

FRECKENHAM PARISH COUNCIL

**Minutes of the Annual General Meeting held on Monday 14 May 2018
at the Village Hall, Fordham Road, Freckenham at 7.30pm**

Present: Cllrs. Wheeler, Pearson, Barton & Cornell.

In Attendance: 4 parishioners and the Clerk.

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

- Agenda
- Receipt & Payments Year End Statement 2017-18

5/18/1	<u>Election of Chairman</u>	<u>Actions</u>
	It was proposed that Cllr. Wheeler should be re-elected as Chairman by Cllr. Cornell. This was seconded by Cllr. Pearson and carried. Cllr. Wheeler signed a Declaration of Acceptance of Office.	
5/18/2	<u>Election of Vice Chairman</u>	
	It was proposed that Cllr. Pearson should be elected as Vice Chairman by Cllr. Cornell. This was seconded by Cllr. Wheeler and carried.	
5/18/3	<u>Apologies for Absence</u>	
	None given.	
5/18/4	<u>Declaration of Interest</u>	
	There were no declarations of interest.	
5/18/5	<u>Members of the public invited to speak</u>	
	One member of the public objected to the planning application below – only for the fact that it is a two storey building. Two other members of the public agreed with this view.	
5/18/6	<u>To receive the reports from the County & District Councillors and the Police Newsletter</u>	
	The District and County Councillor were not in attendance and no reports had been given. The Clerk read out the Police Newsletter, but this has not changed since March 2018.	
5/18/7	<u>To confirm the Minutes of the meeting held on 19 March & 10 April 2018</u>	
	The Minutes of the meetings held on Monday 19 March & Tuesday 10 April 2018 were confirmed as a true accurate record and signed by the Chairman	
5/18/8	<u>Matters arising not covered in the Agenda</u>	
	No matters were arising.	
5/18/9.	<u>To appoint Council representatives for 2018/19:</u>	
	<ol style="list-style-type: none"> 1. SALC – Cllr. Wheeler 2. Freckenham Shores Charity – Cllr. Cornell 3. Village Hall Committee – Cllr. Pearson 4. Village Recorder – Marilyn Badger 5. Mildenhall Community Partnership – Cllr. Wheeler 6. FHDC Town & Parish Forum – Cllrs. Wheeler & Pearson 7. Village Archivist – Sandie Geddes, the Chairman to telephone to confirm. 	Cllr. Wheeler
5/18/10.	<u>To confirm Working Groups for 2018/19:</u>	
	<ol style="list-style-type: none"> 1. Right of Way Improvement – Cllr. Barton 2. Standing Orders – Cllr. Wheeler & the Clerk 3. Risk Assessment – Cllr. Cornell & the Clerk 4. Emergency Planning – Cllr. Pearson 5. Community Speedwatch – Cllrs. Cornell & Pearson 6. Recreation Field – Cllr. Cornell 7. Neighbourhood Plan – Cllrs. Pearson, Wheeler & Barton 	

5/18/11	<p><u>Councillor Vacancy</u> Cllr Gibbs has resigned. The Chairman extended the Council's thanks to Mr Gibbs for his contribution towards the Parish Council. A notice will be published on the web-site and on the noticeboards tomorrow. If 10 electors from Freckenham request an election within 14 days from tomorrow, then there will have to be an election. If no election is requested, then the Council will be able to co-opt.</p>	
5/18/12	<p><u>Planning:-</u> 1. DC/18/0751/HH 11 East View Freckenham IP28 8HU – 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) This application was discussed at length by the Council members - they were concerned that a 'precedence' should not be set with the building of two storeys. A consideration to dormer windows rather than a full two storey extension was put to the applicant. <i>Cllr. Barton arrived at 8pm</i> The Council resolved to object to this planning application on design and appearance. The Council felt a dormer style roof would be better in keeping with the other properties within East View. 2. Applications Determined:- None.</p>	<p>The Clerk submitted the objection by email 14/5/2018</p>
5/18/13	<p><u>Annual Parish Meeting – any matters arising:-</u> The Neighbourhood Plan – there is a meeting in a few weeks time. We have advised FHDC that we are intending to submit a Neighbourhood Plan and FHDC have offered some help. Also the Lordship of the Manor – this is ongoing, the gentleman will arrive in the village next Saturday to look around the village. All Councillors are meeting him at the Village Hall with Cllr. Wheeler meeting him from Ely Station and returning him to the station later on in the afternoon.</p>	
5/18/14.	<p><u>Recreation Ground and other assets:</u> 1. Playground Report – Ann Wheeler has been weeding along the path once more. 2. Update on grass cutting – One more cut and the mulcher will be used. 3. Update on the wall between Chippenham Road & Shores Close – nothing further heard on this and the Clerk was requested to contact Cllr. Harvey again. 4. Confirmation of installation of two noticeboards at Mildenhall Road and Chippenham Road & subsequent disposal of the existing wooden ones which have been dumped. 5. Confirmation & update on order for 1 x Speedar Radar Speed Gun – the speed gun has now been received by the Clerk and was handed over to Cllr. Cornell on 3 May 2018. 6. Any other matters – no other matters.</p>	<p>The Clerk to contact Cllr. Harvey</p>
5/18/15	<p><u>Highways Inspection:</u> The Chairman will put in his dis-satisfaction with the state of Freckenham's roads to Highways once more. The Worlington Parish Council Chairman, Nick Foster, from Worlington would also like to be involved in this as they have potholes in the road too. Cllr. Wheeler</p>	<p>Cllr. Wheeler</p>

