

FRECKENHAM PARISH COUNCIL
Minutes of the Annual General Meeting held on 13th May 2013
at Freckenham Village Hall, Fordham Road at 9.00 p.m.

1. Present:

- 1.1. Councillors - D E Wheeler (Chairman); L J Barton; P Gibbs; C Pearson; Mrs S Cornell
- 1.2. In attendance – The Clerk.

2. Election of Chairman:

- 2.1. Cllr Barton proposed that Cllr Wheeler be elected as Chairman; this was seconded by Cllr Mrs Cornell and unanimously agreed. Cllr Wheeler signed a Declaration of Acceptance of Office.

3. Election of Vice-Chairman:

- 3.1. Cllr Gibbs proposed Cllr Barton as Vice-Chairman. This was seconded by Cllr Pearson and unanimously agreed.

4. Apologies:

- 4.1. None.

5. Declaration of Interest:

- 5.1. Cllr Wheeler - mileage claim and chairman's allowance.

6. Reports:

- 6.1. County Councillor.
 - 6.1.1.. Following County Council elections Cllr James Waters has been elected in place of Cllr Frost. Cllr Waters had given his report during the Annual Parish Meeting prior to this meeting.
- 6.2. District Councillor.
 - 6.2.1.. Cllr Huggan had not submitted a report.
- 6.3. Police.
 - 6.3.1.. PCSO Cowan had given his report during the Annual Parish Meeting prior to this meeting.

7. Minutes:

- 7.1. The Minutes of the meeting held on 18th March 2013 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. The Chairman mentioned that the garden area adjacent to The Street required a further approximately ½ tonne of shingle. It was agreed that this could be purchased.

9. Appointment of Council Representatives for 2013-2014:

- 9.1.1.. SALC. Cllrs Gibbs and Wheeler
- 9.1.2.. Freckenham Shores Charity. Cllrs Gibbs and Mrs Cornell.
- 9.1.3.. Village Hall Committee. Cllrs Mrs Cornell and Pearson.
- 9.1.4.. Village Recorder. Mrs Sandie Geddes.
- 9.1.5.. Mildenhall Community Partnership. Cllr Wheeler.

10. Working Groups for 2013-2014:

- 10.1. The Working Groups were confirmed as:
 - 10.1.1..Right of Way Improvement – chaired by Cllr Barton.
 - 10.1.2..Standing Orders and Code of Conduct – Cllr Wheeler and the Clerk.
 - 10.1.3..Risk Assessment – Cllr Mrs Cornell and the Clerk
 - 10.1.4..Neighbourhood Planning – to include Cllr Barton, Nick Woolley, Richard Tuke, Niall Martin.

11. Planning:

- 11.1. Applications received:
- 11.2. Freckenham House D, Mildenhall Road ~ Fell 2no Horse Chestnuts, 1no Lime and 1no Sycamore. ~ No objections.
- 11.3. Decisions:
 - 11.3.1..None.

12. Annual Parish Meeting:

- 12.1. The Annual Parish Meeting had preceded this meeting.
- 12.2. Cllr Gibbs had given a presentation on improvements to the play equipment on the recreation ground. It was agreed that Cllr Gibbs should set up an independent committee to consider possible improvements. If this committee does not have a connection with the Parish Council it would be able to source additional funding.
- 12.3. Cllr Pearson had given a presentation on an Emergency Plan for the village. Once finalised this to be circulated with the *Parish Pump* and a copy placed on the web site.

13. Highways Inspection:

- 13.1. The Chairman mentioned that he is still awaiting a response from Suffolk County Council highways.
- 13.2. Cllr Pearson mentioned that there is a pot hole in North Street that requires repair.

14. Councillor Training:

- 14.1. The Clerk had details of SALC training for the next year. Cllr Pearson completed the course held in Red Lodge. Cllr Gibbs to let the Clerk know which dates are suitable for him.

15. Section 137 Donations:

- 15.1. It was **resolved** to donate £70.00 each to the following charities being Suffolk Accident Rescue Service; East Anglian Air Ambulance; St Nicholas Hospice; Vitalise; Royal British Legion and West Suffolk Blind Association.

