

## **FRECKENHAM PARISH COUNCIL**

**Members of the Council are hereby summoned to attend  
the Annual General Meeting of Freckenham Parish Council on  
Monday 16 May 2016 at 7.30 pm at Freckenham Village Hall**

**Members of the public will be given an opportunity to address the Council on any item on  
the agenda prior to the meeting**

### **AGENDA**

1. To elect a Chairman for the year 2016/2017. Chairman to sign Declaration of Acceptance of Office.
2. To elect a Vice-Chairman for the year 2016/2017.
3. Apologies for absence.
4. Declaration of interest in any items on the agenda.
5. To receive reports from the County Councillor, District Councillor & the Police.
6. To confirm the minutes of the meetings held on 21 March 2016.
7. Matters arising from the Minutes not covered in the Agenda.
8. To appoint Council representatives for 2016/2017. (Last years in brackets):
  - 8.1. SALC (Cllrs. Wheeler & Gibbs)
  - 8.2. Freckenham Shores Charity (Cllrs. Gibbs & Cornell)
  - 8.3. Village Hall Committee (Cllr. Gibbs)
  - 8.4. Village Recorder (Mrs Marilyn Badger)
  - 8.5. Mildenhall Community Partnership (Cllr. Wheeler)
  - 8.6. FHDC Town & Parish Forum (Cllr. Barton)
  - 8.7. Village archivist. (Mrs Sandie Geddes)
9. To confirm Working Groups for 2016/2017. (Last years in brackets):
  - 9.1. Right of Way Improvement (chaired by Cllr. Barton)
  - 9.2. Standing Orders (Cllr. Wheeler & the Clerk)
  - 9.3. Risk Assessment (Cllr. Cornell & the Clerk)
  - 9.4. Emergency Planning (Cllr. Pearson)
  - 9.5. Community Speed Watch. (Cllr. Cornell)
10. Planning:-
  - 10.1. To consider any planning applications:- None received.
  - 10.2. To note applications determined:-
    - 10.2.1. DC/15/2109/FUL. Bay Farm, Worlington. **Approved 11/3/2016.**
    - 10.2.2. DC/15/2481/OUT. Land South of Holmes Farm, Mortimer Lane, Freckenham. Residential Development of 4 no. dwellings. **Refused 25/3/2016.**
    - 10.2.3. DC/16/0185/RM. Homefields, Fordham Road, Freckenham. Submission of details under outline planning permission DC/15/1454/OUT (i) 1no. Four bedroom dwelling and garage (ii) new vehicular access. **Approved 8/4/2016.**
    - 10.2.4. DC/16/0382/TCA. Lane End North Street Freckenham. Trees in a Conservation Area Notification. **No objections 1/4/2016.**
  - 10.3. Single Issue Review (SIR)

To consider any further details, if received, on the Forest Heath Local plan consultations. Single Issue Review (SIR) of Core Strategy Policy CS7 and Site Allocations Local Plan. Full details on link at <http://westsuffolk.jdi-consult.net/localplan/> Also available for viewing on FHDC's website at [www.westsuffolk.gov.uk/fhlocalplan](http://www.westsuffolk.gov.uk/fhlocalplan)
11. Annual Parish Meeting: - To consider matters arising from the meeting on 27 April 2016.
12. Recreation Ground and other assets:-
  - 11.1. Hand Rail down to the Recreation Ground from The Street – Cllr. Barton to update.
  - 11.2. Update on bags of gravel left on Recreation Ground – Cllr. Barton.
13. Highways Inspection: - Cllr Wheeler to report.
14. SALC:-

- 14.1. To confirm the date of the next meeting 14 June 2016 at 7pm – venue to be confirmed. Please confirm who will be attending.
- 14.2. Councillor Training: - To consider councillor training during 2016/17
15. FHDC Town & Parish Forum  
15.1. To confirm the date of the next meeting as 18 May 2016. Please confirm who will be attending.
16. Financial Matters:-  
16.1. To confirm payment of invoices (schedule as at 10/5/2016 attached).  
16.2. To receive and approve the Receipts & Payments Account for 2015/2016 (attached) and Statement of Accounts for External Audit (Section 2 of Annual Return) .  
16.3. To consider responses to the Annual Governance Statement (Section 1 of the Annual Return).  
16.4. To appoint a Responsible Finance Officer for 2016-2017.  
16.5. To appoint a Councillor to oversee the internal financial control for 2016-2017.  
16.6. To confirm the appointment of Hills Accounting Services as Internal Auditor.  
16.7. New External Audit procedures. Cllr. Wheeler & the Clerk to advise.  
16.8. Pension staging date is 1/10/2016 Cllr Wheeler to advise.  
16.9. New Payroll software – the Clerk to advise.  
16.10. To confirm the disposal of a defunct laptop and laser printer.
17. Working Groups Report:-  
17.1. Right of Way Improvement - Circular Walk working party. Cllr. Barton to update.  
17.2. Risk Assessment – Confirmation that this is up to date.  
17.3. Standing Orders – Confirmation that these are up to date.  
17.4. Emergency Plan – Cllr. Pearson to report on updates, if any.  
17.5. Defibrillator monthly check Report – Cllr. Barton
18. BT Telephone Box Procurement  
Cllr. Barton to report any further update.
19. Clerk's Report – attached.
20. To update on the Queen's Official 90<sup>th</sup> Birthday Celebrations to be held weekend of 11/12 June 2016.
21. Correspondence Received:-  
To note correspondence received.
22. Urgent Business:-  
Such business which, in the opinion of the Chairman, should be considered as a matter of urgency to be specified in the minutes.
23. Future Meetings:-  
To confirm the dates of the meetings to be held during 2016/2017 as the second Monday in the month as follows:-  
11 July 2016, 12 September 2016, 14 November 2016, 9 January 2017, 13 March 2017 & 8 May 2017.

10 May 2016

*Hilary A Gurner*  
Clerk to the Council  
4 Holmsey Green Gardens  
Beck Row  
Bury St Edmunds  
Suffolk IP28 8HH  
Tel: 01638 718241  
Mob: 07984 309744

## Freckenham Parish Council

### Invoices for payment Meeting on 16 May16

<u>Name</u>	<u>Details</u>	<u>Q no.</u>	<u>Amount</u>
Forest Heath District Council	Emptying of Dog Bins 1.4.2016 - 31.3.2017	812	£246.40
Forest Heath District Council	Lease of Playing Field 1.4.2016 - 31.3.2017	813	£5.00
Clerk	Expenses for March & April 2016	814	£59.58
NFU	Annual Insurance for the Tractor	815	£162.34
	Chairman's Allowance	816	£100.00
Community Action Suffolk	Donation	817	£30.00
D E Wheeler	Expenses - mileage 50 miles @ 45p per mile	818	£22.50
		Total	£625.82

#### Bank Balances at 10 May 2016

Current a/c	£2,461.20	
Deposit a/c	£3,993.56	
Petty Cash	£0.00	£6,454.76
		£5,828.94

#### Payments recently received

None	£0.00
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**Freckenham Parish Council**

**Receipts & Payments Summary 2015/16**

<b><u>Description</u></b>	<b><u>31/03/2016</u></b>	
<b><u>RECEIPTS</u></b>		
Precept	£9,750.00	
Bank Interest	£9.00	
Grants	£4,383.29	
Parish Pump Advertising	£495.00	
Other Income	£230.00	Lloyds compensation
Uncashed cheques	£30.00	Qno.808
VAT repayment	£5,473.68	
<b>TOTAL RECEIPTS</b>	<b>£20,370.97</b>	
<b><u>PAYMENTS</u></b>		
Cheques cashed in April from previous year	£2,134.13	
Parish Pump	£739.19	
Subscriptions	£299.00	
Audit Fees	£320.00	
Administration	£263.74	net
Clerk's Salary	£3,572.85	
Councillor Expenses	£151.30	
Insurance	£1,064.22	
Capital Expenditure	£26,309.57	net
Section 137	£480.00	
Street Lighting	£1,621.32	net
Maintenance	£86.24	net
Open Spaces	£2,036.55	net
Miscellaneous	£158.99	
Lease of Land	£5.00	
Footpaths	£0.00	
Training	£150.00	
VAT on Payments	£5,521.63	
<b>TOTAL PAYMENTS</b>	<b>£44,913.73</b>	

**RECEIPTS & PAYMENTS SUMMARY**

Current Bank Balance as at 1 April 2015	£3,795.61	
Deposit Bank Balance as at 1 April 2015	£26,880.70	
<b>Sub-total</b>	<b>£30,676.31</b>	
Total Receipts	£20,370.97	
<b>Sub-total</b>	<b>£51,047.28</b>	
Less Payments	£44,913.73	
<b>Total</b>	<b>£6,133.55</b>	

**CUMULATIVE FUNDS REPRESENTED BY  
(as at 31 March)**

Current Account as at 31 March 2016	£2,120.17	
Deposit Account as at 31 March 2016	£3,993.38	
<b>Sub-total</b>	<b>£6,113.55</b>	
Add £20 due back re: John Lewis overpayment	£20.00	
<b>Balance C/F</b>	<b>£6,133.55</b>	

The Accounts represent fairly the financial position of the Parish Council as at 31 March 2016 and reflect its receipts and payments during the year.

Signed..... Date.....  
*Responsible Finance Officer*

I certify that the accounts were formally approved at the Council Meeting on

Signed..... Date.....  
*Chairman*

## CLERK'S REPORT

For Meeting on 16 May 2016

1.	Locality Budget	£400 now received from our District Councillor to go towards the Queen's 90th Birthday celebrations.
2.	Street Light Outages	Any further reports?
3.	Garden area in The Street	Still awaiting final update on the shuttering - to be looked at by Suffolk County Council Highways Department.
4.	Recreation Ground	Graham Sore unable to repair the spring on the Gate. Cllr. Barton took over and ordered a new spring from Amazon. Update req'd from Cllr. Barton.
5.	Tesco Bags of Help Scheme	The Clerk circulated an email around to Councillors regarding this where Tesco and Groundwork are working together to award funding to community green space projects. So far a response has been received from Cllr. Pearson concerning a new mower for village hall, or upgrade of playing field grass cutting equipment.
6.	Bank Account	Lloyd's Bank has confirmed that all signatures are now correct on the Bank Account and the Clerk now has full access to online banking.
7.	Transparency Code funding	The money has been received from SALC £483.29 and the Clerk purchased an HP laptop and all in one printer/scanner as reported on 21.3.2016 at a cost of £433.22. A laptop case has also been purchased at a cost of £18.98 which still leaves £31.09 left from the above money.