

FRECKENHAM PARISH COUNCIL  
Minutes of the Annual General Meeting held on 9<sup>th</sup> May 2011  
at Freckenham Village Hall, Fordham Road at 7.24 p.m.

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**1. Present:**

- 1.1. Councillors - D E Wheeler; L J Barton; P Gibbs; C V Pearson (co-opted).
- 1.2. In attendance – District Councillor Tim Huggan; the Clerk.

**2. Election of Chairman:**

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

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

- 3.1. Cllr Wheeler proposed Cllr Mrs Engelbrecht as Vice-Chairman. This was seconded by Cllr Gibbs and unanimously agreed.

**4. Apologies:**

- 4.1. Cllr Mrs C K L Engelbrecht; County Councillor Stephen Frost; PCSO Dawn Rowan.

**5. Co-option to fill vacancy:**

- 5.1. The Chairman reported that Mr Campbell Pearson had expressed an interest to fill the vacancy. There being no other proposal Mr Pearson was unanimously co-opted to fill the vacancy.
- 5.2. Mr Pearson, being present, signed a Declaration of Office and joined the meeting.

**6. Declaration of Interest:**

- 6.1. None.

**7. Reports:**

- 7.1. County Councillor.
  - 7.1.1.. Cllr Frost had sent his apologies. He had informed the Clerk that he had a number of meetings at the County Council during the week when he would deal with various outstanding matters.
- 7.2. District Councillor.
  - 7.2.1.. Cllr Huggan mentioned that Forest Heath Council are in negotiations concerning the future of the Newmarket Waste Recycling Centre; that the council is having to re-think the allocation for some 1,200 houses, possibly further expansion in Red Lodge; that parking charges in Newmarket are likely to be increased and that he understood that the government were possibly going to relieve parish councils of the obligation to provide allotments.
- 7.3. Police.
  - 7.3.1.. PCSO Rowan had informed the Clerk that there was nothing further to add to her report to the Annual Parish Meeting on 18<sup>th</sup> April.

## **8. Minutes:**

- 8.1. The Minutes of the meeting held on 14<sup>th</sup> March 2011 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

## **9. Matters Arising not covered in the Agenda:**

- 9.1. None.

## **10. Appointment of Council Representatives for 2011-2012:**

- 10.1.1..SALC. Cllr Gibbs – [Cllr Wheeler is on the Executive Committee]
- 10.1.2..Mildenhall and District Sick Poor Fund. Mr Nial Murphy
- 10.1.3..Freckenham Shores Charity. Cllrs Gibbs and Engelbrecht.
- 10.1.4..Village Hall Committee. Cllr Wheeler.
- 10.1.5..Village Recorder. Mrs Sandie Geddes.
- 10.1.6..Mildenhall Community Partnership. Cllr Wheeler.
- 10.1.7..Mildenhall Road Footway Action Group. Cllr Engelbrecht.
- 10.1.8..Suffolk Hedgerow Survey. This to be included in the brief for the Rights of Way Working Party.

## **11. Working Groups for 2011-2012:**

- 11.1. The Working Groups were confirmed as:
  - 11.1.1..Right of Way Improvement and Parish Plan (Freckenham 2000) – co-chaired by Cllrs Mrs Engelbrecht and Barton.
  - 11.1.2..Standing Orders – Cllr Wheeler and the Clerk.
  - 11.1.3..Risk Assessment – Cllr Mrs Engelbrecht and the Clerk.

## **12. Planning:**

- 12.1. Applications received:
  - 12.1.1..Land off Elms Road (Red Lodge) – Removal of Earth Bund and replace with screen fencing and landscape strip. Variation of condition 3 of F/2010/0012/FUL ~ Objection in that the bund gives a physical barrier to prevent future expansion of the site.
- 12.2. Decisions:
  - 12.2.1..16 The Street ~ Pollard 1 x willow tree at 3.5m and fell 3 x conifer trees. ~ Approved.

## **13. Play Area Safety Inspection Report:**

- 13.1. A further inspection to be made shortly. Inspections to be made bi-monthly.

## **14. Parish Pump:**

- 14.1. The Clerk had circulated an estimate from Gipping Press for the printing of the *Parish Pump* for £110.55 for 160 copies, being the lower of two estimates he had received. The Chairman mentioned that he had a verbal estimate for £135.00. It was **resolved** that Gipping Press should be instructed to print the next edition.
- 14.2. Consideration to be given to seeking funding from the County Councillor's Locality Budget, to obtaining more advertisements and to seek a sponsor.

## **15. Forest Heath District Council Parish and Town Forum:**

- 15.1. It was noted that the next meeting is on 19th July in Freckenham village hall.

## **16. Mildenhall Messenger:**

16.1. The Clerk had circulated a letter from the Mildenhall Community Partnership seeking financial assistance. It was **resolved** that as Members delivered the Messenger in the parish, which most other parishes do not, then no financial contribution should be made.

## **17. Car Allowances:**

17.1. The Clerk had circulated a note concerning the increase of non-taxable own-car mileage allowance from 40p to 45p per mile. It was **resolved** to increase the allowance to Members to 45p per mile.

## **18. Councillor Training:**

18.1. The Clerk had details of SALC training for the next year. Dates for new councillor training to be sent to Cllrs Gibbs and Pearson for them to select convenient courses.

## **19. Donations Requested (Section 137):**

19.1. Following some discussion it was **resolved** to donate £65.00 each to the following charities being Suffolk Accident Rescue Service; East Anglian Air Ambulance; St Nicholas Hospice; Vitalise; Royal British Legion and West Suffolk Blind Association.

19.2. It was also **resolved** that a contribution of £110.00 should be made to each of the Brandon and Mildenhall CAB and the Newmarket CAB (under section 142).

## **20. Financial Matters:**

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

20.1.1..£192.00 to G C Sore for repairs to the bus shelter notice board and shoring up of the shuttering in The Street.

20.1.2..£18.00 to SALC for a Clerks Networking Day.

20.1.3..£146.00 to SALC being the annual subscription to include two copies of The Local Councillor.

20.1.4..£124.36 to NFU Mutual being the annual insurance of the tractor and mower.

20.1.5..£24.60 to RJF Gillington being reimbursement for the purchase of six tunnel mole traps for the recreation ground.

20.2. The Clerk had circulated the accounts for 2010/2011 and the Statement of Accounts for External Audit and these were both approved.

20.3. Members completed the External Auditors Annual Governance Statement.

20.4. It was confirmed that the Clerk would be the Responsible Financial Officer for 2011-2012.

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

## **21. Working Group Report:**

21.1. The Right of Way Improvement and Parish Plan (Freckenham 2000). Cllr Barton reported that he had spoken with the Rights of Way officer who understood from Suffolk County Council Farms department that there was no public access to the woodland area at the end of North Street. The Clerk mentioned that CC Frost was seeing the Farms department during the week. The Clerk to approach Freckenham Estate about access from North Street to Isleham Road

21.2. Risk Assessment - The Clerk said that he and Cllr Engelbrecht had not yet updated the assessment.

21.3. Standing Orders. The amended Standing Orders had been agreed at the March meeting. It was **resolved** that these be adopted. The Clerk mentioned that new Model Financial Standing Orders had not yet been produced.

**22. Annual Parish Meeting 2011:**

22.1. The Chairman suggested that a visit to the recycling centre at Great Blakenham would be of interest. The Clerk to investigate.

**23. Clerk's Report:**

23.1. This had been circulated. The Clerk reported that he had received confirmation from Suffolk County Council that the request for a grant from the Locality Budget of £675.00 towards a walk through picnic table and a bench has been approved.

**24. Correspondence Received:**

24.1. A folder was circulated. Details were noted.

**25. Urgent Business:**

25.1. None.

**26. Next Meetings:**

26.1. Provisional dates for the coming year:

<u>2011</u>	<u>2012</u>
4 <sup>th</sup> July	16 <sup>th</sup> January
19 <sup>th</sup> September	19 <sup>th</sup> March
14 <sup>th</sup> November	21 <sup>st</sup> May

Signed:

Date:

**27. Present:**

- 27.1. Councillors - D E Wheeler; Mrs C K L Engelbrecht; L J Barton; P Gibbs; C V Pearson.
- 27.2. In attendance – The Clerk; two parishioners.

**28. Apologies:**

- 28.1. District Councillor Tim Huggan.

**29. Declaration of Interest:**

- 29.1. None.

**30. Reports:**

- 30.1. County Councillor.
  - 30.1.1..Cllr Frost is on holiday.
- 30.2. District Councillor.
  - 30.2.1..Cllr Huggan had given a verbal report to the chairman covering the Newmarket recycling centre, All Saints School and the Community Service Group.
- 30.3. Police.
  - 30.3.1..PCSO Rowan is on leave.

**31. Minutes:**

- 31.1. The Minutes of the meeting held on 9<sup>th</sup> May 2011 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

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

- 32.1. None.

**33. Planning:**

- 33.1. Applications received:
  - 33.1.1..None.
  - 33.1.2..Cllr Pearson mentioned that Mr Hutchinson of 2 Mortimer Lane would shortly be making an application to extend his property.
- 33.2. Decisions:
  - 33.2.1..16 None.

**34. Play Area Safety Inspection Report:**

- 34.1. Cllr Engelbrecht and Barton had made an inspection. One loose nut was noted and Cllr Barton is to tighten over the weekend.

**35. SALC:**

- 35.1. The Clerk reported that he is investigating as to whether a number of local councils could combine so that training could be held locally.
- 35.2. It was agreed to enter the *Parish Pump* in the newsletter of the year competition for 2011.

### **36. Forest Heath District Council Parish and Town Forum:**

36.1. It was noted that the next meeting is on 19th July in Freckenham village hall.

### **37. Street Lights:**

37.1. The Clerk reported that Suffolk County Council are promoting the installation of telecells to streetlights thus controlling when they are on. The anticipated saving in Freckenham is £406 per annum. Suffolk County Council is to produce a map so that the matter can be considered in greater detail at the next meeting.

### **38. Financial Matters:**

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

38.1.1..£25.00 to Suffolk Preservation Society being the annual subscription.

38.1.2..£136.58 to Gipping Press for the *Parish Pump* printing.

38.1.3..£100.00 to Peter Taylor-Whiffen for his editorship of the summer edition of the *Parish Pump*.

38.1.4..£116.15 to RJF Gillington being reimbursement for the balance of the purchase of six tunnel mole traps for the recreation ground and the purchase of a battery for the tractor.

38.1.5..£110.00 to Brandon and Mildenhall CAB (section 142 expenditure).

38.1.6..£110.00 to Newmarket CAB (section 142 expenditure).

38.2. . Free Resources Expenditure. Resolved that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure namely: £65.00 to each of Suffolk Accident Rescue Service; East Anglian Air Ambulance; St Nicholas Hospice; Vitalise; Royal British Legion and West Suffolk Blind Association.

### **39. Working Group Report:**

39.1. The Right of Way Improvement and Parish Plan (Freckenham 2000). Cllr Barton reported that County Cllr Frost had undertaken to speak with the Rights of Way officer and Suffolk County Council Farms department concerning public access to the woodland area at the end of North Street but that he had heard nothing further and Cllr Frost is now away.

39.2. Risk Assessment - The Clerk reported that the four items in the last review that required urgent attention had been attended to. He said that he and Cllr Engelbrecht had not yet updated the assessment.

39.3. Standing Orders. The amended Standing Orders were adopted at the May meeting. The Clerk mentioned that new Model Financial Standing Orders had not yet been produced.

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

40.1. This had been circulated. The Clerk reported that Suffolk County Council have ordered the walk through picnic table and a bench. The Clerk to arrange a visit to the recycling plant at Great Blakenham.

### **41. Correspondence Received:**

41.1. None had been circulated.

### **42. Urgent Business:**

42.1. Request was made for a dog bin to be installed at the end of Mortimer Lane by Mortimer Farm.

42.2. Cllr Engelbrecht reported that there are tiles slipped and missing from the bus shelter roof.

42.3. Cllr Gibbs enquired if the speed limit in Mortimer Lane could be reduced to 20 mph.

**43. Next Meeting:**

43.1. Monday 19<sup>th</sup> September 2011 at 7.00 pm in the village hall.

Signed:

Date:

**44. Present:**

- 44.1. Councillors - D E Wheeler; Mrs C K L Engelbrecht; L J Barton; C V Pearson.
- 44.2. In attendance – The Clerk; County Councillor Stephen Frost; PCSO Dawn Rowan; two parishioners.

**45. Apologies:**

- 45.1. Councillor P Gibbs.

**46. Declaration of Interest:**

- 46.1. None.

**47. Reports:**

- 47.1. County Councillor.

- 47.1.1..Cllr Frost mentioned that he would discuss with the Highways department the proposed re-surfacing of the Mildenhall Road which appears has been delayed again and the proposed solar powered sign on the build out which was due to be installed during September. He also mentioned the proposed circular walk to the south of Elms Road and Cllr Barton informed him of his meeting with a representative from the Estates department and hope that this could be organised. Cllr Barton also informed Cllr Frost of the meeting he and Cllr Engelbrecht had had concerning the woodland area at the end of North Street and the subsequent telephone conversations from which it appears there is some disorder in Suffolk County Council's records. It was agreed to wait the response from the County following their further investigations.

- 47.2. District Councillor.

- 47.2.1..Cllr Huggan had not submitted a report.

- 47.3. Police.

- 47.3.1..PCSO Rowan reported on a number of crimes in the village including damage to cars in Shores Close; theft of a car (recovered); shed break ins; damage to a wing mirror; theft of telephone cables and break in and damage to a property in Chippenham Road. She also mentioned that the next meeting of the Neighbourhood Panel Priority Meeting, which is open to the public, is on 23 November at 6.00 pm at Red Lodge Community Centre.

**48. Minutes:**

- 48.1. The Minutes of the meeting held on 4<sup>th</sup> July 2011 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

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

- 49.1. None.

**50. Planning:**

- 50.1. Applications received:

- 50.1.1..The Dell, Elms Road ~ Fell 1 Horse Chestnut, brace 1 Horse Chestnut, crown lift Oak tree over road to 5 metres and remove self-set Elders to allow Oak to develop, remove 1 Sycamore tree and 1 Elder tree, crown lift to 3



metres over path and 5 metres over road to 9 Yews, 1 Box & 4 Acia and reduce by 30% 9 Yews. Support, especially the cutting back of the yews overhanging Elms Road

50.1.2..Rose Edge, 21 East View ~ Erection of a single story side extension. No objections.

50.2. Decisions:

50.2.1..16 None received but the Clerk mentioned that he had attended the meeting concerning the application to replace a bund with a fence at the gypsy site off Elms Road and that it had been approved.

50.2.2..Members noted that the Cambridgeshire and Peterborough Minerals and Waste Plan Core Strategy was adopted on 19th July and that there is a consultation on proposed changes to the Site Specific Proposals Plan.

#### **51. Playground and other assets:**

51.1. Cllr Barton said that the next inspection is due in October.

51.2. The Clerk had circulated a proposed draft replacement notice for the two entrances – and an estimate from *hsigns* for 2 x aluminium A3 signs for £50.00. It was **resolved** to accept the estimate from *hsigns*.

51.3. The Clerk tabled signs for the play area fence “No dogs ..” and “Administered by ..” and for the basketball post “Do not climb ..”. These were approved.

51.4. Cllr Mrs Engelbrecht suggested that some further planting should be done round the chestnut tree at Pound Corner and that she was prepared to undertake the work. This was approved.

51.5. Cllr Mrs Engelbrecht mentioned that she had painted the bus shelter.

#### **52. SALC:**

52.1. The Clerk reported that he is still investigating as to whether a number of local councils could combine so that training could be held locally. Cllr Pearson said that as he is away over the winter he would not be able to attend until next Spring.

52.2. It was confirmed that the *Parish Pump* should be entered in the newsletter of the year competition for 2011.

#### **53. Forest Heath District Council Parish and Town Forum:**

53.1. It was noted that the next meeting is on 2<sup>nd</sup> November in Barton Mills village hall.

#### **54. Street Lights:**

54.1. The Clerk had circulated costings and a map from Suffolk County Council concerning the installation of telecells to streetlights. The maximum anticipated saving in Freckenham is £406 per annum. It was agreed that Members would consider which lights might be suitable for reduced usage and the matter discussed again at the next meeting. It was agreed that wider consultation will be required before the finalisation of any proposal.

#### **55. Mobile Library Service:**

55.1. The Clerk had circulated details of a proposed reduction in the service. An article is to be included in the *Parish Pump*.

#### **56. Insurance for 2011/2012:**

56.1. The Clerk had circulated a premium quotation (£915.12) from Suffolk ACRE and suggested amendments to the level of cover.

56.2. It was **resolved** to renew cover at the level proposed by the Clerk. A cheque to be signed when a revised quotation is received as renewal is due on 1<sup>st</sup> October.

### **57. Financial Matters:**

- 57.1. Approval was given to the payment of the following accounts-
  - 57.1.1..£100.00 to Hills Accountancy Service for the internal audit.
  - 57.1.2..£1,280.80 to the Clerk being half year's net salary.
  - 57.1.3..£319.20 to HM Revenue and Customs being PAYE due.
- 57.2. The Clerk mentioned that he had details of higher interest accounts for fixed duration of 6 weeks or more for a minimum balance of £10,000. It was **resolved** that an account be opened for an amount and duration to be agreed with the Chairman.
- 57.3. The Clerk had an application for on-line banking that he would use for transfers between accounts (at present this is done via the telephone). It was **resolved** that this be agreed and the application was signed.

### **58. Working Group Report:**

- 58.1. The Right of Way Improvement and Parish Plan (Freckenham 2000). Cllrs Barton and Mrs Engelbrecht dealt with this item when County Councillor Frost had made his report.
- 58.2. Risk Assessment - The Clerk reported he and Cllr Mrs Engelbrecht had considered the Risk Assessment. The only item of high requirement was the consideration of the insurance cover, which had been dealt with earlier in this meeting.
- 58.3. Standing Orders. The Clerk mentioned that new Model Financial Standing Orders had not yet been produced.

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

- 59.1. This had been circulated. The walk through picnic table and a bench have been delivered. Arrangement for a visit to the recycling plant at Great Blakenham is to be included in the *Parish Pump*. The Clerk had mentioned the response from Suffolk County Council concerning a possible bus shelter in Mildenhall Road when Cllr Frost was present. Cllr Frost had indicated that he would help fund the cost should his budget allow. The Clerk to obtain full details of costs.

### **60. Correspondence Received:**

- 60.1. A folder was circulated. Details were noted.

### **61. Urgent Business:**

- 61.1. None.

### **62. Next Meeting:**

- 62.1. Monday 14<sup>th</sup> November 2011 at 7.00 pm in the village hall.

Signed:

Date:

**63. Present:**

- 63.1. Councillors - D E Wheeler; Mrs C K L Engelbrecht; L J Barton; P Gibbs.
- 63.2. In attendance – The Clerk; District Councillor Tim Huggan; PCSO Dawn Rowan; one parishioner.

**64. Apologies:**

- 64.1. Councillor C V Pearson (Abroad); County Councillor Stephen Frost.

**65. Declaration of Interest:**

- 65.1. None.

**66. Reports:**

- 66.1. County Councillor.
  - 66.1.1..The Clerk reported on behalf of Cllr Frost (who was at another meeting). Suffolk County Council are having a meeting concerning next years budget on 25<sup>th</sup> November in the Jubilee Centre. The proposed solar powered sign on the build out, which was due to be installed during September, has not and he is chasing the highways department.
- 66.2. District Councillor.
  - 66.2.1..Cllr Huggan presented his written report which covered The Corporate Plan; proposed shared services; the tender for Arboriculture Contracts; a sports and leisure facilities survey; Strategic Housing land assessment; drugs find in commercial premises owned by Forest Heath District Council and car parking in Newmarket. Cllr Huggan responded to questions on the rubbish heap adjacent to Fordham Road; planning decisions concerning the removal of the bund by the proposed Gypsy site and the house adjacent to Pound Cottage. It was agreed that the Clerk should send a copy of comments on planning applications to Cllr Huggan.
- 66.3. Police.
  - 66.3.1..PCSO Rowan reported on a crime in the parish of some 4 miles of copper underground telephone cables. She mentioned that the next meeting of the Neighbourhood Panel Priority Meeting, which is open to the public, is on 23 November at 6.00 pm at Red Lodge Community Centre; the new non-emergency contact number for the police – 101 – and that she would monitor parking of contractors vehicles on the pavements near Pound Cottage.

**67. Minutes:**

- 67.1. The Minutes of the meeting held on 12<sup>th</sup> September 2011 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

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

- 68.1. None.

**69. Planning:**

- 69.1. Applications received:
  - 69.1.1..None
- 69.2. Decisions:

- 69.2.1..The Dell, Elms Road ~ Fell 1 Horse Chestnut, brace 1 Horse Chestnut, crown lift Oak tree over road to 5 metres and remove self-set Elders to allow Oak to develop, remove 1 Sycamore tree and 1 Elder tree, crown lift to 3 metres over path and 5 metres over road to 9 Yews, 1 Box & 4 Acia and reduce by 30% 9 Yews. Approved
- 69.2.2..Rose Edge, 21 East View ~ Erection of a single story side extension. Approved with conditions
- 69.3. Members **resolved** that a Working Group should be set up to consider the Community Planning rights in the Localism Bill.
- 69.4. Members noted Material and Non-Material Planning Considerations prepared by Linda Durntal Associates which had been circulated.

#### **70. Playground and other assets:**

- 70.1. Members considered the RoSPA Safety Inspection Report for 2011 and noted that there were no matters that required urgent attention
- 70.2. Cllr Barton said that an inspection had been made and handed a report to the Clerk.
- 70.3. The Clerk reported that replacement notices for the two entrances have been ordered.

#### **71. SALC:**

- 71.1. The Chairman reported on the AGM and mentioned that the *Parish Pump* was not placed in the newsletter of the year competition for 2011.

#### **72. Forest Heath District Council Strategic Plan Consultation:**

- 72.1. This was considered: the Clerk to respond.

#### **73. Street Lights:**

- 73.1. The possible installation of telecells to streetlights was further discussed. It was **resolved** that no areas were suitable for a reduction of lighting requirement.
- 73.2. It was noted that the light by the Golden Boar was again out; the Clerk to discuss its replacement with Suffolk County Council.

#### **74. Financial Matters:**

- 74.1. Approval was given to the payment of the following accounts-
  - 74.1.1..£100.00 to P Taylor-Whiffen for Autumn *Parish Pump*.
  - 74.1.2..£130.58 to Gripping Press for Autumn *Parish Pump*.
  - 74.1.3..£82.80 to Playsafety Ltd for Annual Inspection of Recreation Ground.
  - 74.1.4..£38.70 to D E Wheeler for a mileage claim for SALC AGM.
  - 74.1.5..£144.00 to BDO PLC for the External Audit for 2010/11 accounts.
  - 74.1.6..£25.00 to SALC for AGM (Chairman and Clerk attended).
  - 74.1.7..£1,012.20 to Suffolk ACRE being insurance for 2011-12.
- 74.2. Members noted the External Auditors report on the 2010-11 accounts, which had been previously circulated. The Auditors had no comment on the accounts.
- 74.3. The Clerk had circulated a draft budget for 2012-13. This was considered in detail. To be finalised at next meeting.

#### **75. Working Group Report:**

- 75.1. The Right of Way Improvement and Parish Plan (Freckenham 2000). Cllrs Barton and Mrs Engelbrecht reported that there had been no progress over the possible footpath across Suffolk County Council land.
- 75.2. Risk Assessment - The Clerk reported he and Cllr Mrs Engelbrecht would reconsider the Risk Assessment in due time.

75.3. Standing Orders. The Clerk mentioned that new Model Financial Standing Orders had not yet been produced by NALC.

**76. Clerk's Report:**

76.1. This had been circulated. The Clerk mentioned that there was to be a public consultation on the Affordable Housing proposal at the village hall on 5<sup>th</sup> December.

**77. Correspondence Received:**

77.1. A folder was circulated. Details were noted.

**78. Urgent Business:**

78.1. None.

**79. Next Meeting:**

79.1. Monday 16<sup>th</sup> January 2012 at 7.00 pm in the village hall.

Signed:

Date:

**80. Present:**

- 80.1. Councillors - D E Wheeler; Mrs C K L Engelbrecht; L J Barton; P Gibbs.
- 80.2. In attendance – The Clerk; County Councillor Stephen Frost.

**81. Apologies:**

- 81.1. Councillor C V Pearson (Abroad); PCSO Dawn Rowan.

**82. Declaration of Interest:**

- 82.1. Cllr Barton – planning application at his property.
- 82.2. Chairman – Chairman's allowance.

**83. Reports:**

- 83.1. County Councillor.
  - 83.1.1..Cllr Frost mentioned the proposed circular path; that response is still waited following the Highways inspection; briefing meeting concerning the A11 improvement and that there still might be funding available from his Locality Budget. The Chairman mentioned the problem with buses speeding through the village and the Suffolk County Council sponsored meeting on 9<sup>th</sup> March concerning Broadband.
- 83.2. District Councillor.
  - 83.2.1..No report.
- 83.3. Police.
  - 83.3.1..PCSO Rowan sent apologies as she is off duty. The Clerk read out her report: no crimes reported; two speed checks resulting in one caution; date to be arranged for Community Speed Watch check; the Mildenhall Teams current priorities and that the next meeting is on 22<sup>nd</sup> February. The Clerk reported that he had received a letter about missiles being thrown off bridges on A12 and A14.

**84. Minutes:**

- 84.1. The Minutes of the meeting held on 14<sup>th</sup> November 2011 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

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

- 85.1. None.

**86. Planning:**

- 86.1. Applications received:
  - 86.1.1..6 The Street ~50% crown reduction to one apple tree and one pear tree; fell one Norway Spruce. No objections. [Cllr Barton remained in the room and took no part in the discussion.]
- 86.2. Decisions:
  - 86.2.1..None.
- 86.3. The Clerk reported that he had received notification about Forest Heath District Council and St Edmundsbury Borough Council Joint Development Management Policies Preferred Options Consultation Document. It was **resolved** that Members should respond individually.

**87. Playground and other assets:**

87.1. The Clerk reported that it is no longer acceptable to use Red Diesel in the tractor for mowing the recreation ground. It was agreed that the Clerk should purchase a 20 litre jerry can and diesel as appropriate for the tractor.

**88. Suffolk ACRE Oil Burning Scheme:**

88.1. The Clerk had circulated details. Agreed that details should be included in the next Parish Pump. The Chairman reported that Mr Mark Russell has agreed to be the co-ordinator.

**89. Highways Inspection:**

89.1. The Chairman reported that he is still awaiting a report from Mr Guy Smith. He understands that Mildenhall Road will be resurfaced in 2012/13 and that the decision over the build out on the Fordham Road is to remove it and install a 30mph electronic sign further into the village.

**90. New Heritage Organisation for Suffolk:**

90.1. The Clerk had circulated details. It was **resolved** that Members should respond individually.

**91. Norfolk and Suffolk Gypsy and Traveller Seminar:**

91.1. The Clerk had circulated details of a Seminar to be held on 2<sup>nd</sup> March in Diss. Cllr Barton indicated that he hoped to attend.

**92. Financial Matters:**

- 92.1. Approval was given to the payment of the following accounts-
- 92.1.1..£100.00 to P Taylor-Whiffen for Winter *Parish Pump*.
  - 92.1.2..£130.58 to Gripping Press for Winter *Parish Pump*.
  - 92.1.3..£50.00 to hsigns for two notice boards for the recreation ground.
  - 92.1.4..£100.00 to D E Wheeler being the Chairman's allowance for 2011/12.
  - 92.1.5..£83.00 to SLCC being the Clerks membership for 2012.
  - 92.1.6..£72.00 to G C Sore for repairs to the bus shelter roof.
  - 92.1.7..£370.00 to The Great Outdoors for mowing the play area during 2011.
  - 92.1.8..£55.14 to D F Neal for diesel supplied for the tractor during 2011.
- 92.2. The Clerk had circulated the draft budget for 2012-13 discussed at the November meeting. This was approved.
- 92.3. Members agreed a Precept request for 2012/13 of £8,000 and this was duly signed.
- 92.4. The Clerk mentioned correspondence received about Council Tax Referendums. This will not apply to Parish and Town Councils for the 2012/13 Precept but might do in future years.

**93. Working Group Report:**

- 93.1. The Right of Way Improvement and Parish Plan (Freckenham 2000). Cllrs Barton and Mrs Engelbrecht reported that there is slow progress over a permissive right across the Freckenham Estate from the end of North Street up to the Isleham Road.
- 93.2. Risk Assessment - The Clerk reported he and Cllr Mrs Engelbrecht would reconsider the Risk Assessment in due time.
- 93.3. Standing Orders. The Clerk mentioned that the new Model Financial Standing Orders have not yet been produced by NALC.
- 93.4. Neighbourhood Planning. Group still to meet.

**94. Clerk's Report:**

94.1. This had been circulated. The Clerk mentioned a meeting concerning the preparation of Emergency Plans to be held on 24<sup>th</sup> January at Forest Heath District Council's offices. The Chairman and Cllrs Barton and Mrs Engelbrecht hoped to attend.

**95. Correspondence Received:**

95.1. A folder was circulated. Details were noted.

**96. Urgent Business:**

96.1. None.

**97. Next Meeting:**

97.1. Monday 19<sup>th</sup> March 2012 at 7.00 pm in the village hall.

Signed:

Date:



**98. Present:**

- 98.1. Councillors - D E Wheeler; Mrs C K L Engelbrecht; L J Barton; P Gibbs; C V Pearson.
- 98.2. In attendance – The Clerk; PCSO Dawn Rowan.

**99. Apologies:**

- 99.1. County Councillor Stephen Frost.

**100. Declaration of Interest:**

- 100.1. Chairman – mileage claim.

**101. Reports:**

- 101.1. County Councillor.
  - 101.1.1.. No report.
- 101.2. District Councillor.
  - 101.2.1.. No report.
- 101.3. Police.
  - 101.3.1.. PCSO Rowan mentioned that there had been four crimes since her last report. She said that there had been a number of sheds broken into in the region. She is looking for more volunteers for Neighbourhood Watch and will do a leaflet drop.

**102. Minutes:**

- 102.1. The Minutes of the meeting held on 16<sup>th</sup> January 2012 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

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

- 103.1. None.

**104. Planning:**

- 104.1. Applications received:
  - 104.1.1.. Corner Stones, 1a Fordham Road: Erection of a pair of dwellings with double garage and erection of one detached dwelling (demolition of existing bungalow). Members considered this to be over development of the site; that the access should be where the existing access is and if approval is granted then, as this is a visual site in the centre of the village near to a Conservation Area detail should be given to the design being in keeping with the neighbouring properties.
  - 104.1.2.. Lavrock House, North Street: Erection of Orangery, cloakroom and Regency veranda to south elevation and various internal alterations. No comments.
- 104.2. Decisions:
  - 104.2.1.. 6 The Street ~50% crown reduction to one apple tree and one pear tree; fell one Norway Spruce. Approved.

**105. Recreation Ground:**

- 105.1. It was agreed that the picnic table and bench, originally purchased for the woodland at the end of North Street, should be positioned near to the fish bench by the river. The work to be done by Graham Sore.

**106. Annual Parish Meeting:**

- 106.1. Topics that could be considered include Emergency Planning; Neighbourhood Watch; Neighbourhood Planning; talk by Inspector Ireland. Agreed best date to be Tuesday 1<sup>st</sup> May with alternative of Monday 30<sup>th</sup> April.

**107. Highways Inspection:**

- 107.1. The Chairman reported that he had received a report from Mr Guy Smith. A number of the points raised at the November inspection were not covered and the Chairman to get clarification.

**108. Norfolk and Suffolk Gypsy and Traveller Seminar:**

- 108.1. No Member was able to attend.

**109. Financial Matters:**

- 109.1. Approval was given to the payment of the following accounts-
- 109.1.1.. £2,034.61 to Suffolk County Council for street light maintenance and energy 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012.
  - 109.1.2.. £1,465.51 to the Clerk to cover the purchase of a Jerry Can and diesel for the tractor (£47.99); half years salary (£1,280.80 net) and expenses for 2011/12 (£136.72).
  - 109.1.3.. £319.20 to HMRC for PAYE.
  - 109.1.4.. £16.20 to D E Wheeler being mileage claim for conference in Bury St Edmunds.
  - 109.1.5.. £8.00 to Mrs C C Gillington for coffee/tea/milk/biscuits for the SALC meeting in the village hall.
- 109.2. Free Resources Expenditure. Resolved that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure namely: £25.00 to Suffolk ACRE for annual membership for 2012-2013.
- 109.3. Members agreed to the appointment of Hills Accountancy as Internal Auditor for 2012-2013.

**110. Working Group Report:**

- 110.1. The Right of Way Improvement and Parish Plan (Freckenham 2000). Cllrs Barton and Mrs Engelbrecht reported that there is to be a walk of the proposed circular footpath across Elms Farm on 22 March. Also there is still slow progress over a permissive right across the Freckenham Estate from the end of North Street up to the Isleham Road.
- 110.2. Risk Assessment - The Clerk reported he and Cllr Mrs Engelbrecht would re-consider the Risk Assessment in due time.
- 110.3. Standing Orders. The Clerk mentioned that the new Model Financial Standing Orders have not yet been produced by NALC.
- 110.4. Neighbourhood Planning. Group to meet at 5.30 pm on 21<sup>st</sup> May in the village hall prior to the next council meeting. A planning officer from Forest Heath District Council to be invited for 6.15 pm.

**111. Clerk's Report:**

- 111.1. This had been circulated. The Clerk mentioned a meeting of Worlington PC to consider the Affordable Housing application where there was a majority decision to recommend to Forest Heath District Council that the application should be refused because of the proposed access arrangement.
- 111.2. Clerk to chase Forest Heath District Council over the provision of a dog bin in Mortimer Lane.
- 111.3. Clerk to chase Suffolk County Council about the light near the Golden Boar in The Street, which only works intermittently.

**112. Correspondence Received:**

- 112.1. Clerk mentioned the proposed "Spring Clean" week – no action.
- 112.2. Clerk read out a letter from Forest Heath District Council concerning the possible employment of a Dog Warden if subsidised by parish councils. Agreed not to pursue.
- 112.3. The Chairman reported on the Suffolk Broadband Conference that he and the Clerk attended.

**113. Urgent Business:**

- 113.1. None.

**114. Next Meeting:**

- 114.1. Monday 21<sup>st</sup> May 2012 at 7.00 pm in the village hall – AGM for 2012-13.

Signed:

Date: