

**FRECKENHAM PARISH COUNCIL**

**Members of the Council are hereby summoned to attend  
the Annual General Meeting of Freckenham Parish Council on  
Monday 14 May 2018 at 7.30 pm at Freckenham Village Hall**

**AGENDA**

1. To elect a Chairman for the year 2018/2019
2. To elect a Vice-Chairman for the year 2018/2019
3. Apologies for absence & approval of reasons tendered
4. Declaration of interest in any items on the agenda
5. Members of the public are invited to speak on any item within the Agenda for a maximum of three minutes
6. To receive reports from the County Councillor, District Councillor and the Police newsletter
7. To confirm the minutes of the previous meetings held on 19 March and 10 April 2018
8. Matters arising from the Minutes not covered in the Agenda
9. To appoint Council representatives for 2018/2019 (Last years in brackets):
  - 9.1. SALC (Cllr. Wheeler)
  - 9.2. Freckenham Shores Charity (Cllr. Cornell)
  - 9.3. Village Hall Committee (Cllr. Pearson)
  - 9.4. Village Recorder (Mrs Marilyn Badger)
  - 9.5. Mildenhall Community Partnership (Cllr. Wheeler)
  - 9.6. FHDC Town & Parish Forum (Cllrs. Pearson & Wheeler)
  - 9.7. Village archivist. (Mrs Sandie Geddes)
10. To confirm Working Groups for 2018/2019 (Last years in brackets):
  - 10.1. Right of Way Improvement (Cllr. Barton)
  - 10.2. Standing Orders (Cllr. Wheeler & the Clerk)
  - 10.3. Risk Assessment (Cllr. Cornell & the Clerk)
  - 10.4. Emergency Planning (Cllr. Pearson)
  - 10.5. Community Speed Watch. (Cllr. Cornell)
  - 10.6. Recreation field. (Cllr. Cornell)
  - 10.7 Neighbourhood Plan – Actions to be determined
11. Councillor vacancy – resignation of Cllr. Paul Gibbs
12. Planning:-
  - 12.1. To consider any planning applications:-
    - 12.1.1 DC/18/0751/HH, 11 East View, Householder Planning Application -(i) single storey front extension incorporating porch (ii) raising of roof to create first floor rooms (iii) two storey rear extension (iv) garage and carport (following demolition of existing garage)
  - 12.2. To note applications determined:-
13. Annual Parish Meeting: - To consider any matters arising from the meeting on 2 May 2018
14. Recreation Ground and other assets:-
  - 14.1 Playground Report
  - 14.2 Update on grass cutting
  - 14.3 Update on the wall between Chippenham Road & Shores Close
  - 14.4 Confirmation of installation of two noticeboards at Mildenhall Road and Chippenham Road & subsequent disposal of existing wooden ones
  - 14.5 Confirmation & update on order for 1 x Speedar Radar Speed Gun
  - 14.6 Any other matters
15. Highways Inspection - Cllr Wheeler to report.

16. SALC:-  
16.1. To confirm the date of the next meeting as Tuesday 11 September 2018 venue to be confirmed, but possibly Lakenheath
17. FHDC Town & Parish Forum  
17.1. To advise the date of the next meeting as Tuesday 26 May at 6pm, venue to be confirmed
18. Financial Matters:-  
18.1. To confirm payment of invoices (schedule as at 8/5/2018 attached).  
18.2. To consider any invoices received after the Agenda was issued - to be tabled on the night.  
18.3. To receive and approve the Receipts & Payments Account for 2017/2018 (attached)  
18.4. To consider & approve the responses to the Annual Governance Statement (Section 1 of the Annual Return)  
18.5. To approve the Accounting Statements for 2017-18 (Section 2 of the Annual Return).  
18.6. To appoint a Responsible Finance Officer for 2018-2019  
18.7. To appoint a Councillor to oversee the internal financial control for 2018-2019
19. To further discuss the new Data Protection Officer role, coming into effect from Friday 25 May 2018
20. Working Groups Report:-  
20.1. Circular Walk - Cllr. Barton to update.  
20.2. Emergency Plan – Cllr. Pearson to report, if any updates  
20.3. Defibrillator monthly check Report – Cllr. Barton  
20.4. Community Speedwatch – Cllrs. Cornell & Pearson to report  
20.5. Risk Assessment – Confirmation that this is up to date – Clerk & the Chairman  
20.6. Standing Orders – Confirmation that these are up to date – Clerk & the Chairman  
20.7. Financial Standing Orders - Confirmation that these are up to date – Clerk & the Chairman
21. BT Telephone Box  
To consider the use of the library since the opening ceremony on 24 March
22. Litter Pick  
To discuss the litter pick completed on 7 April organised by Mr Chris Green
23. Correspondence Received:-  
To note correspondence received.
24. 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.
25. Future Meetings:-  
To confirm the dates of the meetings to be held during 2018/2019 as follows:-  
23 July 2018, 17 September 2018, 19 November 2018, 21 January 2019, 18 March 2019 & 20 May 2019.

8 May 2018

*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

**Members of the public & press are cordially invited to attend**

**INVOICES FOR PAYMENT**  
**MONDAY 14 MAY 2018**

<u>Name</u>	<u>Details</u>	<u>Q no.</u>	<u>Amount</u>
Mrs H A Gurner	Salary - April & May 2018	957	£600.84
Mrs H A Gurner	Expenses - March & April 2018	957	£36.66
SALC	Subscription Fee 2018-19	958	£177.66
Road Runner TCA	Speedar SR1 Radar Gun	959	1129.2
<b>TOTAL</b>			<b>£1,944.36</b>

**Bank Balance as at  
8 May 2018**

Current a/c	£6,449.78
Deposit a/c	£5,123.27
Petty Cash	£0.00
	£9,628.69

**Payments recently rec'd**

1st payment of the Precept @ £6,000 received  
27/4/2018, included in bank balance above

Freckenham Parish Council  
Receipts & Payments Summary 2017/18

<u>31/03/2017</u>	<u>Description</u>	<u>31/03/2018</u>	<u>Budget</u>	<u>£ Variance</u>	<u>% of Budget, (Received or Spent)</u>
<b><u>RECEIPTS</u></b>					
£11,302.00	Precept	£11,500.00	£11,500.00	£0.00	100%
£4.55	Bank Interest	£4.44	£5.00	-£0.56	89%
£1,851.03	Grants	£2,088.00	£0.00	£2,088.00	0%
£180.00	Parish Pump Advertising	£190.00	£200.00	-£10.00	95%
£70.00	Other Income	£2,150.00	£0.00	£2,150.00	0%
£557.13	VAT repayment	£1,651.54	£380.00	£1,271.54	435%
<b>£13,964.71</b>	<b>TOTAL RECEIPTS</b>	<b>£17,583.98</b>	<b>£12,085.00</b>	<b>£5,498.98</b>	<b>146%</b>
<b><u>PAYMENTS</u></b>					
£860.97	Parish Pump	£815.80	£800.00	-£15.80	102%
£275.88	Subscriptions	£256.66	£300.00	£43.34	86%
£425.00	Audit Fees	£230.00	£125.00	-£105.00	184%
£717.75	Administration	£375.31	£600.00	£224.69	63%
£3,416.70	Clerk's Salary	£3,532.04	£3,500.00	-£32.04	101%
£0.00	Clerk's Expenses	£246.79	£0.00	-£246.79	0%
£266.35	Councillor Expenses	£318.25	£200.00	-£118.25	159%
£1,086.33	Insurance	£1,190.36	£1,130.00	-£60.36	105%
£0.00	Capital Expenditure	£4,874.17	£0.00	-£4,874.17	0%
£300.00	Section 137	£330.00	£300.00	-£30.00	110%
£1,880.20	Street Lighting	£1,850.38	£2,200.00	£349.62	84%
£1,453.13	Maintenance	£851.98	£400.00	-£451.98	213%
£435.00	Open Spaces	£1,318.38	£700.00	-£618.38	188%
£489.67	Miscellaneous	£706.25	£120.00	-£586.25	589%
£5.00	Lease of Land	£5.00	£5.00	£0.00	100%
£0.00	Footpaths	£0.00	£0.00	£0.00	0%
£417.00	Training	£207.00	£185.00	-£22.00	112%
£0.00	Contingency	£0.00	£1,400.00	£1,400.00	0%
£744.37	VAT on Payments	£1,747.70	£380.00	-£1,367.70	460%
<b>£12,773.35</b>	<b>TOTAL PAYMENTS</b>	<b>£18,856.07</b>	<b>£12,345.00</b>	<b>-£6,511.07</b>	<b>153%</b>

**RECEIPTS & PAYMENTS SUMMARY**

£2,110.17	Current Bank Balance as at 1 April	£1,977.85
£3,993.38	Deposit Bank Balance as at 1 April	£5,317.06
<b>£6,103.55</b>	<b>sub-total</b>	<b>£7,294.91</b>
£13,964.71	Total Receipts	£17,583.98
<b>£20,068.26</b>	<b>sub-total</b>	<b>£24,878.89</b>
£12,773.35	Less Payments	£18,856.07
<b>£7,294.91</b>	<b>total</b>	<b>£6,022.82</b>

<b>Budget Figures</b>	<b>Variance on Budget figures</b>
£12,085.00	£5,498.98
£12,085.00	£5,498.98
£12,345.00	£6,511.07
<b>£260.00</b>	<b>-£1,012.09</b>

to come from reserves

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

£2,434.67	Current Account	£3,373.03	<b>Cashbook</b>
£5,317.06	Deposit Account	£5,123.04	£899.78
<b>£7,751.73</b>	sub-total	<b>£8,496.07</b>	£5,123.04
<u>£456.82</u>	Less unpresented cheques incl in above	<u>£2,473.25</u>	<b>£6,022.82</b>
<b>£7,294.91</b>		<b>£6,022.82</b>	Qnos. 945, 947, 948 & 951

The Accounts represent fairly the financial position of the Parish Council as at 31 March 2018 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 14 May 2018

Signed.....

Date.....

*Chairman*