16. Financial Matters:

- 16.1. Approval was given to the payment of the following accounts-
 - 16.1.1..£5.00 to Forest Heath District Council being rent for the recreation ground.
 - 16.1.2..£28.17 to the Clerk being reimbursement for purchase of diesel.
 - 16.1.3..£154.00 to SALC being the annual subscription to include two copies of The Local Councillor.
 - 16.1.4..£139.74 to NFU Mutual being the annual insurance of the tractor and mower.
 - 16.1.5..£100.00 to Mr Taylor-Whiffen for editing the Spring Parish Pump.
 - 16.1.6..£102.58 to Gipping Press for printing the Spring Parish Pump.
 - 16.1.7..£230.60 to Cllr Wheeler being reimbursement of mileage claim for attending the Coffee Caravan AGM (£30.60) and the Chairman's allowances for 2012-13 (paid prior to 31st March 2013) and 2013-14 (each £100.00).
 - 16.1.8..£66.15 to Cllr Pearson being reimbursement of travel to the SALC training courses.

- 16.2. The Clerk had circulated the accounts for 2012/2013 and the Statement of Accounts for External Audit and these were both approved.
- 16.3. Members completed the External Auditors Annual Governance Statement.
- 16.4. It was confirmed that the Clerk would be the Responsible Financial Officer for 2013-2014.
- 16.5. It was **resolved** that the Chairman should oversee internal financial control.

17. Working Group Report:

- 17.1. The Right of Way Improvement and Parish Plan (Freckenham 2000). Cllr Barton confirmed the proposal over a circular footpath over County Council land was still progressing.
- 17.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.
- 17.3. Standing Orders and Code of Conduct. The Clerk mentioned that new Model Financial Standing Orders had not yet been produced.
- 17.4. Neighbourhood Planning. The Clerk mentioned that various dates had been proposed but unfortunately not all were able to attend.

18. Clerk's Report:

- 18.1. This had been circulated.

19. Correspondence Received:

- 19.1. The Clerk mentioned that he had received Suffolk County Council's rights of way clearance proposals.

20. Urgent Business:

- 20.1. None.

21. Next Meetings:

- 21.1. Provisional dates for the coming year:

<u>2013</u>	<u>2014</u>
29 th July	27 th January
30 th September	24 th March
25 th November	May TBC (2014-2015 AGM)

Signed:

Date:

FRECKENHAM PARISH COUNCIL
Minutes of an Extra - Ordinary Meeting held on 11th June 2013
at Freckenham Village Hall, Fordham Road at 7.20 p.m.

22. Present:

22.1. Councillors - D E Wheeler; C Pearson

22.2. In attendance – County Councillor James Waters; the Clerk.

The Chairman declared that as there was not a quorum of councillors the meeting could not precede as a parish council meeting.

There were some 30 parishioners present and a discussion was held about an application made by the tenant at Elms Farm (owned by Suffolk County Council) to have a Caravanning and Camping Club Certification Site in the paddock adjacent to the farm house.

Cllr Waters took note of the concerns and said that he would discuss with the Portfolio Holder and officers at Suffolk County Council.

23. Present:

- 23.1. Councillors - D E Wheeler (Chairman); L J Barton; Mrs S Cornell
- 23.2. In attendance – County Councillor James Waters; the Clerk; 3 residents.

24. Apologies:

- 24.1. Councillors Gibbs and Pearson; Suffolk Constabulary.

25. Declaration of Interest:

- 25.1. None.

26. Reports:

- 26.1. County Councillor.
 - 26.1.1..Various outstanding matters were mentioned to Cllr Waters including the sign on Chippenham Road; flooding in Mildenhall Road; the proposed circular footpath; broadband. Cllr Waters mentioned that he has a Locality Budget and the installation of a speed indicator device on Elms Road and/or Chippenham Road was suggested.
- 26.2. District Councillor.
 - 26.2.1..Cllr Huggan had not submitted a report.
- 26.3. Police.
 - 26.3.1..PCSO Cowan is on holiday.

27. Minutes:

- 27.1. The Minutes of the meetings held on 13th May and 11th June 2013 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

28. Matters Arising not covered in the Agenda:

- 28.1. None.

