

FRECKENHAM PARISH COUNCIL
Minutes of the Annual General Meeting held on 28th May 2010
at Freckenham Village Hall, Fordham Road at 7.00 p.m.

1. Present:

- 1.1. Councillors - D E Wheeler; Mrs C K L Engelbrecht; G H Calver; P J Gingell; L J Barton.
- 1.2. In attendance – County Councillor Stephen Frost; District Councillor Tim Huggan; PCSO Dawn Rowan; the Clerk.

2. Election of Chairman:

- 2.1. Cllr Wheeler confirmed that he was willing to remain as Chairman if elected. Cllr Gingell proposed that Cllr Wheeler be elected as Chairman; this was seconded by Cllr Mrs Engelbrecht and unanimously agreed. Cllr Wheeler signed a Declaration of Acceptance of Office.

3. Election of Vice-Chairman:

- 3.1. Cllr Gingell proposed Cllr Mrs Engelbrecht as Vice-Chairman. This was seconded by Cllr Calver and unanimously agreed.

4. Apologies:

- 4.1. None.

5. Declaration of Interest:

- 5.1. None.

6. Reports:

- 6.1. County Councillor.
 - 6.1.1.. Cllr Frost apologised for not attending the Annual Parish Meeting. He mentioned the A14 inquiry which was proceeding; the proposed £6.2b savings proposed by the new government of which some £1.4b was to be from Local Government; Suffolk County Council are working on achieving a saving of £6.5m; the Local Government review for Suffolk now abandoned; the B1102 through the village due to be resurfaced in August and that he would like to be present during the annual Highways inspection in the village in the autumn.
- 6.2. District Councillor.
 - 6.2.1.. Cllr Huggan mentioned that the Red Lodge Truck Stop appeal had been dismissed; that decision still awaited whether the proposed A11 dualling will go ahead; he was against the adoption of the Core Strategy of the Local Development Framework; Scrutiny Committee is to examine why Forest Heath recycling has declined; will give further consideration to loss of recycling bins in Freckenham and that he has recently been appointed to the Standards Committee.
- 6.3. Police.
 - 6.3.1.. PCSO Rowan reported that there had been two crimes and two speed checks; that the police were keeping an eye on illegal camping on the recreation ground and that the mobile police station will visit on 4th June – village hall car park.

7. Minutes:

- 7.1. The Minutes of the meeting held on 22nd March 2010 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

8. Matters Arising not covered in the Agenda:

- 8.1. None.

9. Appointment of Council Representatives for 2010-2011:

- 9.1.1.. SALC. Cllr Gingell – [Cllr Wheeler is on the Executive Committee]
9.1.2.. Mildenhall and District Sick Poor Fund. Mr Nial Murphy
9.1.3.. Freckenham Shores Charity. Cllrs Calver and Engelbrecht.
9.1.4.. Village Hall Committee: Cllr Wheeler.
9.1.5.. Village Recorder. Mrs Sandie Geddes.
9.1.6.. Mildenhall Community Partnership. Cllr Wheeler.
9.1.7.. Mildenhall Road Footway Action Group. Cllr Engelbrecht.
9.1.8.. Suffolk Hedgerow Survey. This to be included in the brief for the Rights of Way Working Party.

10. Working Groups for 2010-2011:

- 10.1. The Working Groups were confirmed as:
10.1.1.. Right of Way Improvement and Parish Plan (Freckenham 2000) – chaired by Cllr Mrs Engelbrecht.
10.1.2.. Standing Orders – Cllr Wheeler and the Clerk.
10.1.3.. Risk Assessment – Cllr Mrs Engelbrecht and the Clerk.

11. Community Speed Watch:

- 11.1. The Clerk reported that safety check forms for completion have been sent to all who volunteered to be involved.

12. Local Flooding Survey:

- 12.1. The Clerk had circulated an enquiry and various forms. Agreed that these should be individually completed by Members and returned, together with photographs, to the Clerk before, or at, the next meeting.

13. Bus Shelter at Pound Corner:

- 13.1. The Clerk had circulated information from Suffolk County Council.
13.2. It was **resolved** that an offer of £250.00 should be made towards a proposed shelter on the proposed footway adjacent to the yellow grit bin at Pound Corner. The shelter to be two-bay cantilevered as suggested by Suffolk County Council.

14. Planning:

- 14.1. Applications received:
14.1.1.. White House Farm, North Street – Internal alterations to form a bedroom and en-suite bathroom above garage with insertion of new first floor structure, new access from house at first floor level and two new windows to rear elevation. Replacement window to rear of garage. Amended proposal to that considered at the last meeting ~ No objections.
14.2. Decisions:
14.2.1.. White House Farm, North Street ~ Internal Alterations, repairs and refurbishment. Replacement of 2 external doors and external decoration. ~ Approved subject to conditions.

- 14.2.2..16 The Street ~ Two storey side extension. ~ Approved subject to conditions.
- 14.2.3..St Andrew's Church ~ Erection of timber shed to house composting toilet and laying of honeycomb matting walkway from shed to existing path to south door. ~ Approved subject to conditions.
- 14.3.LDF Site Allocations. Agreed to hold a public meeting following the start of the proposed consultation.
- 14.4.It was noted that Suffolk County Council has submitted the Waste Core Strategy Development Plan to the Secretary of State.

15. Suffolk County Council:

- 15.1. The Clerk had circulated information concerning a proposed Focus Group to discuss passenger transport in the area on 23rd June in Worlington village hall. Cllrs Wheeler and Mrs Engelbrecht to attend.

16. Donations Requested (Section 137):

- 16.1. Following some discussion it was **resolved** to donate £60.00 each to the following charities being Suffolk Accident Rescue Service; East Anglian Air Ambulance; St Nicholas Hospice; Marie Curie Cancer Care (Suffolk Nursing Appeal); Royal British Legion and West Suffolk Blind Association.

17. Financial Matters:

- 17.1. Approval was given to the payment of the following accounts-
 - 17.1.1..£25.00 to Suffolk ACRE being the annual subscription.
 - 17.1.2..£25.00 to Suffolk Preservation Society being the annual subscription.
 - 17.1.3..£142.00 to SALC being the annual subscription to include two copies of The Local Councillor.
 - 17.1.4..£94.75 to NFU Mutual being the annual insurance of the tractor and mower.
 - 17.1.5..£87.73 to RJF Gillington being reimbursement for the purchase of a wireless presenter with laser pointer (£21.97); magnetic strips for the notice board (£11.75) and a new toner cartridge for the printer (£54.01).
 - 17.1.6..£578.10 to G C Sore being the installation of benches in The Street and the Recreation Ground – the Clerk explained that this was £100 + £17.50 VAT more than the accepted estimate as the concrete slab in the recreation ground was too small to accept the new seat and that the Chairman had agreed that as the contractor was on site a new slab should be laid. The additional expenditure was agreed.
 - 17.1.7..£120.00 to Hills Accounting Services for the Internal Audit of the 2009/10 accounts.
- 17.2. The Clerk had circulated the accounts for 2009/2010 and the Statement of Accounts for External Audit and these were both approved.
- 17.3. Members completed the External Auditors Annual Governance Statement.
- 17.4. Members received the Internal Auditors report on the 2009/2010 accounts and noted that there were no action points.
- 17.5. It was confirmed that the Clerk would be the Responsible Financial Officer for 2010-2011.
- 17.6. It was **resolved** that the Chairman should oversee internal financial control.

18. Working Group Report:

- 18.1. The Right of Way Improvement and Parish Plan (Freckenham 2000) Group had not met since the last council meeting.

- 18.2. The Clerk said that he had been through the Risk Assessment prepared last year. A point of concern was the periodic inspection of the recreation ground and play equipment. Cllr Barton said that he would prepare an inspection schedule.
- 18.3. The Clerk mentioned that the new Model Standing Orders has yet to be considered.

19. Parish Pump Editorial Team:

- 19.1. The Chairman said that he was having a meeting with a possible replacement editor in the week beginning 7th June.

20. Clerk's Report:

- 20.1. This had been circulated. Cllrs Gingell and Barton to attend the Suffolk ACRE AGM on 14th July at Henley Community Centre. It was **resolved** to meet the costs involved.
- 20.2. It was noted that the Chairman would also be in attendance as Chairman of Suffolk ACRE.

21. Correspondence Received:

- 21.1. A folder was circulated. Details were noted.

22. Urgent Business:

- 22.1. None.

