

FRECKENHAM PARISH COUNCIL
Minutes of a Meeting held on 18 January 2016
at Freckenham Village Hall, Fordham Road at 7.30 p.m.

Present: Councillors D.E. Wheeler (Chairman); L.J. Barton (Vice); C. Pearson, P. Gibbs (joined at 7.45pm)
In Attendance: Cllr. Brian Harvey FHDC, Cllr. James Waters SCC, Mrs H.A. Gurner (Clerk), and 14 members of the public

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

- Agenda
- The following appendices:
A: 2016/17 Budget
B: 2016/17 Parish grant and precept application
C: Clerk's Report

1.	<u>Apologies:</u>	<u>Action</u>
2.	<u>Declarations of Interest:</u> There were no Declarations of Interest.	
3.	<u>To receive Reports from the District & County Councillors:</u> <u>3.1. Cllr Brian Harvey, Forest Heath District Council</u> Important meetings taking place this week include an Emergency Planning Meeting to discuss the flooding issues this country has seen recently. The Town and Parish Forum meeting is taking place this week also. The Neighbourhood watch scheme is running well in Worlington and we are trying to get one up and running in Freckenham too. <u>3.2. Cllr James Waters, Suffolk County Council</u> The MOD gave an update on the closure of RAF Mildenhall today – it is going to be used for housing. Planning a meeting with RAF Alconbury & RAF Molesworth together with Ministers shortly. Will now be able to get the infrastructure sorted for jobs etc. This should be seen as a massive opportunity, not just for Mildenhall area, but for the whole of West Suffolk.	
4.	<u>Minutes:</u> The minutes of the last meeting held on 16 November 2015 were confirmed as a correct record and signed by the Chairman.	
5.	<u>Matters Arising not covered in Agenda:</u> There were no matters arising.	
6.	<u>Planning:</u> 6.1. (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. The Chairman opened up the meeting to members of the public who were in attendance to air their views on the above planning application. There followed a discussion and the main objections to the application were 1) over development of site, 2) concern over the amount of caravans, 3) concern over this being written into the local plan. Cllr. Brian Harvey recommended that residents put forward their objections on the Planning website, but these must be specific and relate to the law. In order for him to take part in the debate on the Planning Committee at FHDC, he was unable to comment on any aspect of	

	<p>the planning application.</p> <p>The meeting then resumed. Councillors debated the application and it was resolved the Clerk would send through objections on the grounds of over development of the site with the comments from the previous application being re-stated.</p> <p>5 members of the public then duly left the meeting.</p> <p>(b) Trees in a Conservation Area Notification – T1 Ash – Application No. DC/15/2521/TCA. The Old Rectory, Church Lane, Freckenham IP28 8JF. This has already been dealt with – no comments sent.</p> <p>(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. Councillors discussed this application and it was resolved the Clerk would respond with ‘no objections’.</p> <p>6.2. To note applications determined:-</p> <p>(a) Trees in a Conservation Area Notification – Selbourne House, Church Lane, Freckenham IP28 8JF. Application No: DC/15/2193/TCA. Decision: No objections.</p> <p>6.3. Nothing further to note on the Single Issue Review (SIR) of Core Strategy Policy CS7 and Site Allocations Local Plan.</p>	<p>Clerk</p> <p>Clerk</p>
7.	<p>Highways:</p> <p>7.1. Nothing further to report. Still awaiting Guy Smith to come back to the Chairman regarding the flooding on Mildenhall Road (left hand side).</p>	<p>Cllr Wheeler</p>
8.	<p>Recreation Ground & other Assets:</p> <p>8.1. Have reports that a lot of people have been using the equipment which is good to hear. There are still a couple of repairs to be done which Cllr. Barton is aware of.</p> <p>Bag of gravel left behind from the builders - needs to be moved away but kept to use on the path in case the path needs repairing.</p> <p>A member of the public mentioned it would be nice to have the path floodlit, especially for winter and suggested that just one lamp in the corner behind the houses on Lee Brook Close would be required to light the area.</p> <p>Decision: it was decided to put a note in the next Parish Pump mentioning that it could be floodlit.</p> <p>Also suggested a hand rail is required for the footpath to the Recreation Ground from The Street and Cllr Barton to look at obtaining a quotation for this. There is a possibility it can be purchased from the District Council’s Locality Budget.</p> <p>Another member of the public mentioned that the public footpath (the circular footpath) is very uneven and dangerous to walk on. County Council have already agreed to cut it three times a year rather than two. Cllr. Barton to have a look at it and report back to Cllr James Waters.</p>	<p>Cllr Barton Cllr Barton</p> <p>Cllr Wheeler</p> <p>Cllr. Barton</p> <p>Cllr Barton</p>
9.	<p>SALC:</p> <p>9.1. The next meeting is to be held on Tuesday 8 March with the venue still to be confirmed.</p>	
10.	<p>Financial Matters</p> <p>10.1. Approval was given to the following payments:-</p> <p>(a) The Clerk’s quarterly salary: £750.40 Cheque no. 866</p> <p>(b) G.C. Sore for work carried out to the Bus Shelter & Recreation Ground: £396.81 Cheque no.867</p> <p>(c) SALC 2 x books, Local Councils Explained & Local Council Clerk’s Guide: £70.99 Cheque no.868</p> <p>(d) The Community Heartbeat, A4 wall sign for defibrillator: £18.00 Cheque no. 869</p>	