29. Planning:

- 29.1. Applications received:
 - 29.1.1..None
- 29.2. Decisions:
 - 29.2.1..Freckenham House D, Mildenhall Road ~ Fell 2no Horse Chestnuts, 1no Lime and 1no Sycamore. Approved with conditions.
 - 29.2.2..Elms Farm ~ Members noted that the Camping and Caravanning Club had decided not to proceed with the application for a Certificated Site. Members had heard a representation from the applicant and agreed that a meeting should be arranged by the Clerk between the applicant and one or two representatives from Elms Road and two representatives from the parish council and the County Councillor. The Clerk to take notes at the meeting.

30. Highways Inspection:

- 30.1. The Chairman mentioned that he is still awaiting a response from Suffolk County Council highways.
- 30.2. The Chairman to forward a copy of the notes of the inspection to Cllr Waters.

Annual Parish Meeting:

- 30.3. Cllr Gibbs's report on the proposed improvement to the play area was held over until the next meeting.
- 30.4. Cllr Pearson's draft Emergency Plan for the village to be finalised and circulated with the *Parish Pump*. A copy is to be placed on the web site.

31. Councillor Training:

- 31.1. Cllr Gibbs to let the Clerk know which dates are suitable for him.

32. Recreation Ground and Bus Shelter:

- 32.1. Cllr Barton said that he had recently made an inspection. He will forward a report to the Clerk.
- 32.2. Members noted that further shingle has been spread on the garden area in The Street.
- 32.3. The Clerk mentioned that the shed that houses the tractor on the allotments is in very poor order. Alternatives to be investigated.
- 32.4. Members agreed that a contractor should be instructed to erect the new waste bin on the recreation ground and the new dog bin in Mortimer Lane.

33. Financial Matters:

- 33.1. Approval was given to the payment of the following accounts-
 - 33.1.1..£54.13 to the Clerk being reimbursement for purchase of diesel.
 - 33.1.2..£100.00 to Mr Taylor-Whiffen for editing the Summer Parish Pump
 - 33.1.3..£176.58 to Gipping Press for printing the Summer Parish Pump.
 - 33.1.4..£129.60 to SALC for Cllr Pearson's councillor training.
 - 33.1.5..£112.50 to Hills Accounting Services for the Internal Audit of the 2012/13 accounts.
 - 33.1.6..£12.07 to Mrs C A Wheeler for the purchase of gravel for the garden area by The Street.
 - 33.1.7..£25.00 to Suffolk Preservation Society being the annual subscription for 2013/14.
- 33.2. 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: £70.00 to each of Suffolk Accident Rescue Service; East Anglian Air Ambulance; St Nicholas Hospice; Vitalise; Royal British Legion and West Suffolk Blind Association.
- 33.3. The Clerk reported that the Internal Audit had been satisfactory and that only one item was raised being the next item on the agenda.
- 33.4. The Clerk had circulated a proposed amendment to paragraph 11.1(h) of the Financial Standing Orders amending the requirement for three estimates between £1,000 and £100 to £2,000 and £500. Members **resolved** to adopt this amendment.
- 33.5. The Clerk reported on the reduction by 25% each year of the grant received from Forest Heath District Council following the reduction in the tax base throughout the district under the Localised Council Tax Reduction Scheme.
- 33.6. The Clerk reported that Forest Heath District Council is no longer going to cover the cost of parish council elections and referenda. The present charge by Forest Heath is £1,480, which is about 18% of the Precept.

34. Working Group Report:

- 34.1. The Right of Way Improvement and Parish Plan (Freckenham 2000). Cllr Barton confirmed the proposal over a circular footpath over County Council land has now been legal finalised and that the way marking should be carried out shortly.
- 34.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.
- 34.3. Standing Orders and Code of Conduct. The Clerk mentioned that new Model Financial Standing Orders to cover electronic banking has not yet been produced.
- 34.4. Neighbourhood Planning. The Clerk mentioned that he has spoken with Forest Heath District Council who indicated that they felt that the production of a Neighbourhood Plan by a village was too costly and very time consuming. Cllr Waters said that no parish in the district has indicated a proposal to prepare a plan.

35. Clerk's Report:

- 35.1. This had been circulated.

36. Correspondence Received:

- 36.1. None circulated.

37. Urgent Business:

- 37.1. The Clerk mentioned that he has had notification of the withdrawal of bus services 400 and 401 that serve the village. Service 17, which goes to Bury St Edmunds will pass through the village three times a day Monday to Friday and twice on Saturday.
- 37.2. The Clerk has been notified that SALC will be holding a Newsletter of the Year competition. It was agreed that the Parish Pump should be entered. Entries to be lodged by 30th September.

38. Next Meetings:

- 38.1. Confirmed that the next meeting will be on Monday 30th September at the village hall at 7.30pm.

Signed:

Date:

39. Present:

39.1. Councillors - D E Wheeler (Chairman); L J Barton; P Gibbs; C Pearson; Mrs S Cornell

39.2. In attendance – County Councillor James Waters; PCSO Becky Simpson; the Clerk.

40. Apologies:

40.1. None.

41. Declaration of Interest:

41.1. None.

42. Reports:

42.1. County Councillor.

42.1.1..Various outstanding highway matters were mentioned to Cllr Waters including required signage on the Elms Road/Church Lane corner; flooding in Mildenhall Road; the new, greatly reduced, bus service and broadband. It was suggested that the annual highway inspection should be after 12th November.

42.2. District Councillor.

42.2.1..Cllr Huggan had not submitted a report.

42.3. Police.

42.3.1..PCSO Simpson reported that there had been a theft in Elms Road and that coping stones had been taken in Freckenham and a number of other villages. There had been two speed checks in the village.

43. Minutes:

43.1. The minutes of the meeting held on 29th July had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

44. Matters Arising not covered in the Agenda:

44.1. None.

45. Planning:

45.1. Applications received:

45.1.1..None

45.2. Decisions:

45.2.1..None

46. Highways Inspection:

46.1. The Chairman mentioned that he is still awaiting a response from Suffolk County Council highways and Cllr Waters is chasing this up.

46.2. The damaged sign at the entrance to East View was mentioned and Cllr Waters undertook to report this to Forest Heath District Council.

47. Annual Parish Meeting:

47.1. Cllr Gibbs's circulated a report on possible improvements to the play area. He is to have a meeting with Ian Shipp from Forest Heath District Council to discuss the proposals and investigate funding.

48. Councillor Training:

48.1. Cllr Gibbs to let the Clerk know which dates are suitable for him.

49. Recreation Ground and Bus Shelter:

49.1. Cllr Barton said that he had recently made an inspection. He will forward a report to the Clerk.

50. Insurance:

50.1. The clerk circulated the annual renewal quotation, which he had only just received and which was due for renewal on 1st October. It was **resolved** to renew on the basis of the quotation and that Cllr Gibbs is to report to the next meeting with any suggested amendments to the cover for the play equipment.

51. SALC AGM:

51.1. The clerk mentioned that the AGM is to be on Tuesday 12th November. The Chairman, Cllr Pearson and the clerk to attend.

52. Financial Matters:

52.1. Approval was given to the payment of the following accounts-

52.1.1..£120.00 to BDO for the External Audit.

52.1.2..£100.00 to Mr Taylor-Whiffen for editing the Autumn Parish Pump

52.1.3..£102.58 to Gipping Press for printing the Autumn Parish Pump.

52.1.4..£53.72 to the Clerk being reimbursement for purchase of diesel.

52.1.5..£1,012.20 to Suffolk ACRE Services for the renewal of the insurance cover.

52.1.6..£100.00 to Cllr Barton for the work done to restore the Chippenham direction sign to be re-erected on the corner of Chippenham Road and Fordham Road.

52.2. 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: £30.00 to Freckenham Village Hall for the use of the hall for the October meeting of the Coffee Caravan.

52.3. The Clerk reported that the External Audit had been completed and that no points were raised.

53. Working Group Report:

53.1. The Right of Way Improvement and Parish Plan (Freckenham 2000). Cllr Barton confirmed that the way marking and any necessary levelling should be carried out shortly.

53.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.

53.3. Standing Orders and Code of Conduct. The Clerk mentioned that new Model Financial Standing Orders to cover electronic banking has not yet been produced.

