

## FRECKENHAM PARISH COUNCIL

---

Members of the Council are hereby summoned to attend a  
Meeting of Freckenham Parish Council on  
**Monday 18 January 2016 at 7.30 pm at Freckenham Village Hall**

**Members of the public will be given an opportunity to address the Council on any item on the agenda prior to the meeting**

### AGENDA

1. Apologies for absence.
2. Declaration of interest in any items on the agenda.
3. To receive reports from the County and District Councillors.
4. To confirm the minutes of the meeting held on 16 November 2015, previously circulated.
5. Matters arising from the Minutes not covered in the Agenda.
6. Planning:-
  - 6.1. To consider any planning applications:-
    - (a) re-submission (of previous application DC/14/2384/FUL) – change of use of land to a residential caravan park for 4 no. mobile homes, 6 no. caravans and 4 no. day rooms, Application No. DC/15/2215/FUL. Residential Caravan Park, Elms Road, Red Lodge.
    - (b) Trees in a Conservation Area Notification – T1 Ash – Application No. DC/15/2521/TCA. The Old Rectory, Church Lane, Freckenham IP28 8JF. Chairman to update.
    - (c) Construction of a stable barn with 7no. bays, equine exercise area & new parking area. Application No. DC/15/2493/FUL. Woodland House, Elms Road, Freckenham IP28 8JG.
  - 6.2. To note applications determined:-
    - (a) Trees in a Conservation Area Notification – Selbourne House, Church Lane, Freckenham IP28 8JF. Application No: DC/15/2193/TCA. **Decision:** No objections.
  - 6.3. Single Issue Review (SIR)

To consider any further details, if received, on the Forest Heath Local plan consultations. Single Issue Review (SIR) of Core Strategy Policy CS7 and Site Allocations Local Plan. Full details on link at <http://westsuffolk.jdi-consult.net/localplan/> Also available for viewing on FHDC's website at [www.westsuffolk.gov.uk/fhlocalplan](http://www.westsuffolk.gov.uk/fhlocalplan)
7. Highways:-

Chairman to update, if any.
8. Recreation Ground and other assets:-

Chairman to report.
9. SALC:-
  - 9.1. To confirm the date of the next area meeting as Tuesday 8 March 2016, venue to be confirmed.
  - 9.2. To confirm upcoming dates for Councillor / Clerk training courses & Networking days.

10. Financial Matters:-
  - 10.1. To confirm payment of invoices (schedule as at 12 January 2016 attached).
  - 10.2. To approve the Budget for 2016/17 – draft attached.
  - 10.3. Bad debts – Clerk to report.
11. Working Groups Report:-
  - 11.1. Right of Way Improvement (Circular Walk working party) – Cllr. Barton to report on updates, if any.
  - 11.2. Risk Assessment – Chairman to look at.
  - 11.3. Standing Orders – Chairman / Clerk to update to include email notifications/summons & also to adopt latest version (May 2014) from SALC.
  - 11.4. Emergency Plan – Cllr. Pearson to report on updates, if any.
13. BT Telephone Box Procurement  
Cllr. Barton to report.
12. Clerk's Report – attached.
13. To update on the Queen's Official 90<sup>th</sup> Birthday Celebrations to be held weekend of 11/12 June 2016.
14. Correspondence Received:-  
None received.
15. Urgent Business:-  
Such business which, in the opinion of the Chairman, should be considered as a matter of urgency to be specified in the minutes.
16. Future Meeting:-  
To confirm the date of the next meeting – Monday 21 March 2016.

12 January 2016

*Hilary Gurner*

H A GURNER  
*Clerk to the Council*

## Freckenham Parish Council

### Invoices for payment Meeting on 18 January 2016

Clerk	Quarterly Salary	Qno 866	£750.40
G C Sore	Work carried out in bus shelter & to recreation ground	Qno867	£396.81
SALC	2 x books, Local Councils Explained & Local Council Clerk's Guide	Qno868	£70.99
The Community Heartbeat	A4 wall sign for defibrillator	Qno869	£18.00
Clerk	Expenses for November & December 2015	Qno870	£63.09
FHDC	Charge for uncontested election (May 2015)	Qno871	£21.34
FHDC	Annual Playground Audit 2015-16	Qno872	£312.60
SALC	New Clerk's training	Qno873(a)	£120.00
SALC	Clerk's Networking Day	Qno873(b)	£18.00
Society of Local Clerks	Annual Subscription	Qno874	£82.00
Information Commissioner's Office	Registration for Data Protection	Qno875	£35.00
Total			£1,888.23

#### Bank Balances at 12 January 2016

Current a/c	£351.68
Deposit a/c	£10,792.87
Petty Cash	£0.00
	£11,144.55
	£9,256.32

#### Payments recently received None

£0.00

Freckenham Parish Council  
**Proposed Budget 2016-2017**

Financial Year 1 April 2016 - 31 March 2017

Revenue Income Items	Year 2014/15		Year 2015-16			Year 2016-17		
	Budget	Actual	Budget	Actual (half year)	To year end			to match proposed expenditure
	£	£	£	£	£	£	£	£
FHDC Precept	£8,909.84	£8,909.84	£9,523.00	£9,523.00	£9,523.00	£10,951.00	£11,189.00	£11,677.00
FHDC Precept Grant	£340.16	£340.16	£227.00	£227.00	£227.00	£113.00	£113.00	£113.00
VAT Reclaimed	£70.00	£480.76	£350.00	£3,844.82	£5,523.68	£500.00	£500.00	£500.00
Parish Pump Advertising	£200.00	£260.00	£200.00	£250.00	£400.00	£400.00	£400.00	£400.00
Grants	£0.00	£23,508.16	£0.00	£3,500.00	£3,500.00			
Interest	£6.00	£5.27	£4.00	£6.22	£10.00	£10.00	£10.00	£10.00
<b>Total Income</b>	<b>£9,526.00</b>	<b>£33,504.19</b>	<b>£10,304.00</b>	<b>£17,351.04</b>	<b>£19,183.68</b>	<b>£11,974.00</b>	<b>£12,212.00</b>	<b>£12,700.00</b>

Income Less Expenditure                      £23,188.97    **-£6,947.32**    **-£20,339.54**                      **-£726.00**    **-£488.00**                      £0.00

	<u>Actual</u>	<u>Actual</u>	<u>Anticipated</u>
<u>Bank Balances</u>	<u>1.4.2015</u>	<u>8.1.2016</u>	<u>31.3.2016</u>
Current:	£3,795.61	£351.68	£280.00
Deposit:	£26,880.70	£10,792.38	£4,855.01

Hilary A Gurner  
Responsible Finance Officer

E:/PARISH COUNCIL/BudgetDocuments/Pre-Budget 2016/17 3rd draft prepared for 18.1.2016

Freckenham Parish Council  
Proposed Budget 2016-2017

Financial Year 1 April 2016 - 31 March 2017

Revenue Expenditure Items	Year 2014/15		Year 2015/16			Year 2016/17
	Budget	Actual	Budget	Actual to 31 Oct 2015	Estimated To year end	Budget
	£	£	£	£	£	£
General Admin Expenses	£270.00	£244.98	£170.00	£360.00	£360.00	£240.00
Clerk's salary	£3,500.00	£3,500.00	£3,675.00	£1,337.50	£2,837.50	£3,000.00
Clerk's expenses	£75.00	£185.12	£75.00	£26.00	£75.00	£285.00
Subscriptions	£158.00	£246.00	£162.00	£192.00	£192.00	£205.00
Publications	£1,000.00	£916.52	£800.00	£450.80	£800.00	£1,000.00
Postage & Stationery etc.				£74.63	£100.00	£105.00
Insurance	£1,180.00	£941.76	£1,000.00	£1,039.22	£1,039.22	£1,100.00
Hire of Village Hall		£20.00		£0.00	£20.00	£20.00
Training & travel expenses	£300.00	£66.45	£200.00	£65.70	£200.00	£300.00
Chairman's Allowance	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00
Section 137 'Free resources'	£500.00	£573.00	£500.00	£520.00	£580.00	£500.00
Section 142 'Donations'	£300.00	£0.00	£0.00	£0.00	£0.00	£100.00
Street Lighting	£3,320.00	£1,996.13	£3,015.00	£0.00	£2,300.00	£2,500.00
Recreation Ground - rent	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00
Play Equipment			£0.00	£20,013.84	£20,013.84	£240.00
Parish amenities	£1,325.00	£1,501.76	£700.00	£113.67	£9,400.66	£1,500.00
Contingency	£1,600.00	£0.00	£1,400.00	£0.00	£1,400.00	£1,400.00
Miscellaneous	£100.00	£18.50	£100.00	£0.00	£100.00	£100.00
<b>Total Expenditure</b>	<b>£13,733.00</b>	<b>£10,315.22</b>	<b>£11,902.00</b>	<b>£24,298.36</b>	<b>£39,523.22</b>	<b>£12,700.00</b>

Expenditure to be considered for 2016/2017

Street Lighting Improvements	£500.00	In Budget - none from 2006 - 2015 as yet!
Recreation Ground & Play Area		Possible expenditure & grants EXCLUDED above
Street Lighting Replacement Fund	£2,300.00	Worst case scenario £66,000 - best is £4,950

Hilary A Gurner  
Responsible Finance Officer

E:/PARISH COUNCIL/BudgetDocuments/Pre-Budget 2016/17 3rd draft prepared for 18.1.2016

**CLERK'S REPORT**  
**For Meeting on 18 January 2016**

1.	Locality Budget	Any project that could require support from the County Councillor's or District Councillor's Locality Budgets in this financial year?
2.	Street Light Outages	Any further reports? Currently have three outages. Still to receive invoice for the street light in Mildenhall Road damaged in storm in February 2014 which has been replaced. To be paid for by insurance company less the excess (£100).
3.	Garden area in The Street	Still awaiting final update on the shuttering - to be looked at by Suffolk County Council Highways Department.
4.	Security Bollard	All installed and completed.
5.	Dog Waste Bin & signage	All installed and completed.
6.	Registration for Data Protection	The Clerk has registered with the Information Commissioner for Data Protection. Once the fee of £35 has been received the Parish Council will be covered under the Data Protection Act.
7.	Society of Local Council Clerks	The Clerk has registered with SLCC and the fee due £82 will be sent off once the Council has approved same.

H.A. Gurner

12.1.2016