but that the membership and subsequent amount would be changed from an individual to PC membership. Clerk to action.</p>	<i>Clerk</i>
<b>FPC43/0316</b>	<p><b>Donation request from Framdsen Woodland Group</b> – The Clerk had received a request from Framdsen Fundraisers for £50 (circulated prior to meeting). The Clerk advised that she was not aware of the historical background to this and queried why the payment was not made directly to the Framdsen Woodland Group. The PC explained that the Framdsen Woodland Group is a working party made up of a handful of local volunteers including IS who maintain the VH garden and surrounding area throughout the year and the donation request for Framdsen Fundraisers is a token goodwill gesture paid in lieu of any payment to the volunteers.</p> <p><b>Decision</b> – It was unanimously agreed for the Clerk to arrange payment of £50 to Framdsen Fundraisers and that the payment should be marked Framdsen Woodland Group.</p>	<i>Clerk</i>
<b>FPC44/0316</b>	<p><b>Council Policy Reviews</b> – The Clerk had provided and circulated new policy documents prior to the meeting for the following –</p> <p><u>Meeting Reporting Protocol</u> – It was also agreed that the agenda, website and meeting notices would now include a paragraph explaining that meetings can now be filmed. <b>Decision</b> – The policy was unanimously agreed and adopted</p> <p><u>Freedom of Information Publication Policy and Charges</u> – <b>Decision</b> – Both documents and policies were unanimously agreed and adopted</p> <p><u>Financial Risk Assessment &amp; Internal Control</u> – <b>Decision</b> – The policy was unanimously agreed and adopted</p> <p><u>Communications Policy</u> – The Clerk explained that whilst this was not a document required by Law, it was a document for 'good practice' and would help the Clerk establish correct procedures for communications between the Council and the public, Cllrs and Clerk in between meetings. IS was given a copy of The Essential Clerk publication by NW who advised that she believed that the new Communications policy did not contain anything that was not in existing guidelines. <b>Decision</b> – The policy was accepted by all Cllrs present with the exception of IS who raised his objection but when asked why, declined to give a reason. The policy was adopted by majority decision.</p> <p>The Clerk to publish all documents on the website and the policies are now in place and will be reviewed annually. Cllr Hutchinson joined the meeting part way through this agenda item and agenda items 12, 13 &amp; 14 now follow.</p>	<i>Clerk</i>







	<p>d) <u>External painting scheme</u> –</p> <p>i. It was agreed that the public consultation with regard to the colour choices would be by the end of April in order that the responses can be discussed at the May Meeting.</p> <p>ii. The Clerk advised that the posters had been installed on the VH noticeboards, St Marys Church and there were presentation folders in the Village Hall and in the Doberman Pub. The local primary school at Helmingham were putting a mention in their newsletter and had also agreed to put on their noticeboard. It was agreed that this should suffice.</p> <p>iii. Although the external works was not included in the budget, it was agreed that this would be added to the updated version and paid for with the funds now transferred from the VH. The Clerk will contact the builder to confirm the decision to proceed and will advise the colour choices after the May meeting.</p> <p>e) <u>Tarmac issue within the village</u> – GB reported that two tarmac lorries had caused considerable damage to the verge outside the VH whilst both lorries attempted to pass in The Street. He was liaising with the Tarmac company with regard to a repair. The issue of preventative measures was discussed and the Clerk advised that there were brochures within the correspondence folder for discussion at the next meeting, some of which contained bollards etc. IS advised he might be able to make something and was advised to ensure that it would be compliant with Highways legislation. To be added to the next agenda.</p> <p>f) <u>Future Donation Requirements</u> – A member of the public was invited to raise the issue of future VH plans. The Clerk advised that her other Parish Council had a 5 year action plan in place – a three page document to act as a village wish list. She advised that this is an invaluable document to ensure that the public are aware of the PCs plans and to ensure that there are adequate budgets or funds built up for future plans. To be added to next agenda</p> <p>g) <u>Memorial Tree</u> – NW provided a poster on behalf of a parishioner, Mrs Betty Peck, regarding the tree to be planted in memory of Dorothy Worsley. It was agreed that the wording requires amending to include that the proposed tree should be an eating variety.</p>	<p>Clerk</p> <p>GB</p> <p>Clerk</p> <p>Clerk</p> <p>NW</p>
<p><b>FPC48/0316</b></p>	<p><b>Clerks Update regarding urgent decisions since the last meeting</b> – As reported earlier in the meeting, there had been an immediate requirement to increase in Contents Sum Assured in Village Hall from £620 to £2500 – increase in Insurance premium of £10 per annum. Changes to Parish Council Insurance had resulted in an increase in Insurance premium of £19.50 to year end in Oct.</p>	
<p><b>FPC49/0316</b></p>	<p><b>Correspondence for Information</b> – <i>to be circulated between the Cllrs and returned at the next meeting. Documents provided were –</i></p> <ol style="list-style-type: none"> <li>1. Notice from Suffolk Constabulary re. Meeting Monday 21<sup>st</sup> March</li> <li>2. Neighbourhood Watch newsletter &amp; AGM info 15<sup>th</sup> April</li> <li>3. Letter from SALC re. subscription increase</li> <li>4. Info from Waveney Valley Archaeology Group re. War memorials</li> <li>5. Clerks &amp; Councils direct magazine Jan edition</li> <li>6. Email from SCC re. Outdoor activities projects</li> <li>7. Letter from SCC re. Suffolk Year of Walking</li> <li>8. The Local Councillor magazine (SALC publication)</li> <li>9. Two emails from SALC re. Queens 90<sup>th</sup> Birthday celebrations</li> <li>10. External audit for Smaller Authorities update</li> <li>11. Various brochures &amp; literature regarding noticeboards</li> </ol> <p><i>The box containing the above information was taken by GB</i></p>	





FPC50/0316	<p><b>Finance</b></p> <p>a. <u>VAT claim of £1159.21 submitted by the Clerk on 2/2/16 and received 22/2/16</u> – The Clerk advised that despite all paperwork being raised to HMRC stating Framdsen PC, their payment had been made by BACS into the bank account of Great Bricett PC. She advised that as soon as this error became apparent, she had raised a cheque from GBPC and the Bank had confirmed receipt of the cheque that day. She advised that she had now been provided with a unique QB number to ensure that this does not happen again.</p> <p>b. <u>Precept request for 2016/17 received and accepted by MSDC</u></p> <p>c. <u>Locality award grant for VH refurbishment now received from MSDC through Cllr Passmore’s Locality Grant of £3,500</u></p> <p>d. <u>Unity Bank update</u> – Clerk now had full access</p> <p>e. <u>Clerk’s Finance Report (attached)</u> – The Clerk had prepared and circulated a new style finance report prior to the meeting detailing payments and receipts since the last meeting and payments for approval this meeting. The Clerk advised that this document had changed in order that it links with other excel spreadsheets. The Clerk had also prepared and circulated details of spend against budget information as of the meeting (copy attached). The balances on the latest Bank statement and the meeting’s finance report were checked and initialled by a non-signatory (NW).</p> <p>f. <u>Authorisation of Payments</u> – Payments totalling £1389.05 were agreed and cheques (where necessary) were duly signed and invoices checked and initialled.</p>	
FPC51/0316	<p><b>Councillors reports and items for future agenda –</b> It was requested that an agenda item be included for the next meeting for a FF nominee from the PC. Clerk to action.</p>	Clerk
	At this point, the Chair closed the public session of the meeting and all members of the public left.	
FPC52/0316	<p><b>To consider the exclusion of the public and press in the public interest for consideration of the following items –</b></p> <p><u>Clerks Contract</u> – Circulated prior to the meeting and taken from the NALC template. NH asked whether this was based on/matched the Clerk’s other Council which she confirmed it was. The contract and its contents were unanimously agreed and a copy has been left for signature by the Chair. IS raised concerns regarding the budgetary implication of increases in salary as a result of further training and the Clerk advised that there is a pay review once a year and that the proposed CILCA training would take at least a year to finish.</p> <p><u>Training</u> – A training tracker had been circulated prior to the meeting and it was agreed that future training costs would be split with GBPC. It was discussed and agreed that the hours spent in training do not form part of the Clerk’s normal working hours. The Clerk’s future courses and training requirements were not discussed and will be discussed next meeting. The Clerk provided the Members present with a copy of the new 2016 Good Councillor Guide and advised that she had been advised by another Clerk of a group Councillor training session where the attendance cost would be approximately £30 per person and she would forward further details when received.</p> <p><u>Shared costs between FPC &amp; GBPC</u> – The Clerk had circulated a document prior to the meeting (copy attached) which was unanimously agreed.</p>	



	<b>Date of Next Meeting</b> The date and time of the next meeting was agreed to be held on Friday 13 <sup>th</sup> May commencing at 7.00pm with the Annual Meeting of the Parish immediately followed by the Annual Parish Council Meeting	
	<i>Meeting closed at 10pm</i>	

Chairman ..... *N M D Chilton* .....  
 Date ..... *13.5.16* .....

Draft