53.4. Neighbourhood Planning. Nothing further to report.

54. Clerk's Report:

54.1. This had been circulated.

55. Correspondence Received:

55.1. The clerk mentioned that "thank yous" had been received for donations made after the last meeting under section 137.

56. Urgent Business:

56.1. None

57. Next Meeting:

57.1. Confirmed that the next meeting will be on Monday 25th November at the village hall at 7.30pm.

Signed:

Date:

58. Present:

- 58.1. Councillors - D E Wheeler (Chairman); L J Barton; P Gibbs; C Pearson; Mrs S Cornell
- 58.2. In attendance – County Councillor James Waters; PCSO Tristan Askew; PCSO Bill Butcher; the Clerk; three parishioners.

59. Apologies:

- 59.1. District Councillor T Huggan.

60. Declaration of Interest:

- 60.1. None.

61. Reports:

- 61.1. County Councillor.
 - 61.1.1..Mentioned group meetings with Norfolk CC and queried the benefits; proposed works on the Elms Road/Church Lane corner; flooding in Mildenhall Road; the annual highway inspection to be organised in January.
- 61.2. District Councillor.
 - 61.2.1..Cllr Huggan had submitted a report which covered the progress on the Local Plan; housing developments; the Overview and Scrutiny committee; local democracy; living wage; finances and the Council Tax support grant and his locality grant.
- 61.3. Police.
 - 61.3.1..PCSO Askew presented a reported prepared by PCSO Cowan showing three crimes in the parish (two criminal damage and one theft). PCSO Askew also warned about oil thefts.

62. Minutes:

- 62.1. The minutes of the meeting held on 30th September had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

63. Matters Arising not covered in the Agenda:

- 63.1. None.

64. Planning:

- 64.1. Applications received:
 - 64.1.1..Dunsworth House, Mildenhall Road – felling of 13 trees and crown work to three trees – No objection.
 - 64.1.2..The Clerk mentioned an application being considered by Chippenham PC concerning proposed Lodge Homes at Rosewood Stud with access off the Chippenham Road. Concern raised over increase of traffic on a minor road.
- 64.2. Decisions:
 - 64.2.1..None

65. Statement of Community Involvement:

- 65.1. Members considered a consultation on the St Edmundsbury and Forest Heath Draft Statement of Community Involvement. A comment was raised over consultation on planning applications not mentioning parish councils.

66. Highways Inspection:

- 66.1. The Chairman mentioned that he is still awaiting a response from Suffolk County Council highways.
- 66.2. Agreed that the annual highway inspection should be in January.

67. Insurance:

- 67.1. It was agreed that the cover for playground equipment did not need amendment.

68. Councillor Training:

- 68.1. Cllr Gibbs to let the Clerk know which dates are suitable for him.

69. Recreation Ground and other assets:

- 69.1. Cllr Barton handed inspection reports to the Clerk.
- 69.2. Cllr Gibbs said that he is organising a meeting with Mr Shipp of Forest Heath District Council to consider improvement proposals and aims to present a proposal to the next meeting.
- 69.3. The Clerk has received a quotation of £378.00 + VAT to replace the notice board on the bus shelter. Agreed that the Clerk should obtain a competitive quotation.
- 69.4. Agreed that the dog bin recently installed on Mortimer Lane should be emptied monthly.
- 69.5. The Clerk to get quotations for two dog bins – with posts – for the new circular walk on Elms Farm.
- 69.6. The Clerk mentioned that the shed in which the tractor is kept on the allotments is in very poor order. Consideration to be given to a replacement, possibly using an old ship container. Matter to be discussed with Shores Charity.

70. SALC Area Meeting:

- 70.1. The Clerk mentioned that the next area meeting is to be on Tuesday 3rd December in Mildenhall. The Chairman, Cllr Pearson and the Clerk to attend.

71. Financial Matters:

- 71.1. Approval was given to the payment of the following accounts-
 - 71.1.1..£85.20 to Playsafety for the annual inspection of the Recreation Ground.
 - 71.1.2..£87.00 to the Society of Local Council Clerks being the Clerks annual subscription.
- 71.2. The Clerk had circulated a draft budget for 2014/2015. This was considered and will be further considered at the January meeting when the Precept will be determined.