23. Next Meetings:

- 23.1. Provisional dates for the coming year:

<u>2010</u>	<u>2011</u>
26 th July	17 th January
20 th September	14 th March
15 th November	23 rd May

Signed:

Date:

24. Present:

- 24.1. Councillors – D E Wheeler; Mrs C K L Engelbrecht; P J Gingell; L J Barton.
- 24.2. In attendance – County Councillor Stephen Frost; District Councillor Tim Huggan; the Clerk.

25. Apologies:

- 25.1. PCSO Dawn Rowan.
- 25.2. The Chairman said that he had received a letter of resignation from Cllr Geoff Calver. The Clerk said that he would display the appropriate Notice of Vacancy.

26. Declaration of Interest:

- 26.1. Cllr Wheeler for a payment due to him.

27. Reports:

- 27.1. County Councillor.
 - 27.1.1..Cllr Frost mentioned the proposal by Suffolk County Council to achieve a saving of £6.5m; the Freckenham Flower Festival, which he had visited; that he still has funds available in his Locality Budget and that he would like to be present during the annual Highways inspection in the village probably at the end of August or early September.
- 27.2. District Councillor.
 - 27.2.1..Cllr Huggan mentioned that there has been a challenge against the Core Strategy of the Local Development Framework; that he had voted against the adoption of the Core Strategy of the Local Development Framework as he felt that it did not support local communities; that he sat on a joint Scrutiny Committee looking at the efficiency of the Anglia Revenue Partnership which is likely to expand with the inclusion of St Edmundsbury and East Cambridgeshire councils and that he felt that the level of remuneration and increase of council officers was unjustified.
- 27.3. Police.
 - 27.3.1..The Clerk read a report from PCSO Rowan that there had been three crimes (two thefts and a damage to vehicle); that the police were tasked against anti-social behaviour in Mildenhall and that the mobile police station will visit on 5th August – village hall car park.

28. Minutes:

- 28.1. The Minutes of the meeting held on 28th May 2010 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

29. Matters Arising not covered in the Agenda:

- 29.1. None.

30. Local Flooding Survey:

- 30.1. The Clerk to complete the survey following input from Members.

31. Planning:

- 31.1. Applications received:
 - 31.1.1... None.
- 31.2. Decisions:
 - 31.2.1..White House Farm, North Street – Internal alterations to form a bedroom and en-suite bathroom above garage with insertion of new first floor structure, new access from house at first floor level and two new windows to rear elevation. Replacement window to rear of garage. Refused.
- 31.3. LDF Site Allocations. Members noted that the proposed consultation had been postponed.
- 31.4. Various planning matters in East Cambridgeshire District Council, details of which had been circulated, were noted.

32. Suffolk County Council:

- 32.1. The Chairman reported on a Focus Group to discuss passenger transport in the area on held on 23rd June in Worlington village hall, which he and Cllr Mrs Engelbrecht attended. The Clerk had circulated notes of the meeting.
- 32.2. The Chairman said that a questionnaire had been circulated with the *Parish Pump*.

33. Financial Matters:

- 33.1. Approval was given to the payment of the following accounts-
 - 33.1.1..£100.00 to Cllr Wheeler being the Chairman's allowance for 2009/2010.
 - 33.1.2..£100.00 to Peter Taylor-Whiffen being the payment for editing the summer *Parish Pump*.
 - 33.1.3..Free Resources Expenditure. Resolved that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure namely: £60.00 to each of Suffolk Accident Rescue Service; East Anglian Air Ambulance; St Nicholas Hospice; Marie Curie Cancer Care (Suffolk Nursing Appeal); Royal British Legion and West Suffolk Blind Association.

34. Working Group Report:

- 34.1. The Right of Way Improvement and Parish Plan (Freckenham 2000) Group had not met since the last council meeting as still waiting response from Suffolk County Council.
- 34.2. The Clerk said that he and Cllr Engelbrecht would go through the Risk Assessment prepared last year and report in due course. Cllr Barton said that he is preparing an inspection schedule for the play equipment.
- 34.3. The Clerk mentioned that the new Model Standing Orders has yet to be considered.

35. Parish Pump Editorial Team:

- 35.1. The Chairman said that Peter Taylor-Whiffen had taken on the editorship of the *Parish Pump* and prepared the summer edition. This was done in some haste and therefore there could be a revised format with the next issue.
- 35.2. Mrs Dixon and Mrs Gillington would continue as the reporters.

36. Clerk's Report:

- 36.1. This had been circulated. Members agreed to meet the cost of the Clerk attending the SLCC Regional Conference of £55.00 + VAT; agreed to a further visit of the Coffee Caravan on 9th September in East View and that Cllr Gingell should be the Shores Charity representative in place of Geoff Calver.
- 36.2. It was noted that the next Parish and Town Forum is on 2nd November at Barton Mills village hall.

37. Correspondence Received:

- 37.1. A folder was circulated. Details were noted.

38. Urgent Business:

- 38.1. The Clerk had circulated a note that Suffolk Constabulary proposed to amend Police Station opening hours. The Chairman mentioned that comments are requested on the proposals. Members have no objections.

39. Next Meetings:

- 39.1. Monday 20th September 2010 at 7.00 pm in the village hall.
- 39.2. The Clerk mentioned that he would be away on the day proposed for the November meeting - Monday 15th. It was **resolved** to alter this meeting to Monday 1st November (the SALC AGM being on Monday 8th November).

Signed:

Date:

40. Present:

- 40.1. Councillors – D E Wheeler; Mrs C K L Engelbrecht; P J Gingell; L J Barton.
- 40.2. In attendance – PCSO Dawn Rowan; the Clerk.

41. Apologies:

- 41.1.. County Councillor Stephen Frost.

42. Declaration of Interest:

- 42.1. None.

43. Composition of the Council:

- 43.1. The Chairman reported that he has yet to approach anyone over the filling of the vacancy.

44. Reports:

- 44.1. County Councillor.
 - 44.1.1..Cllr Frost sent his apologies, as he was attending another meeting, mentioning that he had nothing particular to report other than he still had funds in his Locality Budget.
- 44.2. District Councillor.
 - 44.2.1..No report received.
- 44.3. Police.
 - 44.3.1..PCSO Rowan reported that there had been two crimes (both thefts); and an unexplained fire at the village hall. She also mentioned that the mobile police station had visited East View on 11th September; that Community Speed Watch in the village would be official launch on 22nd September; the teams current priorities; the date of the next Community Priority Setting meeting and that she would shortly be on holiday for three weeks.

45. Minutes:

- 45.1. The Minutes of the meeting held on 26th July 2010 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

46. Matters Arising not covered in the Agenda:

- 46.1. None.

47. Planning:

- 47.1. Applications received:
 - 47.1.1... White House Farm, North Street – Internal alterations to form a bedroom and en-suite bathroom above garage with insertion of new first floor structure, new access from house at first floor level and two new windows to rear elevation. Replacement window to rear of garage. Revised internal layout. No objection.
- 47.2. Decisions:
 - 47.2.1..None.

- 47.3. Members noted information received from East Cambridgeshire District Council concerning the Littleport Master Plan.
- 47.4. Members noted that the Cambridgeshire and Peterborough Minerals and Waste Plan had been submitted to the Secretary of State.

48. Registration Service Modernisation Consultation:

- 48.1. The Clerk had circulated details of a consultation and questionnaire from Suffolk County Council. Members did not wish to comment.

49. Licensing Act 2003 Consultation:

- 49.1. The Clerk had circulated details of a consultation from Forest Heath District Council. Members did not wish to comment.

50. Street Naming:

- 50.1. The Clerk had circulated a request from Forest Heath District Council for ten names. Members agreed to leave this request in abeyance.

51. Insurance for 2010-2011:

- 51.1. The Clerk had circulated details of the insurance renewal request from Suffolk ACRE. It was **resolved** that the values did not require revision and that the requested premium of £907.71 should be paid.

52. Financial Matters:

- 52.1. Approval was given to the payment of the following invoices-
- 52.1.1..£869.78 to Suffolk County Council being street light maintenance and energy for 1 April to 30 September 2010.
 - 52.1.2..£907.71 to Suffolk ACRE being the insurance premium for 2010/2011.
 - 52.1.3..£54.99 to the Clerk for the purchase of four High Visibility jackets.

53. Working Group Report:

- 53.1. The Right of Way Improvement and Parish Plan (Freckenham 2000) Group had had a site meeting with Suffolk County Council concerning rights of way and the Suffolk County Council woodland at the end of North Street.
- 53.2. The Clerk said that he and Cllr Engelbrecht would go through the Risk Assessment prepared last year and report in due course. Cllr Barton said that he is preparing an inspection schedule for the play equipment.
- 53.3. The Clerk mentioned that the new Model Standing Orders has yet to be considered.

54. Clerk's Report:

- 54.1. This had been circulated and was noted.

55. Correspondence Received:

- 55.1. A folder was circulated. Details were noted.

56. Urgent Business:

- 56.1. None.

57. Next Meetings:

- 57.1. Monday 1st November 2010 at 7.00 pm in the village hall.

Signed:

Date:

58. Present:

- 58.1. Councillors – D E Wheeler; Mrs C K L Engelbrecht; P J Gingell; L J Barton: P Gibbs.
- 58.2. In attendance – County Councillor Stephen Frost: The Clerk.

59. Apologies:

- 59.1. District Councillor Tim Huggan; PCSO Dawn Rowan.

60. Casual Vacancy:

- 60.1. The Chairman reported that Mr Paul Gibbs of Mortimer Lane has agreed to stand for co-option onto the council. His co-option was unanimously agreed.
- 60.2. Mr Gibbs, being present, signed the Declaration of Acceptance of Office and joined the meeting.

61. Declaration of Interest:

- 61.1. The Chairman for an account for repairs to a seat.

62. Reports:

- 62.1. County Councillor.
 - 62.1.1..Cllr Frost reported on the Suffolk County Council emerging proposals to save some £45m. He mentioned the Highway Inspection with Guy Smith of the Highways Department, the Chairman and Cllr Barton and the hope that the footway and bus shelter at Pound Corner would shortly be constructed and that it is proposed to resurface Mildenhall Road next year. The Chairman thanked him for all his assistance and for meeting the cost of the High Visibility jackets from his Locality Budget.
- 62.2. District Councillor.
 - 62.2.1..Cllr Huggan sent in a report covering Allotments, Anglia Leisure and Shared services with St Edmundsbury BC. A copy was circulated.
- 62.3. Police.
 - 62.3.1..PCSO Rowan had submitted a report that noted that there had been two crimes (Criminal damage and Harassment); set out the Team priorities and noted the next Community Priority Setting meeting is on 24th November.
 - 62.3.2..The Chairman said that he was the Chair of the Safer Neighbourhood Team, which had met monthly. The Team has been split into the Community Panel (meeting every three months) and Tasking Group (meeting every month). The Chairman mentioned that he is not able to attend the next meeting. Cllrs Barton, Gingell and Mrs Engelbrecht volunteered their services if required.

63. Minutes:

- 63.1. The Minutes of the meeting held on 20th September 2010 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

64. Matters Arising not covered in the Agenda:

- 64.1. None.

65. Planning:

65.1. Applications received:

65.1.1... Pound Corner Cottage, 16 The Street – Members noted that this was in a Conservation area and that no Conservation report had been submitted; noted different proposed construction details between the plans and the application form; considered that the proposal was an over development of the area with the proposed dwelling being near to the adjacent cottage and close to Pound Corner Cottage if the approved extension is implemented.

65.2. Decisions:

65.2.1..White House Farm, North Street ~ Internal alterations, repairs and refurbishment. Approved subject to conditions.

65.3.. Members noted that the Cambridgeshire and Peterborough Minerals and Waste Core Strategy Plan Examination in Public would start on 30th November.

66. Play Area Safety Inspection Report 2010:

66.1. The Clerk had circulated a copy of the RoSPA report.

66.2. The Clerk to obtain a quotation for the various signs recommended in the report.

66.3. The Chairman and/or Cllr Barton to undertake a monthly inspection of the play area and recreation ground and record any findings on a form prepared by Cllr Barton.

67. Freckenham Shores Charity:

67.1. At the May meeting it was agreed that Cllr Gingell should be one of the representatives of the council on the Charity. As he was proposing to leave the village it was **resolved** that Cllr Gibbs should replace him.

68. Forest Heath Community Health Improvement Forum:

68.1. The Clerk reported that there had been a meeting on 4th November. It was **resolved** that Cllr Gibbs should attend future meetings, if convenient, as the council's representative.

69. Brandon and Mildenhall CAB:

69.1. The Clerk had circulated a request for a donation from Brandon and Mildenhall CAB. It was **resolved** to make a donation of £100.00 to both the Brandon and Mildenhall CAB and the Newmarket CAB.

70. Highways Inspection:

70.1. The Chairman reported further on the inspection that Cllr Frost had referred to.

71. Financial Matters:

71.1. Approval was given to the payment of the following invoices-

71.1.1..£100.00 to Peter Taylor-Whiffen for the editorship of the *Autumn Parish Pump*.

71.1.2..£81.08 to Playsafety Ltd for the RoSPA report.

71.1.3..£141.00 to BDO LLP being the external audit fee for 2009/2010.

71.1.4..£98.85 to Cllr Wheeler being the materials required for repairing a seat and fixing in East View. [Cllr Wheeler had declared an interest].

71.1.5..£43.32 to David Neal for the supply of diesel for the tractor 2009/2010.

71.1.6..£100.00 to Brandon and Mildenhall CAB (Section 142 payment).

71.1.7..£100.00 Newmarket CAB (Section 142 payment).

71.2. The Clerk had circulated the External Auditors Certificate and Opinion on the 2009/2010 accounts. It was noted that no action is required.

71.3. The Clerk had circulated a draft budget for 2011/2012. This was considered in detail. The draft to be further discussed at the January meeting.

72. Working Group Report:

72.1. The Right of Way Improvement and Parish Plan (Freckenham 2000) Group had heard from the Suffolk County Council Rights of Way officer following the site meeting that she is still waiting a response from the Estates Department. It was agreed that Cllr Barton should join the Group.

72.2. The Clerk said that he and Cllr Engelbrecht would go through the Risk Assessment prepared last year and report in due course.

72.3. The Clerk mentioned that the new Model Standing Orders has yet to be considered.

73. Clerk's Report:

73.1. This had been circulated and was noted.

74. Correspondence Received:

74.1. A folder was circulated. Details were noted.

75. Urgent Business:

75.1. None.

76. Next Meetings:

76.1. Monday 17th January 2011 at 7.00 pm in the village hall.

Signed:

Date:

77. Present:

- 77.1. Councillors – D E Wheeler; Mrs C K L Engelbrecht; P J Gingell; L J Barton: P Gibbs.
- 77.2. In attendance – County Councillor Stephen Frost; District Councillor Tim Huggan; The Clerk.

78. Apologies:

- 78.1. PCSO Dawn Rowan.

79. Declaration of Interest:

- 79.1. None.

80. Reports:

- 80.1. County Councillor.
 - 80.1.1..Cllr Frost reported that Suffolk County Council would likely set their budget for 2011/12 at a meeting on 17th February; that he noted that work on the new footway at Pound Corner had started; that he will investigate the possibility of a light being installed over the build-out on the Fordham Road and that he still had some funds in his Locality Budget.
- 80.2. District Councillor.
 - 80.2.1..Cllr Huggan reported on the Forest Heath Council proposal to cut 20-25 staff, none of these being senior officers; on shared services with St Edmundsbury Borough Council; on educational attainment in Forest Heath and the legal action over Hatchfield Farm and the Local Development Framework.
- 80.3. Police.
 - 80.3.1..PCSO Rowan had submitted a report that noted that there had been two crimes (Criminal damage and theft); set out the Team priorities and noted that the next Neighbourhood Panel meeting is on 23rd February.

81. Minutes:

- 81.1. The Minutes of the meeting held on 8th November 2010 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

82. Matters Arising not covered in the Agenda:

- 82.1. None.

83. Planning:

- 83.1. Applications received:
 - 83.1.1... None.
- 83.2. Decisions:
 - 83.2.1..Land off Elms Road, Red Lodge ~ Change of use as a residential caravan site for two gypsy families with a total of 5 caravans including the erection of 2 amenity buildings and the erection of a 2 metre high boundary fence. Approved subject to conditions and a Section 106 Agreement.

83.2.2..16 The Street ~ Erection of two-storey dwelling. Approved subject to conditions.

83.3. . Members noted that Wildtracks Ltd are appealing against an Enforcement Order.

83.4. The Clerk reported that Forest Heath District Council were to hold two workshops on e-planning. Cllrs Gibbs and Barton indicated that they wished to attend an evening session – date to be notified.

84. Play Area Safety Inspection Report 2010:

84.1. Cllr Barton to undertake a monthly inspection of the play area and recreation ground with another member and record any findings on a form prepared by Cllr Barton.

85. Proposed Elections on 5th May 2011:

85.1. The Clerk reported that he is to attend a meeting at Forest Heath District Council on 24th February concerning the proposed elections and would obtain the appropriate nomination papers.

85.2. The Clerk said that in order to comply with the regulations the date of the May meeting – the AGM of the new council – had to be within 14 days of election. It was **resolved** that the meeting will be held on Monday 9th May.

86. Forest Heath District Council Parish and Town Forum:

86.1. The Clerk reported that the next meeting would be on 15th March in Freckenham village hall.

87. Land adjacent to The Street:

87.1. The Clerk had circulated an estimate from G C Sore for between £200 and £250 + VAT to shore up the retaining boards to the rear of the garden. It was **resolved** that this should be accepted.

88. Cleaning Streets, Bins and Open Spaces:

88.1. The Clerk had circulated a questionnaire. A response was agreed.

88.2. The Clerk to ask John Haste, who maintains the play area, to maintain the footpath from The Street to the recreation ground including cutting back the growth along the adjacent river bank.

89. Annual Parish Meeting:

89.1. It was agreed that a suitable topic could be *Encouraging Community Involvement* and the Chairman undertook to seek a speaker from Suffolk ACRE.

89.2. Subject to speaker availability the date agreed was Monday 18th April.

90. Financial Matters:

90.1. Approval was given to the payment of the following invoices-

90.1.1..£100.00 to Peter Taylor-Whiffen for the editorship of the *Winter Parish Pump*.

90.1.2..£82.00 to SLCC being the Clerks annual subscription.

90.2. The Clerk had circulated the revised draft budget for 2011/2012, which was approved.

90.3. It was **resolved** that the Precept request for 2011/2012 should be £7,7 00.

91. Working Group Reports:

- 91.1. The Right of Way Improvement and Parish Plan (Freckenham 2000) Group had not heard further from the Suffolk County Council Rights of Way officer. It was agreed that Cllr Barton should co-chair the Group.
- 91.2. The Clerk said that he and Cllr Engelbrecht would go through the Risk Assessment prepared last year and report in due course.
- 91.3. The Clerk mentioned that he and the Chairman would consider the Model Standing Orders on 25th January and would report in detail to the next meeting.

92. Clerk's Report:

- 92.1. This had been circulated and was noted.
- 92.2. It was **resolved** that an estimate from G C Sore for £45 + VAT to renew the face of the notice board in the bus shelter should be accepted.

93. Correspondence Received:

- 93.1. A folder was circulated. Details were noted.

94. Urgent Business:

- 94.1. Consideration was given to possible projects for the support from the County Councillor's Locality Budget:
 - 94.1.1..Bus shelter over the hard standing at Dunsworth House.
 - 94.1.2..Table and bench for the woodland area at the end of North Street. Cllr Barton to obtain a quotation from a client contact.

95. Next Meetings:

- 95.1. Monday 14th March 2011 at 7.00 pm in the village hall.

Signed:

Date:

96. Present:

- 96.1. Councillors – D E Wheeler; Mrs C K L Engelbrecht; P J Gingell; P Gibbs.
- 96.2. In attendance – County Councillor Stephen Frost; District Councillor Tim Huggan; The Clerk.

97. Apologies:

- 97.1. Cllr L J Barton (away on business).

98. Declaration of Interest:

- 98.1. None.

99. Reports:

- 99.1. County Councillor.
 - 99.1.1..Cllr Frost reported that Suffolk County Council had set their budget for 2011/12 at a meeting on 17th February (£42.5m cuts); that he noted that the bus shelter at Pound Corner had been installed; that he is to investigate the possibility of illuminated bollards being installed at the build-out on the Fordham Road and that he still had some funds in his Locality Budget.
- 99.2. District Councillor.
 - 99.2.1..Cllr Huggan reported that Forest Heath Council had agreed to a zero Council Tax increase with details of a number of proposed cuts; on shared services with St Edmundsbury Borough Council; the legal action over the LDF and Hatchfield Farm and Councillor Expenses.
- 99.3. Police.
 - 99.3.1..PCSO Rowan's report arrived after the meeting and was circulated to all members.

100. Minutes:

- 100.1. The Minutes of the meeting held on 17th January 2011 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

101. Matters Arising not covered in the Agenda:

- 101.1. None.

102. Planning:

- 102.1. Applications received:
 - 102.1.1.. 16 The Street (Pound Cottage) ~ Fell 1 x apple tree, 3 x conifer trees and pollard willow tree at 3.5m. The Clerk explained that the consultation expiry date was before this meeting and that, following discussion with the Chairman, he had indicated that Members were against the removal of trees, unless they are dangerous.
- 102.2. Decisions:
 - 102.2.1.. None.

103. Play Area Safety Inspection Report 2010:

103.1. The Clerk reported that there have been two recent inspections of the play area and recreation ground.

104. Proposed Elections on 5th May 2011:

104.1. The Clerk reported that he has all the Nomination papers, which must be filed with Forest Heath District Council by 12 noon on Monday 4th April.

105. Forest Heath District Council Parish and Town Forum:

105.1. The Clerk reported that the next meeting would be on 15th March in Freckenham village hall.

106. Suffolk Fire & Rescue Service Integrated Risk Management Plan 2011-14:

106.1. The Clerk had circulated the Management Plan. This was considered and the Clerk to respond.

107. Replacement of a street light number 15 in The Street:

107.1. The Clerk had circulated an estimate from Suffolk County Council to replace a lamp on an electricity pole with a new column and light - £1,893.68 + VAT.

107.2. It was agreed to defer a decision until a report had been received about two lights that are out in Mildenhall Road.

108. Annual Parish Meeting:

108.1. The Chairman reported that due to holidays there was no speaker available from Suffolk ACRE.

108.2. The Clerk to enquire if Forest Heath District Council could offer a speaker to talk about Waste and Recycling.

109. Financial Matters:

109.1. Approval was given to the payment of the following invoices-

109.1.1.. £352.00 to The Great Outdoors being the maintenance of the play area 2010-2011

109.1.2.. £100.00 to Peter Taylor-Whiffen for the editorship of the *Spring Parish Pump*.

109.1.3.. £848.11 to Suffolk County Council for street lighting maintenance and energy ~ September 2010 to March 2011.

109.1.4.. £250.00 to Suffolk County Council being the contribution towards the new bus shelter.

109.1.5.. £25.00 to Suffolk ACRE being membership for 2011.

109.1.6.. £100.00 to Cllr Wheeler being the Chairman's allowance for 2010-2011.

109.1.7.. £3,563.09 to R J F Gillington being the Clerks salary and expenses for 2010-2011.

109.2. It was **resolved** that Hills Accountancy Services should be appointed as Internal Auditors for 2011-2012.

110. Working Group Reports:

110.1. The Right of Way Improvement and Parish Plan (Freckenham 2000) Group:

110.1.1.. The Group had not heard further from the Suffolk County Council Rights of Way officer. It was agreed that Cllr Barton should chase.

- 110.1.2.. The Clerk had circulated information concerning the possible purchase of a picnic table and a seat for the woodland area. He showed Members further information on a screen. It was **resolved** to ask the County Councillor for a grant towards the purchase of a picnic table at £355.00 and a seat at £365.00 (reference 18 and 32 in a Catalogue from Whitehouse Enterprises of Ipswich).
- 110.2. The Clerk said that he and Cllr Engelbrecht would go through the Risk Assessment prepared last year and report in due course.
- 110.3. The Clerk mentioned that he and the Chairman had considered the Model Standing Orders and a Draft of new Standing Orders had been circulated prior to the meeting. The Draft was approved, subject to the Clerk checking the cross-referencing as some clauses from the Model Orders had been omitted.

111. Clerk's Report:

- 111.1. This had been circulated and was noted.

112. Correspondence Received:

- 112.1. A folder was circulated. Details were noted.

113. Urgent Business:

- 113.1. The Chairman mentioned a letter he had received from the Headteacher of Mildenhall College of Technology concerning the considerable repair work required to the buildings. The Headteacher had sent a DVD prepared at the school which Members viewed. County Councillor Frost said that he was fully aware of the problem and understood that remedial work would be undertaken in the near future.
- 113.2. Cllr Engelbrecht mentioned that she had received some criticism of the quality of the black and white photographs in the *Parish Pump*. The Chairman said that he had already noted this and that he and the Clerk were investigating the cost of an alternative printing arrangement.

114. Next Meeting:

- 114.1. Monday 9th May 2011 at 7.00 pm in the village hall being the AGM for 2011-2012.

Signed:

Date: