

FRECKENHAM PARISH COUNCIL  
Minutes of the Annual General Meeting held on 18<sup>th</sup> May 2015  
at Freckenham Village Hall, Fordham Road at 7.30 p.m.

---

**1. Present:**

- 1.1. Councillors - D E Wheeler (Chairman); L J Barton; P Gibbs; C Pearson; Mrs S Cornell.
- 1.2. In attendance – District Councillor Brian Harvey; one parishioner; the Clerk.

**2. Election of Chairman:**

- 2.1. Cllr Barton proposed that Cllr Wheeler be elected as Chairman; this was seconded by Cllr Mrs Cornell and unanimously agreed. Cllr Wheeler signed a Declaration of Acceptance of Office.

**3. Election of Vice-Chairman:**

- 3.1. Cllr Pearson proposed Cllr Barton as Vice-Chairman. This was seconded by Cllr Wheeler and agreed.

**4. Apologies:**

- 4.1. None.

**5. Declaration of Interest:**

- 5.1. None.

**6. Reports:**

- 6.1. County Councillor.
  - 6.1.1.. Cllr James Waters had not submitted a report.
- 6.2. District Councillor.
  - 6.2.1.. The Chairman welcomed Cllr Brian Harvey following his recent election as councillor for Manor Ward. Cllr Harvey said that he would be on the Planning committee but all other appointments would be confirmed at a full council meeting on 27<sup>th</sup> May.
- 6.3. Police.
  - 6.3.1.. No report had been received from PCSO Becky Simpson. Cllr Harvey, who had been chairman of the Forest Heath Crime Prevention Panel, explained that there is currently a change being considered in police and PCSO organisation. He also mentioned that the input of data on speed from local speed checks (hand held or SID) generates the frequency of speed checks by the police. He said that a device that records speeds are being installed on lamp posts.

**7. Minutes:**

- 7.1. The Minutes of the meeting held on 16<sup>th</sup> March 2015 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

**8. Matters Arising not covered in the Agenda:**

- 8.1. None.

**9. Appointment of Council Representatives for 2015-2016:**

- 9.1.1.. SALC. Cllrs Gibbs and Wheeler
- 9.1.2.. Freckenham Shores Charity. Cllrs Gibbs and Mrs Cornell.
- 9.1.3.. Village Hall Committee. Cllr Gibbs.

- 9.1.4.. Village Recorder. Mrs Sandie Geddes.
- 9.1.5.. Mildenhall Community Partnership. Cllr Wheeler.
- 9.1.6.. Forest Heath Parish and Town Forum. Cllr Barton

## **10. Working Groups for 2015-2016:**

- 10.1. The Working Groups were confirmed as:
  - 10.1.1..Right of Way Improvement – chaired by Cllr Barton.
  - 10.1.2..Standing Orders and Code of Conduct – Cllr Wheeler and the Clerk.
  - 10.1.3..Risk Assessment – Cllr Mrs Cornell and the Clerk
  - 10.1.4..Neighbourhood Planning – to include Cllr Barton, Nick Woolley, Richard Tuke, Niall Martin.
  - 10.1.5..Recreation Ground Improvements – Cllr Gibbs.
  - 10.1.6..Emergency Planning – Cllr Pearson.

## **11. Planning:**

- 11.1. Applications received:
  - 11.1.1..Holmes Farm, Mortimer Lane ~ re-pollard two sycamore trees. No objection.
  - 11.1.2..Freckenham House D, Mildenhall Road ~ fell one Lime tree and marked Sycamore trees. No objection.
  - 11.1.3..Proposed Gypsy site, Elms Road ~ amended location for the proposed three gypsy families with three mobile homes and six amenity blocks. No objection to the amended location but continued objection to the application.
- 11.2. Decisions:
  - 11.2.1..None.

## **12. Annual Parish Meeting:**

- 12.1. Elms Farm. Following on the comments at the meeting the Chairman said that the points raised should be dealt with by the County Council as owners and the District Council as the planning authority. Cllr Harvey said that he has spoken with the planning department and with County Councillor Waters.

## **13. Strategic Housing Land Availability Assessment (SHLAA) Review 2015:**

- 13.1. The Clerk had circulated details and had done a presentation on the SHLAA at the Parish Meeting. Members had no further suggested sites for development.
- 13.2. The Clerk mentioned that he has been approached by Suffolk County Council on the possibility of a site owned by them opposite the village hall for affordable housing. As this site has been included in the SHLAA as a possible development site Members felt that the land was no longer likely to be available at non-development value. Also a further survey of need would be required.

## **14. Recreation Ground and other Assets:**

- 14.1. Cllr Gibbs to let the Clerk have his report following an inspection of the play equipment. The Clerk mentioned that he had recently undertaken an inspection.
- 14.2. Cllr Barton said that confirmation on the use of the existing electricity supply in the bus shelter was still required.
- 14.3. Cllr Barton said that the new play and adult fitness equipment has been installed. Agreed that Members should inspect at 1.00 pm on Saturday 23<sup>rd</sup> May and **resolved** that the invoice from the contractors should not be paid until all are satisfied in the quality of the work and not before the end of the agreed 30 day period. He also mentioned that the length of the path is confirmed as 280 metres and work would start on 1<sup>st</sup> June. It was not clear if the contractor was going to remove the soil from site, but if not then agreed that it should be placed by the existing hump. It was suggested that the Environment Agency should be requested to clear the river to prevent flooding.

## **15. Highways Inspection:**

15.1. The Chairman mentioned that he proposes to undertake the annual inspection with Cllr Waters and the Highways Department during June or July.

## **16. Councillor Training:**

16.1. The Clerk had details of SALC training for the next year which he is to send to Cllr Gibbs.

## **17. Financial Matters:**

17.1. Approval was given to the payment of the following accounts-

17.1.1..£172.41 to Gipping Press for the printing of the Spring *Parish Pump*.

17.1.2..£45.57 to the Clerk being reimbursement for purchase of diesel for the tractor.

17.1.3..£1,375.00 to Community HeartBeat Trust being the balance of the purchase of the defibrillator.

17.1.4..£30.00 to Community Action Suffolk being the annual subscription for 2015-16.

17.1.5..£5.00 to Forest Heath District Council being rent for the recreation ground.

17.1.6..£162.00 to SALC being the annual subscription to include two copies of The Local Councillor.

17.1.7..£157.65 to NFU Mutual being the annual insurance of the tractor and mower.

17.1.8..£100.00 to Cllr Wheeler being the Chairman's allowances for 2015-16.

17.1.9.. £20,013.84 to Sovereign Design Play Systems Ltd being the first payment on account for equipment installed on the recreation ground.

17.2. The Clerk had circulated the accounts for 2014/2015 and the Statement of Accounts for External Audit and these were both approved.

17.3. Members completed the External Auditors Annual Governance Statement.

17.4. It was confirmed that the Clerk would be the Responsible Financial Officer for 2015-2016.

17.5. It was **resolved** that the Chairman should oversee internal financial control.

17.6. It was confirmed that Mr Steve Hill of Hills Accounting Services should be the Internal Auditor for the forthcoming year.

## **18. Working Group Report:**

18.1. Right of Way Improvement. Cllr Barton confirmed the circular footpath is being used. The Clerk mentioned that it had been recently mown by a contractor acting on behalf of the County Council.

18.2. Risk Assessment - Cllr Mrs Cornell said that she and the Clerk had recently undertaken a risk assessment and the Clerk mentioned two items that require to be kept under review.

18.3. Standing Orders and Code of Conduct. The Clerk mentioned that an amendment to the Financial Regulation had been agreed at the last meeting.

18.4. Neighbourhood Planning. The Clerk mentioned that he would arrange a meeting to consider whether to progress.

18.5. Emergency Planning. Cllr Pearson said that some minor amendments were required to the contacts section and gave the details to the Clerk.

## **19. Clerk's Report:**

19.1. This had been circulated.

## **20. Correspondence Received:**

20.1. None circulated.

## **21. Urgent Business:**

- 21.1. The Chairman suggested that a letter of thanks should be sent to the former District Councillor – Tim Huggan – for all his support over the last few years. This was unanimously agreed.
- 21.2. The Chairman said that as the Clerk has his house on the market thought will need to be given to finding a replacement.
- 21.3. The Chairman was requested to convey the council's thanks to Mrs Wheeler for the work that she does to the garden area by the bridge and for cleaning out the bus shelter.

## **22. Next Meetings:**

- 22.1. Provisional dates for the coming year:

<u>2015</u>	<u>2016</u>
20 <sup>th</sup> July	18 <sup>th</sup> January
21 <sup>st</sup> September	21 <sup>st</sup> March
16 <sup>th</sup> November	16 <sup>th</sup> May (2016-2017 AGM)

Signed:

Date: