

FRECKENHAM PARISH COUNCIL
Minutes of Meeting held on Monday 19 March 2018
at the Village Hall, Fordham Road, Freckenham at 7.30pm

Present: Cllrs. Wheeler - Chairman, Pearson – Vice Chairman & Cornell

In Attendance: Cllr. Busuttil – Suffolk County Council, Cllr. Harvey - Forest Heath District Council.
 One member of the public.

The following documents will be appended to the signed Minutes:-

- Agenda
- Finance Report

104.	<u>Apologies for absence & reasons tendered</u>	<u>Action</u>
	Cllr Barton – working away, accepted. Cllr Gibbs	
105.	<u>Declaration of Interest in any items on the Agenda</u>	
	No one declared an interest.	
106.	<u>Members of the public are invited to speak on any item within the Agenda for a maximum of three minutes</u>	
	One member spoke regarding HGV's coming down Chippenham Road when he recently had an incident with an HGV which caused £360 damage to his car. No details of the HGV were obtained and therefore the insurance would not pay out for this!	
107.	<u>To receive reports from:-</u>	
	<u>County Councillor</u> – Cllr Busuttil was present, but had no update other than what will be covered under the Highways item below. <u>District Councillor</u> – Cllr Harvey spoke about the Boundary Commission looking at the way the Wards are worked out in view of the two Councils merging. There will be a reduction of District Councillors from 72 down to 64 – there is more of a cut in Forest Heath than in St Edmundsbury. Parish Councils are being encouraged to give their support or objections to the new plans being put forward by commenting prior to 28 March 2018 which is the deadline. Cllr Harvey spoke about the rise in the Suffolk Constabulary part of the Council Tax – this has risen due to the terrorism and child protection issues that the Police are having to deal with now. This was only announced by the Government in January 2018. The Police are required to respond to every eventuality. <u>Police Newsletter</u> – The Clerk read out the March 2018 Police SNT Mildenhall Newsletter. However, this referred only to Mildenhall and Red Lodge and is not relevant to Freckenham.	
108.	<u>To confirm the Minutes of the meeting held on 8 January 2018</u>	
	The Minutes of the meeting held on 8 January 2018 were confirmed as an accurate record and were duly signed by the Chairman.	
109.	<u>Matters Arising from the Minutes not covered in the Agenda</u>	
	There were no matters arising.	
110.	<u>Planning</u>	
	<u>110.1 Current Planning Applications</u> No current planning applications. <u>110.2 Planning Applications Determined</u> DC/17/2570/FUL Hall Farm Barns (Units 1 And 2) Church Lane Freckenham Suffolk IP28 8JF Planning Application - (i) Conversion of barns to 2 no.	

	<p>dwellings and (ii) Change of use of agricultural land to residential garden. As amended by plans received on 22nd February 2018. FHDC approved application – FPC submitted ‘no comments’ on 8/1/2018 – the Clerk had no knowledge of amended plans! Cllr Harvey will look at this, but apparently it does not need to come via the Parish Council.</p>	<p>Cllr. Harvey to look into this.</p>
111.	<p><u>Recreation Ground & other Assets</u></p> <p><u>111.1. Playground Report</u> The spring on the self-closing gate is now being sorted by Cllr Cornell. Cllr Pearson brought up that each inspection is exactly the same month on month.</p> <p><u>111.2 Update on grass cutting</u> One cut so far, the mower has now gone for servicing. There will be no cost for this service or the oils as it was part of the deal when the mower was purchased last year.</p> <p><u>111.3 Update on installation of new bench seat</u> New bench has been installed with thanks to Cllr Cornell and her brother. The plaque from the old seat has been retrieved and will be attached to the new seat.</p> <p><u>111.4 Any other matters relating to the Recreation Ground</u> The River Lark Preservation Society would like to know that the Parish Council is supporting them with regards to the trees close to the river and also cleaning up the river bank putting in matting to encourage the fish back. They are hoping to obtain funding for this.</p> <p><u>111.5 Update on Wall between Chippenham Road & Shores Close</u> There has been no response from Flagship Housing on this – even Cllr Harvey has chased them up and heard nothing. The wall is crumbling and is considered dangerous. This has been reported many times over, maybe social media can help to get it sorted.</p> <p><u>111.6 Update regarding replacement of two Parish Notice Boards</u> The Clerk has received both noticeboards and these will be installed in the next few weeks when the ground warms up. The invoice for the balance of the noticeboards will need paying this evening. Cllr Harvey requested that photo evidence with members of the Council is sent to him once the noticeboards have been installed as funding was obtained for these from FHDC.</p> <p><u>111.7 Street Light outages and faults</u> No street light outages noted.</p>	
112.	<p><u>Update on overgrown hedging and parked cars</u> No problems noted with overgrown hedging, but parked cars are still an issue in The Street. A contact number is on the Police SNT Newsletter and a complaint can be registered on here. The Clerk to look into this. A PCSO will then visit and the complaint will go on the statistics.</p>	<p>The Clerk</p>
113.	<p><u>Highways Matters</u> Originally SCC would only accept three potholes need filling on Elms Road. However, SCC have now admitted that 24 ‘defects’ have been noted and these will be filled or repaired shortly. Other ‘defects’ have been noted and will be addressed. The flooding issue on Mildenhall Road has still not been sorted – the road does not look like it will be re-surfaced during this year or the following year. Cllr Cornell brought up the junction at Pound Corner with The Street and Elms Road. There was an accident there recently and it has been noted that cars do not stop at this junction, but come straight out</p>	

	of Elms Road onto The Street. There is no STOP or Give Way sign situated at the junction. Cllr Harvey recommended that we purchase a 'SID' device (£3-4000) with a data recorder which costs approximately £500. He stated that Worlington have noticed a remarkable decrease in speeding vehicles going through the village. The Clerk to contact Vicky Bright for the details.	The Clerk
114.	<p><u>SALC</u></p> <p><u>114.1 To confirm the date of the next meeting</u></p> <p>The SALC Area Meetings have been decreased from four a year to two a year in March and September. Therefore, the next meeting date has been scheduled for Tuesday 11 September 2018 possibly at Lakenheath.</p>	
115.	<p><u>FHDC Town & Parish Forum</u></p> <p>The date of the next meeting to be confirmed. The last meeting was mainly about the GDPR – a different type of meeting. No reply has been received covering a letter regarding the subject sent by Cllr Robin Millar to Matthew Hancock MP on behalf of those attending the meeting. The Clerk to contact Matt Hancock via helyn.dudley@parliament.uk to check whether he has responded to the letter.</p>	The Clerk to contact Helyn Dudley
116.	<p><u>Financial Matters</u></p> <p><u>116.1 To confirm payment of invoices as follows:-</u></p> <p>(a) Information Commissioner, Qno.941, renewal of Data Protection Registration, £35.00</p> <p>(b) Road Runner TCA Ltd, Qno.942, to replace Qno.939 which was returned to us without going through the bank, £180.00 – payment previously approved at the 8/1/2018 meeting.</p> <p>(c) Mrs H A Gurner, Qno.943, payment of salary for February & March 2018, also two months' expenses for January & February 2018, £607.11</p> <p>(d) Mr J F Haste, Qno.944, Invoice for grass cutting 2017, £646.00</p> <p>(e) Suffolk County Council, Qno.945, Maintenance costs for street lighting in Freckenham, £2,220.45</p> <p>(f) Gipping Press Ltd, Qno.946, Printing of the Parish Pump Spring 2018 edition, £139.74</p> <p>(g) SLCC, Qno.947, Renewal of Clerk's subscription (Society of Local Council Clerks), £84.00</p> <p>(h) Mr P Taylor Whiffen, Qno.948, Editing of the Parish Pump Spring 2018 edition, £140.00</p> <p>(i) Mr R Parks, Qno.949, Installation of shelving to BT phone box – labour & materials, £250.00</p> <p>(j) Signs of Cheshire Ltd, Qno.950, Balance payable for two noticeboards (Parish Noticeboard Company), £666.00</p> <p><u>116.2 Any invoices received after the Agenda was issued:-</u></p> <p>(a) Mrs S Cornell, Qno.951, mileage expenses, £28.80</p> <p>(b) Mr D E Wheeler, Qno.952, mileage expenses, £34.20</p> <p>These were both agreed and approved.</p> <p><u>116.3 The Clerk to report on current financial position</u></p> <p>Bank balances today are as follows:-</p> <p>Current A/c: £5,716.08</p> <p>Deposit A/c: £5,123.04</p> <p>Money received in since the last Meeting on 8/1/2017 includes £588 from SCC for part payment towards the cost of two new noticeboards.</p>	

	<p>The Clerk produced a report comparing current figures to the Budget and members had no comments regarding the finance report. The Clerk to report final figures at the May meeting.</p> <p><u>116.4 To appoint an Internal Auditor for the next financial year 2018-19</u> It was resolved to appoint Steve Hills from Hills Accounting once again for the 2018-19 financial year.</p> <p><u>116.5. To discuss the purchase of a new Community Speedgun with the funding received of £1,000 – brought forward from last Agenda</u> It was resolved to purchase this through Roadrunner TCA Limited. The Clerk to set the ball rolling.</p>	The Clerk
117.	<p>To discuss the new Data Protection Officer role, coming into effect from May 2018.</p> <p>This item to be brought back onto the May Agenda to give the Clerk time to talk to Nicky Glading, Clerk at Mildenhall PC and also to the legal team at FHDC regarding whether in fact small Parish Councils need to employ separately a data protection officer or a company to administrate.</p>	The Clerk
118.	<p><u>Working Groups Report:-</u></p> <p><u>118.1 Circular Walk</u> Cllr Barton sent in a report to say this is clear and walkable.</p> <p><u>118.2 Emergency Plan</u> Cllr Pearson has downloaded a newsletter which is mainly concerning severe weather warnings. The Clerk to send this out to all villages on the 'emergency email list'.</p> <p><u>118.3 Defibrillator monthly Check</u> Cllr Barton reported that this has been completed</p> <p><u>118.4 Community Speedwatch</u> Cllr Cornell has asked Cllr Pearson to organise the people for the camera sessions, however, she will still process the data. There is a new lady coming onboard who has been approved by the Police to take part. Once the second speedgun is received there will be different cycles carried out within the village.</p>	
119.	<p><u>BT Telephone Box</u> The opening of this will be this coming Saturday 24 March 2018 at 11am. Cllr Barton will be providing some drinks.</p>	
120.	<p><u>2018 Remembrance of the end of the first world war</u> The Church will be doing something for this and Cllr Pearson suggested that a meeting should be held between the Parish Council, Church and the Village Hall. To be carried forward to the next Agenda. He will represent the Council.</p>	
121.	<p><u>To discuss the planned litter pick on Saturday 7 April organised by Mr Chris Green</u> The Village Hall has donated the Hall for refreshments afterwards. It is hoped that many villages turn out to help at 10am.</p>	
122.	<p><u>Correspondence Received</u> The Ward Boundary changes as proposed by West Suffolk have been discussed and the Council has resolved to support the changes as shown earlier in the evening by Cllr Harvey.</p>	The Clerk to submit these comments on behalf of the Council
123.	<p><u>Urgent Business</u> The Clerk has requested that an extension lead is provided by the Village Hall for her to plug in the lap-top. She is unable to use the sockets provided due to the stack of chairs in front of the electrical sockets.</p>	Cllr Pearson to take to the VH Committee

124.	The date of the next meeting is Monday 14 May 2018 at 7.30pm which will also be the AGM. The Annual Parish Meeting has been set for Wednesday 2 May 2018 at 7pm.	
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There being no further business, the meeting closed at 9.25pm.

Signed.....

Date.....

FINANCE REPORT prepared 10/3/2018 FOR FRECKENHAM PC MEETING 19/3/2018

Please find attached:-

- A Receipts & payments summary for 2017-18 showing the Budget figures along with the variances
- HMRC RTI March 2018

You will note that we are overspent on Budget by a total of £1,209.09 and this amount will be taken from reserves. Income was over budget which has come from the grants received and also the 'other income' which includes the sale of the tractor and the donation for the BT phone box.

Expenditure was over budget by a total of £6,448.07, but this can be justified by over £5,000 capital expenditure which had not been included in the Budget, also overspends on Maintenance include shelving to BT phone box at £250, work completed on the shuttering at £280, chemical weedkiller at £48 and repair to speed gun at £86. These items were all extra on top of the Maintenance we had planned for.

On Open Spaces the overspend includes the new signs for the playing field at £65.50 on top of the planned expenditure which was the monthly play inspections and annual audit, grass cutting and the cost for the dog bins to be emptied.

You will also note the Clerk's salary is overspent by £32! This is down to HMRC computing the tax incorrectly and so they still owe the Council £32 at year end – see HMRC RTI sheet attached.

There is the usual timing issues with the VAT payments. I will do another VAT return as soon after 31.3.2018 as poss, but obviously the money will not be received until the 2018-19 financial year.

We are setting up an ear-marked reserve for the Recreation field equipment which means we can put aside money (it will still physically remain in the 'deposit' account). Also consider setting money aside for the street lighting fund should this be necessary. This means that the money is safe-guarded and has to be used for what it is ear-marked for, therefore it will not go into general reserves. I estimate our general reserve to be £6,000.

As a rule of thumb our general reserves should be a minimum of three months, but no more than six months money. Ear-marked reserves are not included in this 'general reserve' which means that you can have more money put away for future projects.

The Council needs to decide how much money they would like to put into ear marked reserves to be held for specific spends as above. This is something I would like to do each year so we can build up some money – the play equipment will need maintaining or replacing sometime as will the street lighting.

I will report on the final figures at the May 2018 meeting.

HILARY A GURNER - Parish Clerk & RFO

12 March 2018