	<p>(e) The Clerk's expenses for November & December: £63.09 Cheque no. 870 (f) FHDC, Charges for uncontested election (May 2015): £21.34 Cheque no.871 (g) FHDC, Annual Playground Audit 2015-16: £312.60 Cheque no.872 (h) SALC, New Clerk's training: £120.00 Cheque no.873(a) (i) SALC, Clerk's Networking Day: £18.00 Cheque no. 873(b) (j) Society of Local Clerk's Annual Subscription: £82.00 Cheque no.874 (k) Information Commissioner's Office, Registration for Data Protection Act: £35.00 Cheque No.875 (l) FHDC, Annual charge for emptying of Dog bins (3) Apr 2015 – Mar 2016: £100.80 Cheque no.802 (m) Suffolk County Council, Street lighting charge Apr 2015 – Mar 2016: £1,945.58 Cheque No.803</p> <p>10.2. The draft Budget was discussed and it was resolved to set the precept at £11,302 which is the middle figure as set out in the Proposed Income Forecast / Draft Budget in Appendix A attached. The grant and Precept application form is attached to the Minutes as Appendix B.</p> <p>10.3. Bad Debts. The Clerk reported that the two bad debts have both paid up following a number of telephone calls and the letters sent out in December.</p>	
11.	<p><u>Working Groups Report</u></p> <p>11.1. Right of Way Improvement. Cllr Barton to walk the circular path to check it is safe. As mentioned earlier hand rail quotation to be obtained for the Recreation Ground and sent to Brian Harvey, FHDC Councillor to see if the money can be provided from the Locality Budget.</p> <p>11.2. Risk Assessment – Final report at the next meeting – Chairman to update.</p> <p>11.3. Standing Orders – The Clerk asked Members if they would accept the Agenda and associated papers by email and all agreed with the exception of Cllr. Cornell who was absent. Therefore Decision: update the Standing Orders to include email and also adopt the latest version from SALC (May 2014).</p> <p>11.4. Emergency Plan - Cllr Pearson reported that all details were up to date and there was nothing further to report.</p>	<p>Cllr. Barton</p> <p>Cllr. Wheeler Clerk / Cllr. Wheeler</p>
12.	<p><u>Clerk's Report</u></p> <p>This was circulated and discussed. See Appendix C attached.</p> <p>The Chairman also reported the following whilst discussing street lighting: G39 lighting - when the light goes out on these lamps, due to health and safety these cannot be repaired without the electricity cables being switched off!</p> <p>One of the bulbs has been out since February 2015 (lamp 7, corner of North Street). Freckenham will be the first village to have the bulbs replaced and the intention is to start it this week! Any other lights that are not working, please let the Chairman have the details so that we can report back to the Suffolk County Council. The three lights that are currently not working are:- Lamp 7 – corner of North Street – actually opp Freckenham House, Lamp 28 – corner of Mortimer Lane & The Street and Lamp 29 – The Driftway.</p>	
13.	<p><u>BT Telephone Box Procurement</u></p> <p>Cllr. Barton reported that it is £1 to adopt the telephone kiosk. BT will pay for the electricity in it ie. A light bulb. The pay phone has not been used for over two years. If it is approved, the service will be taken away and the Parish Council can adopt it. Then it can be painted & filled with books or anything else appropriate.</p> <p>Decision: It was resolved to make an application to BT & adopt the kiosk.</p>	<p>Cllr. Barton</p>

14.	<u>Queen's 90th Birthday Celebrations</u> - weekend of 11/12/ June 2016 This was discussed previously and it was decided that the Parish should come together to arrange any celebrations. A small working group of six to be set up with two from the Parish Council, two from the Village Hall Committee and two representing the Church. Cllr. Pearson has been nominated for the Village Hall and Cllr. Barton will represent the Church. Cllr. Gibbs put himself forward as did Cllr. Wheeler on behalf of the Parish Council, - two more people are required. Nicholas Woolley has pencilled the date in his diary for a possible garden party in his grounds.	
15.	<u>Correspondence Received</u> Brian Harvey, FHDC Councillor, reported the Police & Crime Commissioner has brought out a public consultation. Five minute survey, on whether the precept for Suffolk Police should be increased. The village has the opportunity to respond to this, but it is of a short time frame - deadline is 28 January 2016. The Police are unfortunately no longer attending our meetings. Also the Neighbourhood Watch alert system emails are coming to the Clerk via Brian Harvey. The Clerk is forwarding them on to all Councillors.	
16.	<u>Urgent Business</u> There was no urgent business.	
17.	<u>Future Meeting</u> The next meeting was confirmed as Monday 21 March 2016 at 7.30pm.	

There being no further business, the meeting closed at 21.05hrs.

Signed:

Date:

Agenda 18 January 2016

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
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 90th 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

Appendix A

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		APPROVED BUDGET	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
Total Income	£9,526.00	£33,504.19	£10,304.00	£17,351.04	£19,183.68	£11,974.00	£12,212.00	£12,700.00

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>
Bank Balances	1.4.2015	8.1.2016	31.3.2016
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
Total Expenditure	£13,733.00	£10,315.22	£11,902.00	£24,298.36	£39,523.22	£12,700.00

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

Appendix B

**FOREST HEATH DISTRICT COUNCIL
PARISH COUNCIL ESTIMATE 2016/17
Application for Grant & Precept**

Please complete the following & return to the Chief Financial Officer by 31 January 2016

PARISH COUNCIL OF:

Freckenham

*Please select your Parish Council from drop down list

Date of Parish Council Meeting, approving the estimates 18-Jan-16

Details of the Parish Clerk: Hilary A Gurner

Address: 4 Holmsey Green Gardens, Beck Row, Bury St Edmunds, Suffolk

IP28 8HH

Tel No: 01638 718241 E-Mail: freckenhamparishclerk@hotmail.com

The amount requested by the above mentioned Parish Council by way of grant aid & precept in the year 1 April 2016 to 31 March 2017 is as follows:

* The 2015/16 figures below are the Budget figures submitted by Parishes in January 2015 and are included for information purposes only.

	2015/16	2016/17
Expenditure (excluding contributions to reserves)	£ 9,750	£ 11,302
Use of Reserves	£ -	£ -
Net Expenditure	£ 9,750	£ 11,302
Less		
Local Council Tax Support Grant	£ 227	£ 113
Parish Precept	£ 9,523	£ 11,189
Tax Base	129.40	132.01
Parish Band D Council Tax	£ 73.59	£ 84.76
Increase/-Decrease		£ 11.17
Percentage Increase/-Decrease		15.18%

Chairman of Parish Council:

Parish Clerk:

Clerk's Report

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