72. Working Group Report:

- 72.1. The Right of Way Improvement. Cllr Barton confirmed that the new circular walk is now open. Consideration to be given on organising a formal opening.
- 72.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.
- 72.3. Standing Orders and Code of Conduct. The Clerk mentioned that new Model Financial Standing Orders to cover electronic banking has not yet been produced.
- 72.4. Neighbourhood Planning. Nothing further to report.

73. Clerk's Report:

- 73.1. This had been circulated.

74. Correspondence Received:

- 74.1. None circulated.

75. Urgent Business:

75.1. The Chairman mentioned the petition that is being prepared by Mr and Mrs Knowles over the drastic reduction in the number of buses and that he had attended the local MP's surgery with the Knowles to inform the MP of the concern.

76. Next Meeting:

76.1. Confirmed that the next meeting will be on Monday 27th January 2014 at the village hall at 7.30pm.

Signed:

Date:

77. Present:

77.1. Councillors - D E Wheeler (Chairman); P Gibbs; C Pearson.

77.2. In attendance – District Councillor Tim Huggan; PCSO Tristan Askew; PCSO Bill Butcher; the Clerk; two parishioners.

78. Apologies:

78.1. Cllr L J Barton.

79. Declaration of Interest:

79.1. None.

80. Reports:

80.1. County Councillor.

80.1.1..The County Councillor had not submitted a report.

80.2. District Councillor.

80.2.1..Cllr Huggan reported on the Overview and Scrutiny committee; West Suffolk Strategic Plan; Asset Management Plan; finance; council tax support grant and his locality budget.

80.3. Police.

80.3.1..PCSO Askew presented a report prepared by PCSO Cowan showing one crime in the parish (criminal damage to a vehicle). PCSO Askew also warned about a scam where vehicles are flagged down and a request for cash to purchase petrol is made in exchange for, perhaps, a (worthless) ring or offer of a visiting card.

81. Minutes:

81.1. The minutes of the meeting held on 25th November 2013 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..Brookside Stud off Elms Road – Erection of an American Barn incorporating indoor turn out and hay barn. – No objection.

83.1.2..Land south of Bradfield, East View – Erection of a single storey dwelling and detached garage. – No objection.

83.1.3..Glebe Cottage, Church Lane – Temporary change of use of single dwellinghouse to Class B1 office. – No objection.

83.1.4..Land at Grange Farm, Fordham Road – Construction of a maintenance bay and erection of telemetry kiosk and 6m high aerial. – No objection.

83.2. Decisions:

83.2.1..None

84. Highways Inspection:

84.1. The Chairman mentioned that he will shortly organise a highways inspection.

85. Councillor Training:

85.1. Cllr Gibbs to let the Clerk know which dates are suitable for him.

86. Recreation Ground and other assets:

86.1. Cllr Barton was not present to report on inspections undertaken.

86.2. Cllr Gibbs said that he attempted to organise a meeting with Mr Shipp of Forest Heath District Council to find that he had left. The Chairman said that his successor is either Damien Parker or John Smithson and that he would make contact. Forest Heath has confirmed that £10,000 has been ring fenced for improvements to playground equipment at Freckenham.

86.3. The Clerk reported on other quotations received for a replacement notice board for the bus shelter of £504.00 and £564.00 both plus VAT. It was **resolved** that the quotation of £378.00 + VAT to replace the notice board on the bus shelter should be accepted. The Clerk to approach the County Councillor for a grant from his Locality Budget to meet the cost.

86.4. The Clerk reported quotations received for two dog bins – without posts – for the new circular walk on Elms Farm of £95.74 (Glasdon); £79.00 (Broxap); £120.32 (Wybone) each all +VAT. The Glasdon quotation included delivery and it was **resolved** that this should be accepted.

86.5. The Clerk reported that he has received a quotation from Norfolk Steel Buildings of £4,314.64 +VAT excluding foundations for a Tractor shed on the allotments. Clerk obtaining quotation from Graham Sore for a timber shed and investigating costs of containers.

86.6. The Clerk had circulated the RoSPA annual report earlier in the day and it was agreed that this should be discussed at the next meeting.

