

FRECKENHAM PARISH COUNCIL

Minutes of the Annual General Meeting of Freckenham Parish Council held on Monday 27th July 2020 at 7.00 pm at Freckenham Village Hall

Present: Cllr Wheeler, Cornell, Douch, Brooks and King.

In attendance: Parish Council Clerk, Jadi Coe and Cllr Harvey

Cllr Wheeler welcomed everyone to the meeting.

07/20/01 To elect a Chairman for the year 2020/2021

Cllr Cornell proposed to elect Cllr Wheeler as Chairman for 2020/21 and this was seconded by Cllr Douch, the proposal was carried following a unanimous vote.

07/20/02 Declaration of acceptance of office

Cllr Wheeler signed the Declaration of acceptance of office.

07/20/03 To elect a Vice-Chairman for the year 2020/2021

Cllr Douch proposed to elect Cllr Cornell as Vice-Chairman for the year 2020/21, the proposal was carried following a unanimous vote.

07/20/04 Apologies for absence & approval of reasons tendered

None

07/20/05 Declaration of interest in any items on the agenda

None

07/20/06 Members of the public are invited to give their views on any item within the Agenda -

Members of the public were not invited to the meeting but were given the opportunity to contact the clerk or chairman prior to the meeting, whom would then speak on their behalf.

No members of the public gave any views.

07/20/07 To receive reports from the County Councillor, District Councillor and to receive the Police Reports

Cllr Busuttill was not present and did not provide a report.

Cllr Harvey reported on District Council meetings, Village Hall grants, Sunnica and locality grants available. Cllr Harvey was thanked by the Chairman for the grant that he had already given to the Parish Council.

07/20/08 To confirm the minutes of the meeting held on 16th March 2020

The minutes dated 16th March 2020 were proposed and agreed as a true record of the meeting held.

Cllr Douch asked whether the volunteer on the Speedwatch committee could be named in the minutes. The clerk stated that permission would need to be granted from the volunteer to publish this and that she would ask the volunteer for permission.

07/20/09 Matters arising from the Minutes not covered in the Agenda

None

07/20/10 To appoint Council representatives for 2020/2021

The following representatives were appointed:

- 10.1. SALC - Cllr. Wheeler
- 10.2. Freckenham Shores Charity - Cllr. Cornell
- 10.3. Village Hall Committee - Cllr. King
- 10.4. Village Recorder - Mrs Marilyn Badger
- 10.5. Mildenhall Community Partnership - Cllr. Wheeler
- 10.6. West Suffolk Town & Parish Forum - Cllr. Wheeler
- 10.7. Village archivist. - Mrs Sandie Geddes

07/20/11 To confirm Working Groups for 2020/2021

The following working groups were confirmed:

- 11.1. Right of Way Improvement – Cllr Cornell
- 11.2. Standing Orders - Cllr. Wheeler & the Clerk
- 11.3. Risk Assessment - Cllr. Cornell & the Clerk
- 11.4. Emergency Planning – T.B.A
- 11.5. Community Speed Watch - Cllr. Cornell
- 11.6. Recreation field - Cllr. Cornell
- 11.7 Neighbourhood Plan - Cllrs. Wheeler & Douch

Cllr Douch suggested that councillors for the Sunnica Sub Group should be confirmed and recorded. It was agreed that Cllr Douch, Wheeler and Brooks would be part of the Sunnica working group.

07/20/12 Planning:

12.1 To consider any planning applications:

None

12.2 To note applications pending and determined:

DC/20/0977/TPO – crown reduction of Walnut Tree at 1 Mortimer Lane, Freckenham

Pending decision at 17.7.20

DC/20/0822/FUL – barn conversion to 1 dwelling at Elms Farm. Freckenham

Pending decision at 17.7.20

DC/20/0146/FUL - (i) change of use and conversion of agricultural building to dwelling (Class C3) (ii) change of use of agricultural land to residential garden and (iii) provision of vehicular access at 5 Mortimer Lane, Freckenham, IP28 8JD

Approved 1.7.20

DC/20/0350/TCA - (i) 1no. Yew (T1 on plan) - cut and clear branches from telephone wire back to beyond apex of roof allowing a minimum of 1 metre clearance (ii) 1no. Sycamore (T2 on plan) - cut and clear branches from telephone wire back to beyond apex of roof allowing a minimum of 1 metre clearance reducing lateral branches back to main stem (iii) 1no. Beech (T3 on plan) - reduce to a 6 metre habitat stem (iv) Yew (T5) - reduce height by 2 meters at The Old Rectory, Church Lane, Freckenham, IP28 8JF

Approved 30.3.20

12.3 Update on Neighbourhood Planning Progress

Cllr Douch updated everyone on the current progress which included adding key views to the landscape assessment, and awaiting the final landscape assessment report.

12.4 Update on Sunnica Proposal

Cllr Douch thanked Cllr Harvey for organising the recent Sunnica briefing and asked whether any updated maps could be given to the Sunnica Alliance Group.

Cllr Harvey responded stating it wouldn't be professional providing a map at this time as the map was constantly changing.

Cllr Douch asked Cllr Harvey whether any section 106 money would be available. Cllr Harvey responded stating that as the proposal is a large infrastructure, monies may be available in the future but nothing has been agreed.

Cllr Harvey stated that it is hoped the public consultation can begin in September/October 2020 which would be held of several venues instead of one central venue. Cllr Douch asked whether a static display could be put somewhere for viewing at any time. Cllr Harvey stated he would ask the Sunnica representatives if this was possible.

Cllr Douch thanked all the volunteers, residents and councillors on the Sunnica Alliance Group who have been meeting regularly via Zoom.

07/20/13 Annual Parish Meeting

It was agreed to link the Annual Parish Meeting with the Neighbourhood Plan. The date of this would be agreed once the Neighbourhood Plan committee are ready.

07/20/14 Recreation Ground and other assets:

14.1 Playground/Recreation Ground Report

It was agreed to reopen the play park once appropriate signs are installed.

The clerk is to produce signs, which are to be laminated and placed at the entrances to the field and at the play park.

14.2 Update on grass cutting

Cllr Cornell reported that no dog mess was found when cutting the grass.

14.3 Any other matters

None

07/20/15 Highways Inspection

Cllr Wheeler reported that he has requested a 20mph zone in the centre of the village and speed reduction measures on entering Freckenham as well as creating suitable signage advising of the dangerous bend at the corner of Elms Road and Church Lane.

It was reported a hedge on Chippenham Road is encroaching the public highway. It was agreed that the clerk would contact Chippenham Parish Council to report this.

07/20/16 SALC

Cllr Wheeler reported that SALC were intending to hold the next local area meeting on the 8th September and this is to be held on Zoom.

He continued to report that the SALC AGM would be held on Zoom on Thursday 30th August at 7:00pm.

07/20/17 West Suffolk District Council Town & Parish Forum

Cllr Wheeler reported no date had been determined for the next Forum.

07/20/18 Financial Matters:

18.1 To confirm payment of invoices

None

18.2 To consider any invoices received after the Agenda was issued

None

18.3a Clerk to update on bank balances held

The clerk reported that at date £1,284 was held in the current account and £21,642 in the deposit account.

18.3b To receive and approve the Receipts & Payments Account for 2019/2020

The clerk distributed copies of the accounts to all members prior to the meeting and gave the following financial report:

In the year 2019/20 the Parish Council had income totalling £24,289, including £12,500 Precept, this was £11,164 more than budgeted. The reason for this being £6,348 was received from Groundwork UK as a grant for the Neighbourhood Plan and total other grants of £3,920 being received from the District and County Council which was to help towards the cost of a landscape appraisal for the Neighbourhood Plan and the event to present the Neighbourhood Plan.

Total expenditure in the year totalled £18,788, this was £5,793 more than budgeted. The main reason for this difference is the total expenditure includes £5,131 paid to Groundworks UK.

Groundworks UK state that any amount of grant not spent in the financial year must be paid back to them. At the end of March £5,131 of the £6,348 had not been spent so was paid back to Groundworks UK. Cllr Wheeler will apply for more funding from Groundworks UK in the future.

At the end of the financial year £12,054 was held in the bank accounts.

Included within the bank accounts are amounts reserved as follows: Street Lighting, £3,600; play equipment, £200 and the total grants from the County and District Council of £3,920 which are to be used towards costs regarding the Neighbourhood Plan.

The accounts were approved for the year 2019/20.

18.4. To consider & approve the responses to the Annual Governance Statement (Section 1 of the Annual Return)

It was proposed and agreed to approve Section 1 of the Annual Return.

18.5. To approve the Accounting Statements for 2019-20 (Section 2 of the Annual Return).

It was proposed and agreed to approve Section 2 of the Annual Return.

18.6. To appoint a Responsible Finance Officer for 2020-2021

The clerk, Jadi Coe was appointed the Responsible Finance Officer for 2020/21.

18.7. To appoint a Councillor to oversee the internal financial control for 2020-2021

Cllr Wheeler was appointed as the councillor to oversee the internal financial control for 2020/21.

Cllr Wheeler proposed to increase the clerk's annual salary from £3,750 to £4,000 which would be back dated to 1st April 2020. This proposal was agreed following a unanimous vote.

07/20/19 Working Groups Reports:

19.1 Circular Walk

Cllr Douch reported that the overgrown path was cut at the start of May and is due to be cut again in August.

19.2 Emergency Plan

Cllr Wheeler reported the plan up to date.

19.3 Defibrillator monthly check Report

Cllr Wheeler reported that the volunteer whom checks and keeps the defibrillator area clean and tidy, has been carrying out his duties very well and as a result the defibrillator is working as it should be.

19.4 Community Speedwatch

The Community Speedwatch volunteer gave the following report:

During lockdown we were not able to carry out any sessions because of restriction by the Community speed watch team. They had advised due to the current situation with Covid 19 outbreak, no sessions could be carried out due to government advise. We have now had the go ahead to restart the speed watch sessions, we carried out the first one a couple weeks ago. We had a car coming into the village from Fordham direction, over the speed limit at 62 mph. This was recorded on the session sheet with others over the speed limit and forwarded to the speed watch team. In the email I sent I made reference to this very high speeding car. The CSWT said they would visit the owner of the speeding car to talk to them about this. We now have two teams carrying out these sessions, one at around the Community Centre. The other at East View for traffic coming from Mildenhall direction thank you to all the volunteers who will doing a great job in both locations. We have two other people who will be

joining us soon to help out. Rotas are being done for both teams, we try to vary the times during the day and the days. I have asked for a flyer to go into the next parish pump asking for more volunteers to help us, the more we have the better it is, as it takes the pressure off the few that are carrying out these sessions. I have not included a break down this time due to the lockdown and no sessions carried out

19.5. Risk Assessment

An updated Risk Assessment was sent to all member prior to the meeting.

It was agreed to adopt the risk assessment.

19.6. Standing Orders

Updated Standing Orders were sent to all member prior to the meeting.

It was agreed to adopt the Standing Orders and that these would be put on the Parish Council website.

19.7. Financial Standing Orders

Updated Financial Standing Orders were sent to all member prior to the meeting.

It was agreed to adopt the new Financial Standing Orders and that these would be put on the Parish Council website.

07/20/20 Correspondence Received

None.

07/20/21 Discuss the re-printing of the book, Manor of Freckenham

Cllr Douch reported the specialist printers had now re-opened and he would seek to obtain a quote to get the book re-published.

07/20/22 Urgent Business

None.

07/20/23 Future Meetings

The following dates were agreed for the meetings of 2020/21 and the start of 2021/22:

- 21st September 2020
- 16th November 2020
- 11th January 2021
- 15th March 2021
- 17th May 2021

Cllr Cornell gave her apologies for the meeting dated 21st September 2020

The meeting closed at 8:40pm

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