	<p>stated that the Highways do know about these and have previously been out to look at same. Elms Road have had several potholes filled recently. The West Row / Isleham road on the junction with the old railway bridge are particularly bad with potholes – Cllr. Wheeler has had a note from Highways to say these will be corrected within 14 weeks.</p>	
5/18/16.	<p><u>SALC:-</u></p> <ol style="list-style-type: none"> 1. To confirm the date of the next meeting as Tuesday 11 September 2018 venue to be confirmed, but possibly Lakenheath. 	
5/18/17.	<p><u>Town & Parish Forum:-</u></p> <ol style="list-style-type: none"> 1. To advise the date of the next meeting as Tuesday 26 May at 6pm, venue to be confirmed, but possibly West Suffolk House, Bury St Edmunds. (Now confirmed to be held at Bury St Edmunds town football ground. 	
5/18/18.	<p><u>Financial Matters:-</u></p> <ol style="list-style-type: none"> 1. To confirm payment of invoices <ul style="list-style-type: none"> (a) Mrs H A Gurner, Qno.957, Clerk’s salary for April & May, £600.84 (b) Mrs H A Gurner, Qno.957, Clerk’s Expenses for March & April, £36.66 (c) SALC, Qno.958, Subscription for 2018/19, £177.66 (d) Road Runner TCA Ltd, Qno.959, Purchase of new Speedar SR1 Radar Gun, £1,129.20 2. To consider any invoices received after the Agenda was issued - to be tabled on the night. No invoices received after the Agenda was issued. 3. To receive and approve the Receipts & Payments Account for 2017/2018 (attached). This was signed by the Responsible Finance Officer and the Chairman & will be appended to the Minutes in the Minutes Book. This will be displayed on the web-site prior to 2 July 2018 which is the commencement of the exercise of rights for the public. 4. To consider & approve the responses to the Annual Governance Statement (Section 1 of the Annual Return). Section 1 was read out, agreed and approved by the Council. This will also be displayed on the web-site by 2 July. 5. To approve the Accounting Statements for 2017-18 (Section 2 of the Annual Return). Section 2 – the Chairman read out the figures and the Council approved them in line with the Receipts and Payments Summary detailed above in point 3. This will also be displayed on the web-site prior to 2 July. 6. To appoint a Responsible Finance Officer for 2018-2019 – the Clerk was appointed the Responsible Finance Officer. 7. To appoint a Councillor to oversee the internal financial control for 2018-2019 – Cllr. Wheeler was appointed the internal financial controller for the coming year. 	
5/18/19	<p>To further discuss the new Data Protection Officer role, coming into effect from Friday 25 May 2018. Confirmed that the Data Protection Officer role <u>does not</u> now apply to small Parish Councils. However, the Council does still need to comply with the new Data Protection Regulations (GDPR) that will come into force on 25 May 2018. The Clerk will continue as Data Controller and is registered with the ICO Office.</p>	
5/18/20.	<p><u>Working Groups Report:-</u></p>	

	<p>1. Circular Walk - Cllr. Barton reported that the grass has really grown long again. The County Council is due to cut the grass shortly – they should be doing two cuts per year.</p> <p>2. Emergency Plan – Cllr. Pearson had nothing to report on this.</p> <p>3. Defibrillator monthly check Report – Cllr. Barton reported that these are still being done by a parishioner, but Cllr. Barton will be confirming that the checks are being done online with a copy sent to the Clerk.</p> <p>4. Community Speedwatch – Cllrs. Cornell & Pearson had nothing to report</p> <p>5. Risk Assessment – the Clerk confirmed that this is up to date, it had recently been amended (5.4.18) for the litter pick.</p> <p>6. Standing Orders – the Clerk and Chairman confirmed that these are up to date.</p> <p>7. Financial Standing Orders – the Clerk and Chairman confirmed that these are up to date.</p>	Cllr. Barton to do and send a copy to the Clerk
5/18/21	<p><u>BT Telephone Box:-</u> To consider the use of the library since the opening ceremony on 24 March. The Council is happy that this is being used in the correct manner.</p>	
5/18/22	<p><u>Litter Pick</u> The Risk Assessment was amended prior to this taking place. Mr Chris Green arranged for the litter pick and a group of villagers attended. 42 bags of rubbish had been collected and all were thanked for their efforts. Another litter pick will be organised later in the year.</p>	
5/18/23	<p><u>Correspondence Received:-</u> Two letters from HMRC have been received – one concerning the repayment of PAYE due to Freckenham Parish Council of £32 which is tax paid by the Clerk during the last financial year. This will be repaid once it has been subject to the standard security checks. The second letter regarding VAT repayment – the old UB numbers are now not recognised and have not been since 31 January 2018. VAT repayment must now be made by using a new reference number given to us in their letter of 10 April 2018. The Clerk to make a new VAT return as soon as possible.</p>	The Clerk to make a new VAT return.
5/18/24	<p><u>Urgent Business</u> District Councillor Brian Harvey has been given his locality budget for this year and this is available, not only to the Parish Council but to anyone community organisation within Freckenham. He has encouraged anyone wanting to claim money for their cause to contact him.</p>	
5/18/25	<p><u>Future Meetings:-</u> 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.</p>	

There being no further business the Meeting closed at 8.50pm

Signed.....

Date.....