FRECKENHAM PARISH COUNCIL

Minutes of Meeting held on Monday 10 July 2017 at the Village Hall, Fordham Road, Freckenham at 7.30pm

<u>Present</u>: Cllrs. Wheeler - Chairman, Pearson – Vice, Barton & Cornell

<u>In Attendance</u>: Cllr. Busuttil – Suffolk County Council, Cllr. Harvey - Forest Heath District Council, 1 parishioner and the Clerk.

Absent: Cllr. Gibbs

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

- Agenda
- Summary Sheet on Quarter 1 Accounts

20	Analogies	Λ at: a.a
28.	Apologies	<u>Action</u>
	Apologies subsequently received from Cllr. Gibbs at 9.10pm.	
29.	Declaration of Interest in any items on the Agenda	
	No one declared an interest.	
30.	Members of the public are invited to speak on any item within the	
	Agenda for a maximum of three minutes	
	One parishioner in attendance and did not wish to speak.	
31.	To receive reports from:-	
	Cllr Barton arrived at 7.38pm	
	<u>County Councillor</u> – Cllr. Busuttil was welcomed by the Chairman as our	
	new Suffolk County Councillor. Cllr. Busuttil gave a brief report	
	concerning Highways and the relationship between Highways and Kier.	
	The budget with any proposed cuts was also discussed along with	
	potholes. Cllr. Wheeler brought up the Mildenhall Road which is due to	
	be re-surfaced during this financial year, but as of yet no update has been	
	received despite requesting one. The Chairman also brought up the fact	
	that cat eyes in the local roads are being removed but not replaced which	
	is a concern when resurfacing takes place.	
	<u>District Councillor</u> – Cllr. Harvey attended the A11 Highways meeting last	
	month. It has been proposed to put partial signalisation traffic lights on	
	the A11 north and southbound as well as the A1101 from Mildenhall.	
	The works have now been approved, but will probably not commence	
	until the end of the year or could be early 2018. The one Suffolk	
	collaboration between Bury St Edmunds Borough Council and Forest	
	Heath District Council is now out for consultation to become one council	
	under the banner of West Suffolk. All Councils are being contacted for	
	their input. The solar farm visit yesterday went well. Cllr. Harvey	
	mentioned that the Men's Tour of Britain cycle race is leaving from	
	Newmarket and will come through the villages including Freckenham so	
	could be a community event on 8 September 2017. Cllr. Pearson will look	
	into organising something via the Village Hall.	
	Police Newsletter - The Clerk had the June Police newsletter and all	
	Councillors confirmed they had seen it.	
32.	To confirm the Minutes of the AGM meeting held on 8 May 2017 and the	
	Extra-Ordinary Meeting held on 2 June 2017	
	The Minutes of the AGM held on 8 May 2017 and the Extra-Ordinary	
	Meeting held on 2 June 2017 were confirmed as an accurate record and	
	1 Meeting held on 2 June 2017 Were committed as an accordice record and	

