

**FRECKENHAM PARISH COUNCIL**  
**Members of the Council are hereby summoned to attend**  
**a Meeting of Freckenham Parish Council on**  
**Monday 3 September 2018 at 7.30 pm at Freckenham Village Hall**

**AGENDA**

1. Apologies for absence & approval of reasons tendered
2. Declaration of interest in any items on the agenda
3. Members of the public are invited to speak on any item within the Agenda for a maximum time of three minutes
4. To receive reports from the County Councillor, District Councillor and to receive the Police Newsletter
5. To confirm the minutes of the meeting held on 20 July & the Extra Ordinary Meeting held on 9 August 2018.
6. Matters arising from the Minutes not covered in the Agenda.
7. Planning:-
  - 7.1. To consider any planning applications:-
    - 7.1.1. DC/18/1225/HH Amended - Householder Planning Application - (i) Raise roof to create habitable rooms with velux windows (ii) juliette balcony to west elevation (iii) front entrance extension (iv) garden room to north elevation.  
Expiry Date: Extension granted to 4/9/2018
  - 7.2. To note applications determined:-
  - 7.3. Neighbourhood Plan – to approve the Terms of Reference (attached) and to report on a meeting held at FHDC on the 13 August.
8. Recreation Ground and other assets:-
  - 8.1. Playground Report.
  - 8.2. Update on grass cutting
  - 8.3. Update on the wall between Chippenham Road & Shores Close
  - 8.4. Any other matters relating to the Recreation Ground.
9. Highways Inspection - Cllr Wheeler to report.
10. SALC
  - 10.1. To confirm the date of the next meeting as Tuesday 11 September at Lakenheath.
  - 10.2. To note that the AGM is Tuesday 6 November at Blackbourne Community Centre, Elmswell.
  - 10.3. To confirm bookings for training courses for 2018-19
11. FHDC Town & Parish Forum - the date of the next meeting to be confirmed.
12. Financial Matters:-
  - 12.1. To approve amendment to Clerk's Expenses provided at the last meeting 20/7/2018 (attached).
  - 12.2. To confirm payment of invoices (schedule as at 28/8/2018 attached).
  - 12.3. To consider any invoices received after the Agenda was issued - to be tabled on the night.
  - 12.4. To approve the subscription to the HP Instant Ink Service.
  - 12.5. To note receipt of second part of Precept.
  - 12.6. VAT Return 31/7/2018.

- 12.7. Exercise for public rights to view 2017/18 Accounts passed on Friday 10 August.
- 12.8. To consider the insurance renewal quotation from Came & Company.
- 12.9. Bank Mandate.
13. Working Groups Report:-
  - 13.1. Circular Walk - Cllr. Barton to update.
  - 13.2. Emergency Plan – Cllr. Pearson to report on updates, if any.
  - 13.3. Defibrillator monthly check Report – Cllr. Barton.
  - 13.4. Community Speedwatch – Cllr. Cornell to report.
14. Update on the Email accounts created by Matthew Pajares Yngson
15. Correspondence Received:-  
To note correspondence received.
16. 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.
17. Future Meetings:-  
To confirm the date of the next meeting as 19 November 2018.

28 August 2018

*Hilary A Gurner*  
*Clerk to the Council*  
4 Holmsey Green Gardens  
Beck Row  
Bury St Edmunds  
Suffolk IP28 8HH  
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## **FRECKENHAM NEIGHBOURHOOD PLANNING COMMITTEE – TERMS OF REFERENCE**

### Reference

- A. Leaflet distributed to each household entitled ' *Neighbourhood Plan*'.

### Governance

1. **Authority.** Freckenham Parish Council has chosen under section 102(4) of the Local Government Act 1972 to establish a sub-committee to develop and produce a Neighbourhood Plan. Members of this committee have voting rights under section 13(3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989.
2. **Notification.** The intention to create a Neighbourhood plan and sub- committee to deliver it was notified via Reference A distributed to each household and at the Annual Parish Meeting 2<sup>nd</sup> May 2018. This committee shall be known as the Neighbourhood Plan Steering Committee
3. **Decision Making.** The steering committee has full delegated authority to manage the process of preparing the plan as set out in the objectives and within agreed budgets; up to and including the publication of the consultation draft plan.
  - a. All decisions shall be made via a vote; if required the committee chairman shall have the deciding vote.
  - b. Where, in the view of the chairman of the Parish Council, a decision exceeds the authority of the committee he/she has primacy to decide on the appropriate course of action.
4. **Feedback to the Parish Council.** Appropriate feedback (such as minutes, referendum results etc) is to be given to the Parish Council after each event.
5. **Accountability.** The Steering Committee is accountable to the wider community for ensuring that the plan reflects their collective expectations.

### Objective

6. The objective of the committee is to provide the necessary expertise, either directly or through external professional help (subject to financial approval) to ensure the plan delivers on the 4 principles outlined in the Reference A and repeated below:
  - a. Develop a shared vision for the village.
  - b. Influence new buildings and who they should be for.
  - c. Choose where we should put new homes and other development (such as support for small business).
  - d. Identify and protect important green spaces in the village.

### **Guiding Principles.**

7. In conducting its business the committee shall follow the following principles:
  - a. Recognise that whilst the process of preparing and delivering the plan is consultative and democratic it will not meet the requirements of everyone.
  - b. Ensure the plan is developed and delivered in line with relevant legislation and planning policies.
  - c. Where appropriate seek external help to ensure the plan is compliant in all necessary areas.
  - d. Declare conflicts of interests before the business is discussed and take appropriate action as required.

### **Group Membership**

8. The committee must consist of the Chairman of the Parish Council and at least 2 additional Parish Councillors. Other members shall be volunteers. It shall have elected a chairman and appointed secretary.
9. Membership as at 8 Aug 2018 is below: the chairman of the committee is responsible with the vice chairman for ensuring the committee is balanced across the community.

Role	Name	Remarks
Chairman	Nick Woolley	Must be elected by the committee.
Vice Chairman	David Wheeler	Must be Chair of Parish Council

Secretary	Campbell Pearson	Parish Councillor
Member	Lawrence Barton	Parish Councillor
Member	Gary Tucker	
Member	Jacqui Burke	
Member	Richard Tuke	

## Meetings

10. **Cadence.** The committee shall meet as frequently and as needed; an appropriate agenda is to be sent out in advance with additional requests for additional items as required.
11. **Attendance.** The chairman is responsible for ensuring that attendance at each meeting allows for decisions to be taken and provides the appropriate expertise.

## Finance

12. Where budget is allocated from the Parish Council, authority to spend the budget rests with the parish council. This may be delegated to members of the committee who are also members of the Parish Council. Where a grant funding is given, authority to spend this rests with the sub-committee: it is the responsibility of the committee to ensure this is spent in line with the appropriate policies and conditions of the grant after confirming with the Parish Council.

## Dissolution of the Committee

13. The committee will be dissolved once the plan has been voted in by referendum and accepted by the District Council.

**CORRECTION TO CLERK'S EXPENSES FOR MAY, JUNE & JULY 2018 (up to 10/7/2018 only)****May-18**

Date	Description	Qty	Cost	VAT	Total	Coding
02/05/2018	Travel to Freckenham for Annual Parish Meeting, 14 miles @ 45p per mile = £6.30	1	£6.30	£0.00	£6.30	Clerk's exp
02/05/2018	Tea, Coffee, Sugar, Milk & Biscuits for Parish Meeting		£6.65	£0.00	£6.65	Misc.
08/05/2018	hpstore.uk.com - printer inks for HP Office Jet 7510, black, magenta, cyan and yellow		£67.79	£0.00	£67.79	Admin
08/05/2018	Travel to Freckenham to put up notices of Agenda, 14 miles @ 45p per mile = £6.30		£6.30	£0.00	£6.30	Clerk's exp
14/05/2018	Travel to Freckenham to attend AGM & PC Meeting, 14 miles @ 45p per mile = £6.30		£6.30	£0.00	£6.30	Clerk's exp
14/05/2018	2 x envelopes and 2nd class stamps for letters with cheques		£1.18	£0.00	£1.18	Admin
			£94.52	£0.00	£94.52	

VAT not reclaimed as no VAT registration number

**Jun-18**

Date	Description	Qty	Cost	VAT	Total	Coding
01/06/2018	Travel to Internal Auditor in Lakenheath to drop off 2017/18 Accounts, 14 miles @ 45p per mile = £6.30	1	£6.30	£0.00	£6.30	Clerk's exp
05/06/2018	Travel to Freckenham to attend Extra-Ordinary Meeting, 14 miles @ 45p per mile = £6.30	1	£6.30	£0.00	£6.30	Clerk's exp
10/06/2018	Travel to the Chairman's house to complete the Exemption Certificate of Section 2 of the Accounting statements, 14 miles @ 45p per mile = £6.30	1	£6.30	£0.00	£6.30	Clerk's exp
19/06/2018	Travel to Internal Auditor in Lakenheath to collect 2017/18 Accounts, 14 miles @ 45p per mile = £6.30	1	£6.30	£0.00	£6.30	Clerk's exp
			£25.20	£0.00	£25.20	

**up to 10 Jul-18**

Date	Description	Qty	Cost	VAT	Total	Coding
06/07/2018	Purchase of new Printer HP7830 All in One from Amazon	1	£104.15	£20.83	£124.98	cap exp
06/07/2018	Purchase of 3yr warranty from Amazon for above printer	1	£27.00	£0.00	£27.00	admin
			£131.15	£20.83	£151.98	
	<b>GRAND TOTAL</b>		<b>£250.87</b>	<b>£20.83</b>	<b>£271.70</b>	

Envelopes charged at 3p each, A5 envelopes 10p each & A4 15p each

Lines with VAT to be re-claimed

Coding	£
Clerk's Expenses	£44.10

Therefore, further cheque due to The Clerk for £20.83 as only paid for the net amount and not the gross amount.

CORRECTED 16/8/2018

Capital Expenditure	£104.15
Admin	£95.97
Misc.	£6.65
VAT	£20.83
	<u>£271.70</u>

cheque no.971 £20.83 written 27/8/2018

**INVOICES FOR PAYMENT FOR PC MEETING 3/9/2018**

<u>Name</u>	<u>Details</u>	<u>Q no.</u>	<u>Amount</u>
Gipping Press Limited	Printing of summer edition of The Parish Pump	969	*£139.74
Mrs H A Gurner	August Salary 2018	970	£300.42
Mrs H A Gurner	Amendment to Clerk's Expenses previously approved 20/7/2018	971	£20.83
Mrs H A Gurner	Salary September 2018	972	£300.42
Mrs H A Gurner	Expenses - from 11 July - 31 August 2018	972	£27.86
St Nicholas Hospice	Section 137 payment	973	£50.00
East Anglian Air Ambulance	Section 137 payment	974	£50.00
East Anglia's Childrens Hospice (EACH)	Section 137 payment	975	£50.00
Royal British Legion	Section 137 payment	976	£75.00
Bury St Edmunds & West Suffolk Samaritans	Section 137 payment	977	£50.00
The Alzheimer's Society	Section 137 payment	978	£50.00
		<b>TOTAL</b>	<b>£974.53</b>

Cheques already written & passed for payment. On this list for formal approval only.

\*Not included in total as Q already been through the bank!

**Bank Balance as at  
28 August 2018**

Current a/c	£1,715.39
Deposit a/c	£7,674.49
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	£8,415.35

**Payments recently rec'd,  
not incl in above**

£0.00