87. Financial Matters:

87.1. Approval was given to the payment of the following accounts-

87.1.1..£172.41 to Gipping Press for printing the winter edition of the *Parish Pump*.

87.1.2..£380.00 to The Great Outdoors for mowing the play area during the 2013 season.

87.1.3..£2,057.68 to Suffolk County Council being the maintenance and energy charge for street lighting for 2013/2014.

87.2. The Clerk had circulated a revised draft budget for 2014/2015. This was considered and agreed. It was **resolved** that the Precept for 2014/2015 should be £9,250.00 which will be reduced by the Council Tax Support Grant of £340.16 to £8,909.84.

88. Working Group Report:

88.1. The Right of Way Improvement. The Chairman reported that Dawn Dixon was organising a charity walk on 12th April using the new footpath. Consideration still to be given to organising a formal opening.

88.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.

88.3. Standing Orders and Code of Conduct. The Clerk mentioned that new Model Financial Standing Orders to cover electronic banking has not yet been produced. The necessary Regulations have been approved by Parliament.

88.4. Neighbourhood Planning. Nothing further to report.

89. Clerk's Report:

89.1. This had been circulated.

89.1.1..Forest Heath District Council's charge for emptying a dog waste bin is £2.65 per visit. Agreed that the bin in Mortimer Lane should be emptied quarterly.

89.1.2..Mr and Mrs Knowles have circulated a letter to all residents for sending to Suffolk County Council to support their campaign to improve the bus service.

89.1.3..The Clerk has been informed by Suffolk County Council that Mr Harrison at Elms Farm is to make a planning application for a caravan park. If this fails then he has undertaken to remove the stand pipes in his orchard.

90. Correspondence Received:

90.1. None circulated.

91. Urgent Business:

91.1. The Chairman mentioned that it is now proposed to produce the *Parish Pump* three times a year instead of four. This was supported.

91.2. Cllr Gibbs mentioned that there is a thought to set up a Pig Club. Further details to follow.

92. Next Meeting:

92.1. Confirmed that the date of the next meeting should be changed to Monday 31st March 2014 at the village hall at 7.30pm.

Signed:

Date:

93. Present:

- 93.1. Councillors - D E Wheeler (Chairman); Cllr L J Barton; P Gibbs; C Pearson; Mrs S Cornell.
- 93.2. In attendance – County Councillor James Waters; PC John Gower; PCSO Tristan Askew; the Clerk.

94. Apologies:

- 94.1. None.

95. Declaration of Interest:

- 95.1. None.

96. Reports:

- 96.1. County Councillor.

- 96.1.1..The County Councillor reported that Cllr Colin Noble has put forward his name for leader of Suffolk County Council. He mentioned that he had walked the village with the Chairman and Guy Smith of the Highways Department and hoped that all the items noted would be dealt with during the coming year. He said that he had about £1,200 left in his Locality Budget for this year; the Clerk mentioned that he has not had a response to his email requesting assistance over a proposed new notice board. Cllr Waters said that he could not recall seeing this. The Chairman mentioned that the council would like to make an application for financial assistance for proposed improvements to the recreation ground; Cllr Gibbs explained the draft proposals. The Clerk to follow up this request. Cllr Pearson mentioned that a length of hedge between the village and Worlington was badly overhanging the road and similarly the hedge on the corner of Chippenham Road was overhanging the footway.

- 96.2. District Councillor.

- 96.2.1..Cllr Huggan had not submitted a report.

- 96.3. Police.

- 96.3.1..PCSO Askew presented a report prepared by PCSO Cowan showing five crimes in the parish (thefts of diesel and batteries from vehicles and thefts from an empty bungalow, a horse barn and a portacabin). PCSO Askew also mentioned that a speed check had been carried out and only one motorist was charged. Cllr Waters enquired if the council has acquired a flashing speed indicator – as it has not he offered to investigate.

97. Minutes:

- 97.1. The minutes of the meeting held on 27th January 2014 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

98. Matters Arising not covered in the Agenda:

- 98.1. None.

99. Planning:

- 99.1. Applications received:
 - 99.1.1..None.

- 99.2. Decisions:
99.2.1..None

100. Highways Inspection:

- 100.1. This had been mentioned under the County Councillor's report.

101. Councillor Training:

- 101.1. Cllr Gibbs to let the Clerk know which dates are suitable for him.

102. Recreation Ground and other assets:

- 102.1. Cllr Barton to let the Clerk have a report on an inspection undertaken.
102.2. Cllr Gibbs has had a meeting with other interested members of the village and had handed out their initial thoughts and discussed this during the County Councillors report. The proposals were welcomed by Members. Cllr Gibbs to discuss further funding opportunities with Community Action Suffolk.
102.3. The Clerk mentioned that the council is holding over a Lease with Forest Heath District Council for the recreation ground and felt that this arrangement should be regularised before any work is undertaken. Cllr Waters said that he would investigate the transfer of the freehold to the council – the Clerk to write to Cllr Waters.
102.4. The Clerk had circulated the RoSPA annual report. No major items had been identified. The Clerk to action as required.
102.5. It was noted that the three planters on the corner of The Street and Chippenham Road are in poor repair. The Chairman to investigate if he can source replacements.

103. Financial Matters:

- 103.1. Approval was given to the payment of the following accounts-
103.1.1.. £230 to Peter Taylor-Whiffen for editing the winter 2013 and spring 2014 editions of the *Parish Pump*.
103.1.2.. £60.00 to SALC for the attendance of the Chairman and Clerk at a Transport Seminar.
103.1.3.. £3,819.86 to the Clerk being the reimbursement of diesel for the tractor, reimbursement for the purchase of two dog waste bins, his net salary for 2013/2014 and his expenses for 2013/2014.
103.1.4.. £96.00 to HM Revenue and Customs being PAYE due on the Clerks salary.
103.2. Members confirmed the appointment of Hills Accountancy Services for the Internal Audit for the 2013/2014 accounts.

104. Annual Parish Meeting:

- 104.1. It was **resolved** that this should be held on Wednesday 21st May at 7.00 pm in the village hall. Suggested topics were the proposals to improve the play equipment (Cllr Gibbs) and an update on the Emergency Plan (Cllr Pearson).

105. Village of the Year 2014:

- 105.1. It was **resolved** that the council should enter the Village of the Year competition for 2014 – entries to be received by 16th May. Cllrs Gibbs and Cornell to assist the Clerk.

106. Consultation on Draft Transparency Code:

- 106.1. The Clerk had circulated a link to the draft code. Members considered the six questions contained in the draft and the Clerk to respond.

107. Working Group Report:

- 107.1. The Right of Way Improvement. Cllr Barton to consider other options following the successful completion of the circular walk and the opening ceremony.
- 107.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.
- 107.3. Standing Orders and Code of Conduct. The Clerk mentioned that new Model Financial Standing Orders to cover electronic banking has been produced. The Chairman and Clerk to consider the details and whether a change is required to the Financial SOs.
- 107.4. Neighbourhood Planning. The Clerk to convene a meeting to consider whether this should progress.

108. Clerk's Report:

- 108.1. This had been circulated.
 - 108.1.1.. The Clerk reported that he has met Mr Graham Sore concerning the construction of a new shed for the tractor. Mr Sore considers that the cost is likely to be approaching £3,000 + VAT but has yet to work out the detail. This did not include the demolition of the existing structure
 - 108.1.2.. The Chairman mentioned that he has written to the Suffolk County Council Portfolio holder for Transport but has yet to receive a reply.
 - 108.1.3.. The Clerk reported that he has had no response to an email he sent to Suffolk County Council re Elms Farm.

109. Correspondence Received:

- 109.1. None circulated.
- 109.2. The Police and Crime Commissioner's Public Meeting on 19th June was noted.

110. Urgent Business:

- 110.1. The Chairman and Cllr Pearson to attend the Royal British Legion laying up of the Colours.
- 110.2. Cllr Gibbs mentioned the idea of Food Swaps possibly using the village hall. This to be further investigated and discussed with the village hall.
- 110.3. Cllr Barton mentioned proposals to commemorate the start of WW1 on Armistice Day. Further details to follow.

111. Next Meeting:

- 111.1. Confirmed that the date of the 2014-2015 AGM should be 19th May at the village hall at 7.30pm.

Signed:

Date: