

FRECKENHAM PARISH COUNCIL

**Minutes of the Annual General Meeting held on 31 May 2016
at the Village Hall, Fordham Road, Freckenham at 7.30pm**

Present: Cllrs. Wheeler, Pearson & Cornell. Cllr. Gibbs arrived at 7.40pm.

In Attendance: Cllr. Brian Harvey – FHDC, one parishioner and the Clerk.

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

- Agenda
- Receipt & Payments Year End Statement
- Clerk's Report

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.	
2.	<u>Election of Vice Chairman</u>	
	It was proposed that Cllr. Barton be re-elected as Vice Chairman by Cllr. Cornell. This was seconded by Cllr. Pearson and unanimously agreed.	
3.	<u>Apologies for Absence</u>	
	Cllr. Barton.	
4.	<u>Declaration of Interest</u>	
	There were no declarations of interest.	
5.	<u>Reports</u>	
	<u>County Councillor:-</u> The County Councillor was not in attendance and there was no report given.	
	<u>District Councillor:-</u> Cllr. Harvey gave a brief report. There has been an extension to the Local Consultation period until 1/7/2016. There have been major issues with Highways in various places, with regards to speeding and other issues. It was requested that the Clerk writes to Mildenhall Parish Council (the Clerk) regarding the problems with the right turn into Market Place, waiting to turn and blocking the road and in turn blocking the pedestrian crossing. Suggest that this is turned into a pedestrian only road.	Clerk
	Cllr Wheeler brought up the fact that he has heard that a village in Suffolk was recompensed by Babergh District Council for glass re-cycling and had received a payment of, or up to £500. Cllr. Harvey to look into this and report back.	District Councillor
	Cllr. Harvey reported that garden waste can be put straight into the black bin and this will still be collected. However, the brown bin can now only take garden waste only – no food waste, cardboard, vegetable peelings or teabags etc.	
	<u>Police:-</u> There was no report from the Police provided.	
6.	<u>Minutes</u>	
	The Minutes of the Meetings held on 21 March & 16 May had been previously circulated. The Minutes were confirmed as an accurate record and signed by the Chairman.	
7.	<u>Matters Arising not covered in the Agenda</u>	
	There were no matters arising.	

8.	<u>Appointment of Council Representatives 2016/17</u> 8.1. SALC – Cllrs. Wheeler & Gibbs. 8.2. Freckenham Shores Charity – Cllrs. Gibbs & Cornell 8.3. Village Hall Committee – Cllr. Pearson 8.4. Village Recorder – Mrs Marilyn Badger 8.5. Mildenhall Community Partnership – Cllr. Wheeler 8.6. FHDC Town & Parish Forum – Cllrs. Pearson & Wheeler 8.7. Village Archivist – Mrs Sandie Geddes	
9.	<u>Working Groups for 2016/17</u> 9.1. Right of Way Improvement – Cllr. Barton 9.2. Standing Orders – Cllr. Wheeler & the Clerk 9.3. Risk Assessment – Cllr. Cornell & the Clerk 9.4. Emergency Planning – Cllr. Pearson 9.5. Community Speedwatch – Cllr. Cornell	
10.	<u>Planning</u> <u>10.1. To consider new applications:-</u> <u>10.1.1.</u> DC/16/0855/OUT Residential Development of 4 no dwellings (including demolition of existing outbuilding) – Re-submission of DC/15/2481/OUT. It was resolved that the Clerk replies and re-states our last comments & recommends refusal due to the dangerous junction. Also Clerk is requested to send the details to the District Councillor. <u>10.2. To note decisions</u> <u>10.2.1.</u> DC/15/2481/OUT. Land South of Holmes Farm, Mortimer Lane, Freckenham. Residential Development of 4 no. dwellings. Refused 25/3/2016. <u>10.2.2.</u> DC/16/0185/RM. Homefields, Fordham Road, Freckenham. Submission of details under outline planning permission DC/15/1454/OUT (i) 1no. Four bedroom dwelling and garage (ii) new vehicular access. Approved 8/4/2016. <u>10.2.3.</u> DC/16/0382/TCA. Lane End North Street Freckenham. Trees in a Conservation Area Notification. No objections 1/4/2016. <u>10.2.4.</u> DC/16/0174/TPO. Dunsworth House, 10 Mildenhall Road, Freckenham. Trees in a Conservation Area Notification - (i) T1 - Ash - Crown raise by 4 metres and remove Southern most limb (other works - removing dangerous branches and removing deadwood - exempt work) (ii) T2 and T3 - Fruit trees - Pruning 30% from leafing area. Approved 1/4/2016. <u>10.3. Single Issue Review (SIR):-</u> No further update other than the Consultation period has now been extended to 1.7.2016.	Clerk
11.	<u>Annual Parish Meeting</u> No matters arising.	
12.	<u>Recreation Ground and other assets</u> 12.1. Hand Rail - no update received. 12.2. Update on bags of gravel - as above. 12.3. Other matters - Cllr. Cornell reported that she is tending to the hump once more and will be planting some new plants around this area. The Chairman urged her to forward an invoice for this asap. Cllr. Cornell also mentioned that her sons would like to donate the fuel for the tractor and this was kindly accepted by Councillors who wished her to thank her sons.	

	<p>John Haste who has been cutting the grass is now unwell and will be unable to cut the grass for the time being. Cllr. Cornell offered one of her sons to do some strimming in this area to tide us over.</p> <p>The Playground Report is stating some fixings are loose – Cllr. Wheeler had recently been to the Recreation Ground to tighten these fixings, but found them to be already very tight! The basketball net needs to be disposed of, the slide - some of the welding has gone, the rocking horse is showing signs of wear and tear and we need to look at replacing this. The Clerk to look into this. Also the signs need to be put at the entrances to the Recreation Ground rather than by the Playground itself. Moles need to be eliminated from this area. The Clerk to contact Bob Gee regarding this.</p>	<p>Clerk</p> <p>Clerk</p>
13.	<p><u>Highways Inspection</u></p> <p><u>13.1.</u> Cllr. Wheeler to contact Cllr. James Waters regarding the pot holes on Chippenham Road which were due to have been looked at within four weeks. Email sent on 6/4/2016, but no action has been taken as of yet. Will try to arrange another meeting with Guy Smith to discuss.</p> <p>It was noted that there have been two recent road traffic accidents at the West Row junction between Freckenham & Worlington and the Clerk has received email correspondence from a parishioner regarding these. The Chairman will bring this to the attention of the Highways also, requesting some new white lines and better signage.</p>	<p>Cllr. Wheeler</p> <p>Cllr. Wheeler</p>
14.	<p><u>SALC</u></p> <p><u>14.1.</u> Next meeting Tuesday 14 June to be attended by Cllrs. Wheeler, Pearson and the Clerk.</p> <p><u>14.2.</u> Cllr. Gibbs has been booked onto the new Councillor Training Course on two Saturdays in October (8 & 15) 2016. All details of training courses to be forwarded onto all Councillors for their information. If any training is to be required, please contact the Clerk.</p>	<p>Clerk</p>
15.	<p><u>Financial Matters</u></p> <p><u>15.1.</u> To confirm payment of invoices as follows:-</p> <p>(a) Forest Heath District Council – Emptying of Dog waste bins from 1 April 2016 – 31 March 2017, cheque no. 812 for £246.40.</p> <p>(b) Forest Heath District Council – Lease for Playing Field, cheque no. 813 for £5.00.</p> <p>(c) Mrs H A Gurner – Expenses for March & April 2016, cheque no. 814 for £59.58.</p> <p>(d) NFU – Insurance for Tractor from 17 May 2016 – 17 May 2017, cheque no. 815 for £162.34.</p> <p>(e) Mr D E Wheeler – Chairman’s Allowance, cheque no. 816 for £100.00.</p> <p>(f) Community Action Suffolk – Subscription/Donation for year, cheque no. 817 for £30.00.</p> <p>(g) Mr D E Wheeler – Mileage expenses, cheque no. 818 for £22.50.</p> <p>(h) Mrs H A Gurner – Salary for April & May 2016, cheque no. 819 for £500.00.</p> <p>(i) Gipping Press Ltd – Printing of Parish Pump February 2016, cheque no. 820 for £132.77.</p> <p>(j) SALC – Subscription for 2016/2017, cheque no. 821 for £167.88.</p> <p><u>15.2.</u> Invoices raised after the Agenda was issued. Tabled on the night – Cllr. Pearson purchased items for the Queen’s 90th Birthday Celebrations, namely some bunting and 20 x porcelain mugs, cheque no. 822 for £164.97.</p>	

	<p><u>15.3.</u> The Receipts & Payments schedule for 2015/2016 was approved and signed as an accurate record for the year.</p> <p><u>15.4.</u> The Annual Governance Statement was read out by the Chairman to the Council and all agreed with the ‘yes’ tick boxes. This was duly approved and so signed by both the Chairman and the Clerk. The Accounting Statements 2015/2016 was also approved and signed by the Chairman and the Clerk. This Minute reference was inserted on the Annual Return document.</p> <p><u>15.5.</u> The Clerk was confirmed as the Responsible Finance Officer for the year 2016/2017.</p> <p><u>15.6.</u> Cllr. Wheeler was confirmed to oversee the internal financial control for 2016/2017.</p> <p><u>15.7.</u> Hills Accounting Services was confirmed as the Internal Auditor.</p> <p><u>15.8.</u> New External Audit procedures. On recommendation from SALC, with very late notice from the Government, the Chairman and the Clerk decided to ‘opt in’ to the Government scheme rather than the planned opting out. This is due to the fact that the costing if we were to opt out would be much higher than if we were to opt in as we would almost certainly be required to have an external audit.</p> <p><u>15.9.</u> Pension Staging date is 1/10/2016. All companies now have to enrol their staff in a pension, however if the salary falls below the minimum limit then the company will not be required to have compulsory enrolment. The meeting was then closed to the public to discuss this matter. The Clerk & member of public was asked to leave.</p> <p>It was resolved to increase the Clerk’s salary by £500.00p.a. with effect from 1 June 2016.</p> <p><u>15.10.</u> The Clerk explained that the HMRC Basic Tools payroll software is not working on the new laptop, does not provide for payslips or P60’s and so she has looked at adding the Parish Council onto her own Payroll Software called Moneysoft Ltd. There will be a nominal payment of £20 per year to the Council. It was decided that the cost of this be paid to the Clerk for the use of this software which then provides payslips, P60’s all printed off plain paper.</p> <p><u>15.11.</u> It was resolved that the defunct laptop and the printer can be disposed of. Cllr. Gibbs offered to clear the hard drive of any sensitive information and the Clerk is to hand over the laptop to Cllr. Gibbs for this purpose. The Clerk to update the Asset Register with these disposals.</p>	<p>Clerk / Cllr. Gibbs</p> <p>Clerk</p>
16.	<p><u>Working Groups Report</u></p> <p><u>16.1.</u> Right of Way Improvement – there has been mention that people are now avoiding walking their dogs on this right of way due to the spraying that has been carried out on the fields near to this. Some dogs have been affected by this and have had to have their feet washed to avoid soreness! It was decided to put a piece in the Parish Pump about this, requesting any information to be brought to our attention.</p> <p><u>16.2.</u> Risk Assessment – this has been confirmed as up to date and the Clerk and Cllr. Cornell will undertake this each year.</p> <p><u>16.3.</u> Standing Orders – these are confirmed as up to date, having been adopted at the March 2016 meeting.</p> <p><u>16.4.</u> Emergency Plan – this needs updating with a replacement for Elms Road. Cllr. Pearson to update accordingly.</p>	<p>Clerk & Cllr. Cornell</p> <p>Cllr. Pearson</p>

	<u>16.5. Defibrillator monthly check – no update on this.</u>	
18.	<u>Clerk's Report</u> Attached – this Report was circulated and discussed. The Recreation Ground to be taken off the Clerk's Report and kept in the Minutes under Recreation Ground and other assets.	
19.	<u>Queen's 90th Birthday Celebrations</u> Cllr. Barton has purchased the prosecco for the toast. Cllr. Pearson has purchased the bunting and 20 x porcelain mugs for prizes etc. Another meeting is required to see the response around the village. Posters have been distributed around the village. The Village Hall Committee will stock and staff the bar on a rota basis. Paul Brooks has said he will undertake a power point presentation and this needs to be followed up. The Coffee Caravan is having a get together for the Queen's 90th Birthday Celebrations at the Village Hall on Tuesday 7 June 2016 between 2 – 4pm and will be providing a celebratory cream tea.	Cllr. Pearson
20.	<u>Correspondence Received</u> The Clerk is now keeping a list of all items emailed around to Councillors for future use/information.	Clerk
21.	<u>Urgent Business</u> No urgent business.	
22.	<u>Future Meetings</u> The meetings for the next year have been agreed as 4 July 2016, 5 September 2016, 14 November 2016, 16 January 2017, 6 March 2017 & the AGM on 15 May 2017 to be held in the Village Hall at 7.30pm.	

There being no further business the Meeting closed at 9.30pm

Signed.....

Dated.....