	were duly signed by the Chairman.	
33.	Matters Arising from the Minutes not covered in the Agenda	
	There were no matters arising.	
34.	Planning	
	34.1 <u>Current Planning Applications</u>	
	DC/17/0953/FUL Stud Farm Brookside Stud Badlingham Freckenham CB7	
	5QQ - Planning Application - (i) 1no. Dwelling and (ii) Continued Use of	
	Existing Temporary Mobile Home Until Completion of Dwelling.	
	Freckenham Parish Council resolved No objections.	
	34.2 Planning Applications Determined	
	DC/17/0697/FUL 11 East View - 2no. Semi-detached dwellings and	
	associated vehicular access – Application withdrawn / abandoned. It was	
	noted that this property is now up for sale.	
	34.3 Single Issue Review	
	No further update.	
	34.4 Neighbourhood Village Plan Update	
	Cllr. Pearson attended the Neighbourhood Plan training held at	
	Mildenhall and gave a presentation on this matter at the Freckenham	
	Annual Parish Meeting. A few people will have to dedicate a lot of time	
	to this matter if it is decided to go ahead.	
35.	Recreation Ground & other Assets	
	35.1. Playground Report	
	Cllr. Cornell reported that all the equipment appears in good working	The Chest to
	order including the adult equipment. A new rubbish bin is required as	The Clerk to investigate the
	the existing one is falling apart. Mrs Ann Wheeler has worked tirelessly	cost of a new
	weeding and sweeping the footpath which is now looking good. The path	rubbish bin
	has now been edged by Mrs Wheeler too.	
	35.2 Update on grass cutting & path weeding	
	We now have a new mower, thanks to our County Councillor. Unfortunately one of the belts came off, so Cllr. Cornell has been in touch	
	with the manufacturer who has said it is a manufacturing fault and this	
	has now been rectified. From September, it is planned to start trimming	
	the hedges and the bushes. The Chairman extended thanks to Cllr.	
	Cornell for putting the planters around.	
	35.3 To consider replacement of damaged bench seat	
	A new 5ft bench will need to be purchased, the cost is around £500 for a	
	decent one. The Council resolved to allow Cllr. Wheeler to source this at	Cllr. Wheeler
	a maximum cost of £500.	
	35.4 Any other matters relating to the Recreation Ground	
	Cllr. Wheeler has installed the new signs on the Recreation Ground at	
	both entrances to the field. There has been a problem with dogs being	
	taken into the Childrens' Play Area. Therefore the old signs have now	Cllr. Barton to
	been put in this area to deter people from allowing their dogs in. Cllr.	give spring to
	Barton has a spring to go on the gate to make sure it closes as	Graham Sore for
	appropriate.	installation on the gate.
	35.5 Update on Bridge plants area shuttering	_
	A quotation has been received from G.C.Sore regarding this area for a	The Clerk emailed
	total of £280 + VAT to strengthen the shuttering by tying in more timber	confirmation to
	upright posts. The Council resolved to accept this quotation and the	Graham Sore
	Clerk to confirm with Graham Sore dates for the work to be completed.	10/7/2017
	35.6 Overgrown hedges covering footpaths	

	Letters to be sent out to various residents regarding their hedges growing over the boundaries. 35.7 To discuss the Notice Boards	The Clerk – letters sent 14/7/2017
	The Clerk mentioned that both noticeboards on Mildenhall Road and Chippenham road are deteriorating and it is not easy to display Council documents. The Clerk was asked to look into replacing both noticeboards and to obtain a cost for the same.	The Clerk
36.	Highways Inspection This item was covered earlier under District Councillor report.	
37.	SALC 37.1 To confirm date of next meeting as Tuesday 12 September at Barrow Cllrs. Wheeler, Pearson, Cornell and the Clerk to attend this meeting. 37.2. To consider training courses for 2017-18 The Council resolved to approve the Clerk attending the Information and Networking Days in September & December 2017 and March 2018 at a	The Clerk to book with SALC
38.	cost of £16, £17 & £18 respectively. FHDC Town & Parish Forum – to confirm date of next meeting as Thursday 13 July at Newmarket Sports Pavilion. Cllr. Wheeler to attend.	
39.	Financial Matters 39.1 To confirm payment of the following invoices:- (a) C W Kirk Lawnmowers Ltd – Purchase of Ride-On Mower (already paid on 2/6/2017) Qno. 906 £4,518.00 (b) NFU Mutual – Insurance for the above (already paid on 12/6/2017) Qno. 907 £227.51 (c) Mrs H A Gurner – Clerk's Salary (June & July) & Expenses (May & June) Qno. 908 £689.95 (d) HMRC – Payment of PAYE for June & July Qno. 909 £61.40 (e) Mr D E Wheeler – Chairman's Allowance Qno. 910 £100.00 (f) Hills Accounting Services – Internal Audit Report Qno. 911 £130.00 39.2 Any invoices received after the Agenda was issued:- Further invoices were received in the last two days as detailed below:- (a) Peter Taylor-Whiffen – Editing the Summer edition of the Parish Pump Qno. 912 £140.00 (b) Gipping Press – Printing of the Summer edition of the Parish Pump Qno. 913 £121.53 Both the above invoices were approved by the Council this evening. 39.3 Internal Auditor's Report 2016-17 An amendment needs to be made on pg. 7 where ROSPA needs to be amended to FHDC. The Clerk was pleased to report that there were no recommendations made within the Internal Auditor's Report. Subject to the above amendment, the Council resolved to formally accept the Internal Auditor's Report. 39.4 Report on Quarter 1 Accounts 2017-18 The Clerk reported on the Accounts from 1 April to 30 June as detailed on the summary sheet attached. She stated that this will be a quarterly	Amended report received & circulated.
	update after the end of each quarter i.e. for the July, November, January and May meetings. It was noted that the first payment of the precept had been received from FHDC on 28 April being £5,750.00. The Clerk reported that the Annual Return had been duly completed along with any	

	supplementary documents and sent off to BDO, the External Auditor.	
	39.5 Asset Register	
	The Clerk confirmed that the Asset Register has been updated with the	
	Ride-On Mower purchased in June and a copy of the Register was sent	
	out to all Councillors with the Agenda papers for this meeting. Cllr.	
	Cornell reported that the current hi-vis jackets do not conform to current	
	legislation. The Council formally resolved to purchase seven of these hi-	ou o u o
	vis jackets for a cost of £15.99 each with a £4 delivery charge. Cllr.	Cllr. Cornell & the Clerk
	Cornell to organise this with the Clerk – to consider buying from Amazon	the cierk
	under Freckenham Parish Council's name so that any VAT payable can be	
	reclaimed.	
	39.6 Financial Risk Assessment	
	This to be reviewed as soon as possible by the Chairman and the Clerk	Cllr. Wheeler &
	and presented to the next meeting in September.	the Clerk
	39.7 To consider any charitable Donations under S.137 of the Local	
	Government Act for 2017-18	
	The Council resolved to give £50 each to the same charities as last year,	
	namely:-	
	(a) East Anglian Childrens' Hospice	
	(b) St Nicholas Hospice	
	(c) East Anglian Air Ambulance	
	(d) Royal British Legion	
	(e) West Suffolk Samaritans	
	(f) The Alzheimer Society	
	These will be approved and paid out at the next meeting on 11	
	September 2017 meeting	
40.	Working Groups Report:-	
10.	40.1 Circular Walk – Cllr. Barton reported that this is not currently	Cllr. Barton
	walkable due to being overgrown. He reported that he will ask for it to	confirmed he has requested it be
	be cut.	cut as soon as
	40.2 Risk Assessment – This was reviewed by Cllr. Cornell and the Clerk	possible.
	on 5 July 2017 and the risks were considered to have remained static and	
	in line with the last Risk Assessment undertaken in May 2016. However,	
	the Clerk will be presenting the Risk Assessment in a different format &	The Clerk
	this will be sent out to all Councillors with the papers for the next	THE CIETK
	meeting in September.	
	40.3 Emergency Plan – Cllr. Pearson gave a brief update.	
	40.4 Defibrillator monthly Check – Cllr. Barton is undertaking this, but	
	considering getting a villager to do this. Another consideration is to ask	
	PETS to undertake this for us.	
	40.5 Community Speedwatch – Cllr. Cornell now has seven volunteers to	
	help with this. They have been recording the amount of vehicles coming	
	through the village. A 4.30pm speed watch took place in Elms Road last	
	week, 14 vehicles caught speeding, the lowest speed of which was	
	41mph – the highest was 63mph. A box has been made to hold the	
	camera now which makes it easier to record registration plates etc. as	
	there is no need for someone to physically hold the camera.	
41.	BT Telephone Box	
	Cllr. Barton handed round a poster to put through letterboxes requesting	
	volunteers to help with the refurbishment / painting of the (old BT)	
1		
	phone box. The date suggested for this is 2 September 2017. Cllr.	

	Wheeler suggested that we obtain a quotation from the person who	
	painted the swings last year who can maybe get this done more speedily.	
42.	Correspondence Received	
	The Clerk read out two letters:-	
	- Community Action Suffolk thanking us for our donation (made from	
	S.137 from the Local Government Act) of £30.00	
	- Suffolk County Council stating that the grant of £500 towards the cost	
	of a new speed gun had been successful. A cheque has now been	
	received by the Clerk and was paid into our bank account on 29 June	
	2017.	
43.	<u>Urgent Business</u>	
	The Clerk reported that she has now purchased an attendance book	
	which should be signed by each Councillor at every meeting from hereon	
	in. She also purchased an Accident Report book and will hold this at the	
	Parish Council address in case of accident / incident on the Recreation	
	Ground or elsewhere on Parish Council land.	
	Cllr. Pearson reported that the Village sign at the top of North Street is	
	starting to deteriorate and will need to be looked at shortly.	
	Cllr. Cornell also mentioned that certain street signs are missing –	The Clerk to
	Mildenhall Road, Fordham Road, The Street and Elms Road. These will	report to District Council
	need to be replaced.	
44.	To confirm the date of the next meeting as Monday 11 September 2017	

Signed
Date

There being no further business, the meeting closed at 9.20pm.