

FRECKENHAM PARISH COUNCIL

**Members of the Council are hereby summoned to attend
the Annual General Meeting of Freckenham Parish Council on
Monday 8 May 2017 at 7.30 pm at Freckenham Village Hall**

AGENDA

1. To elect a Chairman for the year 2017/2018
2. To elect a Vice-Chairman for the year 2017/2018
3. Apologies for absence & approval of reasons tendered
4. Declaration of interest in any items on the agenda
5. Members of the public are invited to speak on any item within the Agenda for a maximum time of three minutes
6. To receive reports from the County Councillor, District Councillor and the Police Newsletter
7. To confirm the minutes of the meeting held on 6 March and 28 March 2017.
8. Matters arising from the Minutes not covered in the Agenda.
9. To appoint Council representatives for 2017/2018. (Last years in brackets):
 - 9.1. SALC (Cllrs. Wheeler & Gibbs)
 - 9.2. Freckenham Shores Charity (Cllrs. Gibbs & Cornell)
 - 9.3. Village Hall Committee (Cllr. Pearson)
 - 9.4. Village Recorder (Mrs Marilyn Badger)
 - 9.5. Mildenhall Community Partnership (Cllr. Wheeler)
 - 9.6. FHDC Town & Parish Forum (Cllrs. Pearson & Wheeler)
 - 9.7. Village archivist. (Mrs Sandie Geddes)
10. To confirm Working Groups for 2017/2018. (Last years in brackets):
 - 10.1. Right of Way Improvement (Cllr. Barton)
 - 10.2. Standing Orders (Cllr. Wheeler & the Clerk)
 - 10.3. Risk Assessment (Cllr. Cornell & the Clerk)
 - 10.4. Emergency Planning (Cllr. Pearson)
 - 10.5. Community Speed Watch. (Cllr. Cornell)
 - 10.6. Recreation field
11. Planning:-
 - 11.1. To consider any planning applications:-
 - 11.1.1. DC/17/0697/FUL 11 East View Freckenham IP28 8HU - Planning Application - 2no. semi-detached dwellings and associated vehicular access
 - 11.2. To note applications determined:-
 - 11.3. To consider moving to a 'paperless' planning process
 - 11.3. 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
12. Annual Parish Meeting: - To consider any matters arising from the meeting on 3 May 2017
13. Recreation Ground and other assets:-
 - 13.1 Playground Report
 - 13.2 Update on the levelling of the Recreation Ground
 - 13.3 Update on grass cutting
 - 13.4 Update on Playground signs
 - 13.5 Any other matters
14. Highways Inspection - Cllr Wheeler to report.

15. SALC:-
 - 15.1. To confirm the date of the next meeting as Tuesday 13 June at Brandon Country Park.
16. FHDC Town & Parish Forum
 - 16.1. To confirm the date of the next meeting as Wednesday 7 June at Red Lodge Pavilion.
17. Financial Matters:-
 - 17.1. To confirm payment of invoices (schedule as at 2/5/2017 attached).
 - 17.2. To consider any invoices received after the Agenda was issued - to be tabled on the night.
 - 17.3. To receive and approve the Receipts & Payments Account for 2016/2017 (attached)
 - 17.4. To consider & approve the responses to the Annual Governance Statement of External Audit (Section 1 of the Annual Return) .
 - 17.5. To approve the Accounting Statements for 2016-17 (Section 2 of the Annual Return).
 - 17.6. To appoint a Responsible Finance Officer for 2017-2018.
 - 17.7. To appoint a Councillor to oversee the internal financial control for 2017-2018.
18. Working Groups Report:-
 - 18.1. Right of Way Improvement - Circular Walk working party. Cllr. Barton to update.
 - 18.2. Risk Assessment – Confirmation that this is up to date.
 - 18.3. Standing Orders – Confirmation that these are up to date.
 - 18.4. Emergency Plan – Cllr. Pearson to report on updates, if any.
 - 18.5. Defibrillator monthly check Report – Cllr. Barton
19. BT Telephone Box

Cllr. Barton to report on refurbishment.
20. Correspondence Received:-

To note correspondence received.
21. 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.
22. Future Meetings:-

To confirm the dates of the meetings to be held during 2017/2018 as the second Monday in the month as follows:-
10 July 2017, 11 September 2017, 13 November 2017, 8 January 2018, 12 March 2018 & 14 May 2018.

2 May 2016

Hilary A Gurner
Clerk to the Council
4 Holmsey Green Gardens
Beck Row
Bury St Edmunds
Suffolk IP28 8HH
Tel: 01638 718241
Mob: 07984 309744

Freckenham Parish Council
Invoices for payment
Meeting 8th May 2017

<u>Name</u>	<u>Details</u>	<u>Q no.</u>	<u>Amount</u>
SALC	Planning Conference 2/3/2017 Cllr. Pearson	895	£90.00
SALC	Clerk's Information & Networking Day 23/3/2017	895	£19.20
Mrs H A Gurner	Clerk's Salary (Apr & May 17)	896	£583.34
Mrs H A Gurner	Clerk's Expenses (Mar & Apr 2017)	896	£93.20
RoadRunner TCA Ltd	Chip repaired, checked & tested	897	£103.20
Forest Heath District Council	Emptying of Dog bins x 4 for 2017-18	898	£254.80
Forest Heath District Council	Lease of Playing Field	898	£5.00
NFU Mutual	Insurance for Tractor	899	£169.41
Mr D E Wheeler	Re-imburement for payment made to Impress Express Signs & Graphics Ltd for signs to be installed at Recreation Ground	900	£78.60
Mr D E Wheeler	Mileage expenses for attending SALC meeting 6/12/2016 & Town & Parish Forum 5/4/2017	900	£35.10
SALC	Subscription for 2017/18	901	£172.66
		TOTAL	£1,604.51
Bank Balance as at		Current a/c	£2,403.67
2 May 2017		Deposit a/c	£11,067.29
		Petty Cash	£0.00
			£13,470.96
Payments recently rec'd	FHDC Precept part payment of £5750 incl in above		£0.00
			£11,866.45

Freckenham Parish Council

Receipts & Payments Summary 2016/17

Agenda Item 17.3

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31/03/2016	Description	31/03/2017	Budget	Variances
<u>RECEIPTS</u>				
£9,750.00	Precept	£11,302.00	£11,302.00	£0.00
£9.00	Bank Interest	£4.55	£10.00	-£5.45
£4,383.29	Grants	£1,851.03	£0.00	£1,851.03 Grant of £351.03 relates to 2015/16
£495.00	Parish Pump Advertising	£180.00	£400.00	-£220.00
£230.00	Other Income	£35.00	£0.00	£35.00 refund of bank charge
£5,473.68	VAT repayment	£557.13	£500.00	£57.13
£20,340.97	TOTAL RECEIPTS	£13,929.71	£12,212.00	£1,717.71 FAV variance
<u>PAYMENTS</u>				
£739.19	Parish Pump	£860.97	£1,000.00	£139.03 publications
£299.00	Subscriptions	£275.88	£205.00	-£70.88 subs
£320.00	Audit Fees	£425.00	£120.00	-£305.00 Gen. Admin.
£263.74	Administration	£717.75	£225.00	-£492.75 Gen. admin, postage & Clerk's expenses
£3,572.85	Clerk's Salary	£3,416.70	£3,285.00	-£131.70 Clerks salary
£151.30	Councillor Expenses	£266.35	£200.00	-£66.35 training & travel / chairmans allow
£1,064.22	Insurance	£1,086.33	£1,100.00	£13.67 insurances
£26,309.57	Capital Expenditure	£0.00	£240.00	£240.00 Play Equipment
£480.00	Section 137	£300.00	£600.00	£300.00 S.137 & S.142
£1,621.32	Street Lighting	£1,880.20	£2,500.00	£619.80 Street lighting
£86.24	Maintenance	£1,453.13	£300.00	-£1,153.13 parish amenities
£2,036.55	Open Spaces	£435.00	£1,000.00	£565.00 parish amenities
£158.99	Miscellaneous	£454.67	£120.00	-£334.67 misc & village hall hire
£5.00	Lease of Land	£5.00	£5.00	£0.00 recreation ground rent
£0.00	Footpaths	£0.00	£200.00	£200.00 parish amenities
£150.00	Training	£417.00	£200.00	-£217.00 training & travel
£0.00	Contingency	£0.00	£1,400.00	£1,400.00 contingency
£5,521.63	VAT on Payments	£744.37	£0.00	-£744.37 VAT on payments
£42,779.60	TOTAL PAYMENTS	£12,738.35	£12,700.00	-£38.35 ADV variance

RECEIPTS & PAYMENTS SUMMARY

£1,661.48	Current Bank Balance as at 1 April	£2,110.17		
£26,880.70	Deposit Bank Balance as at 1 April	£3,993.38		
£28,542.18	sub-total	£6,103.55		
£20,340.97	Total Receipts	£13,929.71	£12,212.00	£1,717.71 Fav variance
£48,883.15	sub-total	£20,033.26	£12,212.00	
£42,779.60	Less Payments	£12,738.35	£12,700.00	£38.35 Adv variance
£6,103.55	total	£7,294.91	£1,679.36	FAV variance

**CUMULATIVE FUNDS REPRESENTED BY
(as at 31 March)**

£2,110.17	Current Account	£2,434.67	£1,977.85 cashbook
£3,993.38	Deposit Account	£5,317.06	£5,317.06 cashbook
£6,103.55	sub-total	£7,751.73	£7,294.91
	Less unrepresented cheques	£456.82	
£6,103.55	total	£7,294.91	£7,294.91
£0.00		£0.00	

Q829 £18.00, Q830 £140.00, Q886 £158.82, & Q892 £140.00

The Accounts represent fairly the financial position of the Parish Council as at 31 March 2017 and reflect its receipts and payments during the year.

Signed..... Date.....
Responsible Finance Officer

I certify that the accounts were formally approved at the Council Meeting on ?????

Signed..... Date.....
Chairman