

FRECKENHAM PARISH COUNCIL  
Minutes of the Annual General Meeting held on 19<sup>th</sup> May 2014  
at Freckenham Village Hall, Fordham Road at 7.30 p.m.

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**1. Present:**

- 1.1. Councillors - D E Wheeler (Chairman); L J Barton; P Gibbs; C Pearson;
- 1.2. In attendance – PCSO Becky Simpson; The Clerk.

**2. Election of Chairman:**

- 2.1. Cllr Pearson 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 Gibbs proposed Cllr Barton as Vice-Chairman. This was seconded by Cllr Pearson and unanimously agreed.

**4. Apologies:**

- 4.1. Cllr Mrs S Cornell: County Councillor James Waters.

**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.. Cllr Tim Huggan had not submitted a report.
- 6.3. Police.
  - 6.3.1.. PCSO Simpson said that Freckenham now comes under her following the departure of David Cowan. She said that there had been one crime in the last two months being the theft of two batteries and 150 gallons of red diesel. She stressed that all crimes should be reported, however minor.

**7. Minutes:**

- 7.1. The Minutes of the meeting held on 31<sup>st</sup> March 2014 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 2014-2015:**

- 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. Cllrs Gibbs.
- 9.1.4.. Village Recorder. Mrs Sandie Geddes.
- 9.1.5.. Mildenhall Community Partnership. Cllr Wheeler.

## **10. Working Groups for 2014-2015:**

- 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.

## **11. Planning:**

- 11.1. Applications received:
  - 11.1.1..None.
- 11.2. Decisions:
  - 11.2.1..None.

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

- 12.1. Cllr Gibbs mentioned that he would give a presentation on possible improvements to the recreation ground. He has received one scheme and quotation and will have another before the meeting.
- 12.2. A discussion was had about the possible placing of a defibrillator in the old telephone box.

## **13. Highways Inspection:**

- 13.1. The Chairman mentioned that he is still in touch with Suffolk County Council highways about various outstanding items.

## **14. Councillor Training:**

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

## **15. Financial Matters:**

- 15.1. Approval was given to the payment of the following accounts-
  - 15.1.1..£100.00 to Cllr Wheeler being the Chairman's allowances for 2014-15.
  - 15.1.2..£174.71 to the Clerk being reimbursement for purchase of new wheel unit for the mower and purchase of a new tyre and repair of puncture for the tractor.
  - 15.1.3..£158.00 to SALC being the annual subscription to include two copies of The Local Councillor.
  - 15.1.4..£30.00 to Community Action Suffolk being the annual subscription for 2014-15.
  - 15.1.5..£5.00 to Forest Heath District Council being rent for the recreation ground.
  - 15.1.6..£168.41 to Gipping Press for printing the Spring Parish Pump.
  - 15.1.7..£408.00 to Filcris Ltd for supply of new notice board.
  - 15.1.8..£148.90 to NFU Mutual being the annual insurance of the tractor and mower.
  - 15.1.9..£16.00 to Freckenham Village Hall for hire of hall.
- 15.2. The Clerk had circulated the accounts for 2013/2014 and the Statement of Accounts for External Audit and these were both approved.
- 15.3. Members completed the External Auditors Annual Governance Statement.
- 15.4. It was confirmed that the Clerk would be the Responsible Financial Officer for 2014-2015.
- 15.5. It was **resolved** that the Chairman should oversee internal financial control.
- 15.6. It was agreed to meet 2/3<sup>rd</sup> hire cost of the village hall for three proposed Food and Plant swap mornings during 2014.

**16. Working Group Report:**

- 16.1. The Right of Way Improvement and Parish Plan. Cllr Barton confirmed the circular footpath is open, but requires clearing in places.
- 16.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.
- 16.3. Standing Orders and Code of Conduct. The Clerk mentioned that new Model Financial Standing Orders had recently been produced and he and the Chairman have fixed a meeting to discuss.
- 16.4. Neighbourhood Planning. The Clerk mentioned that he would arrange a meeting to consider whether to progress.

**17. Clerk's Report:**

- 17.1. This had been circulated.

**18. Correspondence Received:**

- 18.1. None circulated.

**19. Urgent Business:**

- 19.1. None.

**20. Next Meetings:**

- 20.1. Provisional dates for the coming year:

<u>2014</u>	<u>2015</u>
21 <sup>st</sup> July	26 <sup>th</sup> January
15 <sup>th</sup> September	16 <sup>th</sup> March
17 <sup>th</sup> November	May TBC (2015-2016 AGM following elections)

Signed:

Date:

FRECKENHAM PARISH COUNCIL  
Minutes of a Meeting held on 21<sup>st</sup> July 2014  
at Freckenham Village Hall, Fordham Road at 7.30 p.m.

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**21. Present:**

21.1. Councillors - D E Wheeler (Chairman); Cllr L J Barton; P Gibbs; C Pearson; Mrs S Cornell.

21.2. In attendance – County Councillor James Waters; PCSO Becky Simpson; the Clerk.

**22. Apologies:**

22.1. None.

**23. Declaration of Interest:**

23.1. None.

**24. Reports:**

24.1. County Councillor.

24.1.1..The County Councillor reported that he could ask Cllr Graham Newman, the county councillor whose Portfolio included Transport, to attend the next parish council meeting in order to answer concerns over the lack of a good bus service in the village. This was agreed. He also mentioned that he is investigating the possibility of a community farm, which was mentioned at the Parish Meeting. The Chairman mentioned that there are a number of highway items outstanding and Cllr Waters undertook to talk with the highways department.

24.2. District Councillor.

24.2.1..Cllr Huggan had not submitted a report.

24.3. Police.

24.3.1..PCSO Simpson said that there had been one crime since the last meeting being the theft of batteries from traffic lights on the Mildenhall Road. She said that the SNT were concentrating on anti-social behaviour in Red Lodge and that she would undertake some further speed checks in the village.

**25. Minutes:**

25.1. The minutes of the meeting held on 19<sup>th</sup> May 2014 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

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

26.1. None.

**27. Planning:**

27.1. Applications received:

27.1.1..White House Farm, North Street. Various internal alterations and the blocking up of two garage doors and the installation of windows. No objections.

27.1.2..1 Blandings Farm Cottage, Badlingham. Erection of two story side extension. No objections.

27.2. Decisions:

27.2.1..None

**28. Highways Inspection:**

28.1. The Chairman mentioned that he has been following up outstanding items. Mention was made of potholes on the Chippenham Road between Hill Farm and Highfields.

## **29. Councillor Training:**

29.1. Cllr Gibbs to let the Clerk know which dates are suitable for him.

## **30. Recreation Ground and other assets:**

30.1. Cllr Barton handed the Clerk inspection reports for January and March. Cllr Gibbs to do the next inspection. Mr Dixon had mentioned that the tractor and mower needed to be serviced and it was agreed that this should be done. Cllr Mrs Cornell said that her son Daniel would do the necessary strimming round the areas that could not be cut by the mower.

30.2. There was discussion over the possible location for a defibrillator - the telephone box or the bus shelter. The chairman and Cllr Barton to discuss with Mrs Dixon who has concerns about the telephone box being used.

## **31. Financial Matters:**

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

31.1.1..£168.41 to Gipping Press for printing the summer 2014 edition of the *Parish Pump*.

31.1.2..£117.00 to Hills Accounting Service for the Internal Audit of the 2013/2014 accounts.

31.2. The Clerk mentioned that he has received the Internal Auditors report on the 2013/2014 accounts and that no action points had been noted.

31.3. Consideration was given to donations to charitable organisations under Section 137 for the forthcoming year. It was **resolved** that a contribution of £60.00 be made to the Suffolk Accident Rescue Service; East Anglian Air Ambulance; St Nicholas Hospice; Vitalise; Royal British Legion; West Suffolk Blind Association and the Bury St Edmunds and West Suffolk Samaritans.

## **32. Financial Standing Orders:**

32.1. It was **resolved** that the amendments to the 2004 Regulations proposed by the Chairman and Clerk that had been circulated to all Members should be adopted.

## **33. Working Group Report:**

33.1. The Right of Way Improvement. Cllr Barton to discuss with the County Council the clearing of the circular footpath which has become very overgrown.

33.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.

33.3. Standing Orders and Code of Conduct. Proposed changes to the Standing Orders had been proposed. The Chairman and Clerk have considered the new Model Financial Standing Orders covering electronic banking and recommend that as the number of transaction are relatively small it would be easier to continue with the present system. A number of minor changes were recommended to the Financial SOs and these were approved. A final copy of the proposed new Regulations to be circulated.

33.4. Neighbourhood Planning. The Clerk to convene a meeting to consider whether this should progress.

33.5. Recreation Ground Improvements. Cllr Gibbs mentioned that he has been attempting to set up a meeting with the two companies that have quoted. Full financing is yet to be resolved.

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

34.1. This had been circulated.

- 34.1.1..The Clerk to chase Mr Graham Sore over the cost for the construction of a new shed for the tractor.
- 34.1.2..Lights requiring attention on the Chippenham Road and Mildenhall Road.
- 34.1.3..Hedges – it was noted that various needed attention including at Mill House, access to the Recreation Ground from Chippenham Road, trees leaning over the garden area in The Street and the footpath from Pound Corner towards the church.

**35. Correspondence Received:**

- 35.1. None circulated.

**36. Urgent Business:**

- 36.1. None

**37. Next Meeting:**

- 37.1. Confirmed that the date of next meeting will be 15<sup>th</sup> September at the village hall at 7.30pm.

Signed:

Date:

Prior to the meeting there was a discussion with County Councillor Graham Newman, Cabinet Member for Roads and Transport, and Mr Phil Magill, operations manager, concerning the lack of public transportation in the village. Councillor Newman and Mr Magill acknowledged the concerns of parishioners but were unable to promise that there would be any change to the present service, certainly in the near future. 24 parishioners attended the discussion.

**38. Present:**

- 38.1. Councillors - D E Wheeler (Chairman); Cllr L J Barton; P Gibbs; C Pearson.
- 38.2. In attendance – County Councillor James Waters; District Councillor Tim Huggan; the Clerk.

**39. Apologies:**

- 39.1. Cllr. Mrs S Cornell.

**40. Declaration of Interest:**

- 40.1. None.

**41. Reports:**

- 41.1. County Councillor.
  - 41.1.1..The County Councillor said he had nothing to report. The chairman thanked him for organising the meeting with Cllr Newman and Mr Magill.
- 41.2. District Councillor.
  - 41.2.1..Cllr Huggan submitted a report covering planning application decisions and his view that a number recently approved were not sustainable because of the lack of schooling; housing pointing out that the target is 350 new homes per annum until 2031 over the whole district with Freckenham perhaps having an average of one per year over the period; planning policy DM32 which is coming up for consultation soon and deals with the prevention of visually important gaps between villages or between clusters of houses within villages and finally Locality Grants in that he has approved over half of his allocation for this year and any requests should be made promptly.
- 41.3. Police.
  - 41.3.1..The police had not submitted a report.

**42. Minutes:**

- 42.1. The minutes of the meeting held on 21<sup>st</sup> July 2014 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

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

- 43.1. None.

**44. Planning:**

- 44.1. Applications received:
  - 44.1.1..Lane End House, North Street. Single storey rear extension (North elevation) and revised fenestration to front elevation (demolition of existing outbuilding)  
No objections.

- 44.1.2..1 Land adjacent Hall Farm, Church Lane. Fell one sycamore and two ash trees. No objections.
  - 44.1.3..Cornerstone House, 1 Mortimer Lane. Reshape crown to Walnut tree. No objections
  - 44.1.4..Drift Cottage, Elms Road. Pollard two limes; fell two horse chestnut; fell laurel; reduce crown apple. No objections.
- 44.2. Decisions:
- 44.2.1..None

#### **45. Highways Inspection:**

- 45.1. The Chairman mentioned that he has been following up outstanding items. Mentioned was made of potholes on the Chippenham Road between Hill Farm and Highfields and a raised kerb stone at Pound Corner.

#### **46. Recreation Ground and other assets:**

- 46.1. Cllr Gibbs to submit an inspection report.
- 46.2. There was discussion over the possible purchase of a defibrillator. The Clerk mentioned that he has been informed that the local Ambulance Service should be consulted. Cllrs Barton and Gibbs undertook to do this. The chairman said that he and Cllr Barton discussed the possible location with Mrs Dixon who has concerns about the telephone box being used. Agreed the bus shelter would seem to be a suitable location.
- 46.3. Cllr Gibbs still requires some £8,000 for the purchase and installation of new playground equipment. Hopes that work will begin later this year.

#### **47. Financial Matters:**

- 47.1. Approval was given to the payment of the following accounts-
  - 47.1.1..£130.00 to Peter Taylor-Whiffen for editing the summer 2014 edition of the *Parish Pump*.
  - 47.1.2..£72.00 to G C Sore for the installation of a refuse bin and a new notice board.
  - 47.1.3..£32.00 to Freckenham Village Hall for hire of the hall.
  - 47.1.4..£15.00 to Mrs C C Gillington for providing tea, coffee and biscuits for a Forest Heath District Council meeting and a SALC meeting.
  - 47.1.5..£25.00 to Suffolk Preservation Society being the annual subscription for 2014/15.
  - 47.1.6..£55.44 to R J F Gillington being reimbursement for diesel (£46.46) and purchase of batteries for the bank card reader (£7.98).
  - 47.1.7..£120.00 to BDO LLP for the External Audit of the 2013-2014 accounts.
- 47.2. 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: £60.00 to each of Suffolk Accident Rescue Service; East Anglian Air Ambulance; St Nicholas Hospice; Vitalise; Royal British Legion; West Suffolk Blind Association and Bury St Edmunds and West Suffolk Samaritans.
- 47.3. The Clerk mentioned that he has received the External Auditors report on the 2013/2014 accounts and that there are no issues arising.

#### **48. Working Group Report:**

- 48.1. The Right of Way Improvement. Cllr Barton reported that the County Council has undertaken to clear the circular footpath which has become very overgrown. He will ascertain when the work is to be undertaken.



- 48.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.
- 48.3. Standing Orders and Code of Conduct. Proposed changes to the Financial Standing Orders have been agreed. The Clerk to circulate the final document.
- 48.4. Neighbourhood Planning. The Clerk to convene a meeting to consider whether this should progress.
- 48.5. Recreation Ground Improvements. Dealt with earlier in the meeting.

**49. Clerk's Report:**

- 49.1. This had been circulated.
  - 49.1.1..The Clerk reported that he has heard from Mr Graham Sore over the cost for the construction of a new shed for the tractor which he considers will be in the order of £6,000 + VAT. The Clerk mentioned that the quotation received earlier for a steel framed shed was £4,314.14 + VAT excluding foundations. It was felt that this was a high expenditure for the tractor and cutter and it was suggested that approach should be made to Suffolk County Council to use the farm building in Mortimer Lane until they are required for development. CCllr Waters undertook to do this.
  - 49.1.2..It was agreed that the Parish Pump should be entered into SALC's small villages Newsletter of the year 2014 and that the Website should be entered for SALC's small councils Website of the year 2014 award.

**50. Correspondence Received:**

- 50.1. None circulated.

**51. Urgent Business:**

- 51.1. None

**52. Next Meeting:**

- 52.1. Confirmed that the date of next meeting will be 17<sup>th</sup> November at the village hall at 7.30pm.

Signed:

Date:

Prior to the meeting Mr Brian Harvey, Chairman of the Forest Heath Crime Prevention Panel, explained the role of the Panel and how it works with the police to study trends in crime and concentrate on areas of main concern. Mr Harvey responded to a number of questions. Mr Peter Knowles then reported on a proposal from Suffolk County Council to introduce a revised bus service in January that would serve Newmarket on two days per week. Mr and Mrs Huggan of Millfield, Fordham Road showed drawings of a planning application just lodged to construct a Chalet Bungalow adjacent to their existing house.

**53. Present:**

- 53.1. Councillors - D E Wheeler (Chairman); L J Barton; C Pearson; Mrs S Cornell.
- 53.2. In attendance – County Councillor James Waters; the Clerk.

**54. Apologies:**

- 54.1. None received.

**55. Declaration of Interest:**

- 55.1. None.

**56. Reports:**

- 56.1. County Councillor.
  - 56.1.1..The County Councillor said he had been chasing the highways department over the missing sign on Elms Road near to the sharp bend. He said that he had been informed of the proposed bus route changes to provide a direct service to Newmarket. Also that he will agree to fund towards the cost of replacing the rotten planters on the corner of the Chippenham Road. He noted that the road has subsided by the Anglian Water pumping station on Fordham Road.
- 56.2. District Councillor.
  - 56.2.1..No report received.
- 56.3. Police.
  - 56.3.1..The police had not submitted a report.

**57. Minutes:**

- 57.1. The minutes of the meeting held on 15<sup>th</sup> September 2014 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

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

- 58.1. None.

**59. Planning:**

- 59.1. Applications received:
  - 59.1.1..None
- 59.2. Decisions:
  - 59.2.1..None

**60. Highways Inspection:**

- 60.1. The Chairman mentioned that work is still outstanding on the Mildenhall Road.

## **61. Recreation Ground and other assets:**

- 61.1. Cllr Gibbs to submit an inspection report.
- 61.2. Cllr Barton reported on his investigation over the possible purchase of a defibrillator. He has spoken with the Resuscitation Officer who recommended discussing the proposal with Community Heart Beat, who had been very helpful. Cost is about £2,500 of which about £500 is subsidised by Community Heart Beat. Cllr Waters agreed that some funding would be available from his Locality Budget and suggested that District Councillor Huggan should also be approached.
- 61.3. RoSPA had submitted their annual inspection report and this had been previously circulated. It was **resolved** to get Graham Sore to do the various minor items that had been identified in the report.

## **62. Financial Matters:**

- 62.1. Approval was given to the payment of the following accounts-
  - 62.1.1..£140.00 to Peter Taylor-Whiffen for editing the winter 2014 edition of the *Parish Pump*.
  - 62.1.2..£85.20 to Playsafety Ltd for the play equipment annual inspection.
  - 62.1.3..£792.86 to Came & Co for the annual insurance cover.
  - 62.1.4..£54.95 to D E Wheeler for the purchase of a poppy wreath and mileage to SALC AGM.
- 62.2. The Chairman proposed that the council should meet the cost of the Coffee Caravan November meeting in the village hall (£24.00) which was agreed. He mentioned that it is proposed that the first two visits of the Coffee Caravan in 2015 could be in the village hall and suggested that the hire charge for one be met by the council and that the other be met by the village hall. Cllr Pearson said that he would consult with the village hall committee.
- 62.3. The Clerk had previously circulated a draft budget for 2015/2016. This was considered and some amendments made. The budget to be further discussed at the January meeting.

## **63. Financial Regulation:**

- 63.1. The Clerk had previously circulated the amended Financial Regulation that had been discussed at the July meeting. These were adopted.

## **64. Working Group Report:**

- 64.1. The Right of Way Improvement. Cllr Barton reported that the County Council has started to clear the circular footpath which has become very overgrown and very uneven along the river bank.
- 64.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.
- 64.3. Standing Orders and Code of Conduct. Proposed changes to the Financial Regulation had been circulated for adoption.
- 64.4. Neighbourhood Planning. The Clerk to convene a meeting to consider whether this should progress.
- 64.5. Recreation Ground Improvements. No report received from Cllr Gibbs. As it was possible that some of the agreed funding might shortly be withdrawn it was **resolved** that the Working Group should be composed of Cllrs Gibbs, Wheeler and Barton. Two dates in December were proposed for a meeting.

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

- 65.1. This had been circulated.

65.1.1..The Chairman reported that at the SALC AGM Freckenham had won the award for the small villages website. The *Parish Pump* had not been successful in the Newsletter award.

**66. Correspondence Received:**

66.1. None circulated. The Clerk mentioned that “thank yous” had been received from the charities who had received the Sec. 137 donations.

**67. Urgent Business:**

67.1. None

**68. Next Meeting:**

68.1. Confirmed that the date of next meeting will be 26<sup>th</sup> January 2015 at the village hall at 7.30pm.

Signed:

Date:

FRECKENHAM PARISH COUNCIL  
Minutes of an Extra-Ordinary Meeting held on 29<sup>th</sup> December 2014  
at Freckenham Village Hall, Fordham Road at 7.00 p.m.

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Prior to the meeting a number of residents of Freckenham and Red Lodge expressed their views about the two planning applications to be discussed.

**69. Present:**

- 69.1. Councillors - D E Wheeler (Chairman); C Pearson; Mrs S Cornell.
- 69.2. In attendance – The Clerk.

**70. Apologies:**

- 70.1. Cllrs L J Barton; P Gibbs.

**71. Declaration of Interest:**

- 71.1. None.

**72. Planning:**

- 72.1. Applications received:
- 72.2. Change of use of land to residential use for three gypsy families including 3 no. mobile homes and 6 no. amenity buildings. Decision: In principle it was felt that No Objections should be made to this application subject to the planning authority being satisfied that there are no contamination risks (Members have been informed that animals grazing on the site have died), that any development should be strictly in accordance with the application plans and that if there is to be an approval then it should be personal to the applicants.
- 72.3. Change of use of land to a residential caravan park for 4 no. related gypsy families, including 4 no. mobile homes, 6 no. caravans and 4 no. day rooms. Decision: In principle it was felt that No Objections should be made to this application subject to the planning authority being satisfied that there are no contamination risks (Members have been informed that animals grazing on the site have died), that any development should be strictly in accordance with the application plans, that there should be a strict limit on the number and size of any commercial vehicles on site (2 per plot and no more than 7.5 tonnes), that there should be no commercial activity on any of the plots, that the track from Elms Road is not wide enough for two vehicles to pass (as stated in the application), that the visibility splay is obscured by hedges and that if there is to be an approval then it should be personal to the applicants.
- 72.3.1..None

**73. Financial Matters:**

- 73.1. Approval was given to the payment of the following accounts-
  - 73.1.1..£179.70 to Gipping Press for printing the winter 2014 edition of the *Parish Pump*.
  - 73.1.2..£60.00 to SALC for two attendances at Planning Essentials training.
  - 73.1.3..£20.00 to Freckenham Village Hall for hire of the hall on 3<sup>rd</sup> November.

**74. Urgent Business:**

- 74.1. None

**75. Next Meeting:**

- 75.1. Confirmed that the date of next meeting will be 26<sup>th</sup> January 2015 at the village hall at 7.30pm.

Signed:

Date:

**76. Present:**

- 76.1. Councillors - D E Wheeler (Chairman); L J Barton; C Pearson; P Gibbs; Mrs S Cornell.
- 76.2. In attendance – PCSO Rebecca Simpson; Mr Brian Harvey (Chairman of the Forest Heath Crime Prevention Panel); the Clerk.

**77. Apologies:**

- 77.1. County Councillor James Waters; District Councillor Tim Huggan.

**78. Declaration of Interest:**

- 78.1. None.

**79. Reports:**

- 79.1. County Councillor.
  - 79.1.1..No report received.
- 79.2. District Councillor.
  - 79.2.1..Cllr Huggan had submitted a report covering the closure of Mildenhall Base; Council Tax reduction scheme; the proposed Mildenhall Hub; planning enforcement; green energy and locality grants.
- 79.3. Police.
  - 79.3.1..PCSO Simpson reported that there have been no incidents in Freckenham since the last meeting. She reported that there has been a spate of oil thefts in the area and that a number of cars have been scratched in Red Lodge. Mr Harvey said that the next Panel meeting is on 11<sup>th</sup> February when forthcoming priorities will be set. He emphasised that it is imperative that every incident is reported even if it is of a minor nature.

**80. Minutes:**

- 80.1. The minutes of the meetings held on 17<sup>th</sup> November and 29<sup>th</sup> December 2014 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

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

- 81.1. None.

**82. Planning:**

- 82.1. Applications received:
  - 82.1.1..Homefields, Fordham Road – Outline planning application for two four-bedroomed two story houses. Members felt that these were too cramped on the site and considered that approval should not be granted. They agreed that the site could be suitable for a single similar dwelling.
  - 82.1.2..Hall Farm, Church Lane – Conversion of barns to two residential units and change of use from agricultural to garden. Members agreed that the proposed conversion was sympathetic with the location and have no objection to the proposal.
  - 82.1.3..Hall Farm, Church Lane – Conversion of barn to a residential unit and change of use from agricultural to garden. Members agreed that if the existing exterior finishes are maintained then they have no objection to the proposal.

- 82.2. Decisions:  
82.2.1..None received

### **83. Highways Inspection:**

83.1. The Chairman mentioned that work is still outstanding on the Mildenhall Road. He mentioned that a Z bends sign has been erected on Elms Road before the Church Lane turn but the proposed sharp bend and dead end indicator originally proposed has not. It was agreed not to pursue the latter sign unless there are further incidents on the bend. Mention was made of cracks appearing in Chippenham Road and an area of road that has sunk on the Worlington road adjacent to the entrance to a field housing pigs.

### **84. Recreation Ground and other assets:**

- 84.1. Cllr Gibbs to submit an inspection report.  
84.2. Cllr Barton reported on his investigation over the possible purchase of a defibrillator. The total cost of a CPAD-MS-VIEW unit from the Community HeartBeat Trust (the preferred supplier) is £1,775.00. Cllr Waters has agreed to fund £1,500 from his locality budget and Cllr Huggan £400 from his. The additional funds over the basic cost will help cover installation and training. Final decision over whether to put it in the bus shelter or telephone box still to be made. Cllr Gibbs to write an article for the *Parish Pump*.

### **85. Government Consultations:**

- 85.1. Transparency Code for Small Councils – The Clerk had circulated details. It was agreed that the Chairman would discuss with SALC as the consultation period had expired.  
85.2. Parish Polls – The Clerk had circulated details. Members noted that the regulations were proposing to make the calling of a Poll more stringent.

### **86. Financial Matters:**

- 86.1. Approval was given to the payment of the following accounts-  
86.1.1..£45.23 to the Clerk for the purchase of diesel for the tractor.  
86.1.2..£360.00 to The Great Outdoors for mowing of the play area during the past summer.  
86.2. Cllr Pearson read out an exchange of emails concerning the request for the village hall to meet the hall hire charge for the first of two proposed visits of the Coffee Caravan to be held in the hall in 2015. Not all members of the village hall committee were in favour but it seemed that the consensus was to agree the request.  
86.3. The Clerk had previously circulated the second draft budget for 2015/2016. This was considered and some amendments made. Members **resolved** that the total Precept request for 2015-2016 should be £9,750 of which £227.00 will be met from the Government Tax Support Grant.

### **87. Working Group Report:**

- 87.1. The Right of Way Improvement. The Clerk reported that he had been informed by those that have walked the circular footpath that the area along the river bank has been flattened, although at the moment was fairly muddy.  
87.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.  
87.3. Standing Orders and Code of Conduct. Standing Orders and the Code of Conduct have recently been considered and amended and approved by the Council.  
87.4. Neighbourhood Planning. The Clerk to convene a meeting to consider whether this should progress.

87.5. Recreation Ground Improvements. Cllr Barton brought Members up to date on negotiations on funds for the proposed work. One fund of up to £5,000 was to close on 2<sup>nd</sup> February and Councillors were to ask parishioners to sign a form prepared by Cllr Barton to indicate that they would make use of the proposed adult equipment. The Chairman to speak with Community Action Suffolk over possible further funding sources. Cllr Barton to update Forest Heath District Council with the latest proposals so that their offer of £10,000 is not withdrawn. Subject to funds being secure it is hoped that work might start fairly soon.

**88. Annual Parish Meeting:**

88.1. It was resolved that this should be on Monday 27<sup>th</sup> April. Possible topics for discussion are the Defibrillator and the recreation ground improvements.

**89. Clerk's Report:**

89.1. This had been circulated and the contents noted.

**90. Correspondence Received:**

90.1. None circulated.

**91. Urgent Business:**

91.1. The Chairman mentioned that he has been investigating replacement planters for the corner of The Street and Chippenham Road. Large cast iron planters are £560.00 + VAT each. Agreed to make an approach for Locality Budget funding after 1<sup>st</sup> April.

**92. Next Meeting:**

92.1. Confirmed that the date of next meeting will be 16<sup>th</sup> March 2015 at the village hall at 7.30pm.

92.2. Agreed that the first meeting after the election on 7<sup>th</sup> May – the 2015-2016 AGM – should be on Monday 18<sup>th</sup> May.

Signed:

Date:



FRECKENHAM PARISH COUNCIL  
Minutes of an Extra-Ordinary Meeting held on 25<sup>th</sup> February 2015  
at Freckenham Village Hall, Fordham Road at 6.45 p.m.

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Prior to the meeting a resident of Freckenham expressed their views about the planning application to be discussed.

**93. Present:**

- 93.1. Councillors - D E Wheeler (Chairman); L J Barton; C Pearson; P Gibbs.
- 93.2. In attendance – The Clerk.

**94. Apologies:**

- 94.1. Cllr Mrs S Cornell.

**95. Declaration of Interest:**

- 95.1. None.

**96. Planning:**

- 96.1. Application received:
- 96.2. Land adjacent Holmes Farm, Mortimer Lane – Outline application for residential development of two dwelling houses. Members felt that the proposed development should not be allowed. Concerns expressed included outside the village development line; extra cars on Mortimer Lane (a narrow road with no footways also used as a public bridleway); dangerous access onto Fordham Road; interfering with Holmes Farm drainage; detrimental alteration to the environment of Mortimer Lane; over development of the site; undesirable precedent to further development on the adjoining land; would disturb the bats and owls that are known to roost in the existing brick redundant farm building adjacent.

**97. Urgent Business:**

- 97.1. The Chairman reminded members of the SALC Area Meeting on Tuesday 3<sup>rd</sup> March in Barton Mills village hall at 7.00 pm.

**98. Next Meeting:**

- 98.1. Confirmed that the date of next meeting will be 16<sup>th</sup> March 2015 at the village hall at 7.30pm.

Signed:

Date:

**99. Present:**

- 99.1. Councillors - D E Wheeler (Chairman); C Pearson; P Gibbs: Mrs S Cornell.
- 99.2. In attendance – 1 parishioner; District Councillor Tim Huggan; Mr Brian Harvey (Chairman of the Forest Heath Crime Prevention Panel); the Clerk.

**100. Apologies:**

- 100.1. Cllr L J Barton.

**101. Declaration of Interest:**

- 101.1. None.

**102. Reports:**

- 102.1. County Councillor.
  - 102.1.1.. No report received.
- 102.2. District Councillor.
  - 102.2.1.. Cllr Huggan submitted his report giving an update on the closure of Mildenhall Base; revision of Locality Budget scheme; concern about various aspects of the Fiveways roundabout which the Leader of the Council has undertaken to take up with the Highways Agency; council tax – council has set a 0% increase for 2015/16 – and suggestion that there should be a pre-planning charge for consultations over larger developments and the appointment of an Enforcement Officer, both of which have been implemented.
- 102.3. Police.
  - 102.3.1.. Mr Harvey gave information about the Crime Prevention Panel.

**103. Minutes:**

- 103.1. The minutes of the meetings held on 26<sup>th</sup> January and 25<sup>th</sup> February 2015 had been previously circulated. The minutes were confirmed as a correct record and signed by the Chairman.

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

- 104.1. None.

**105. Planning:**

- 105.1. Applications received:
  - 105.1.1.. None.
- 105.2. Decisions:
  - 105.2.1.. Homefields, Fordham Road – Outline planning application for two four-bedroomed two story houses – Refused.
  - 105.2.2.. 12 million gallon reservoir north of the Mildenhall Road and to the east of the West Row Road – Approved.

**106. Highways Inspection:**

- 106.1. The Chairman mentioned that he was not aware that any further work had been undertaken.
- 106.2. Annual inspection needs to be organised.

## 107. Parish Council Elections:

- 107.1. The Clerk reminded Members of the election due on 7<sup>th</sup> May and that nomination papers had to be lodged before 4.00pm on 9<sup>th</sup> April. The Clerk handed the required forms to Members.

## 108. Recreation Ground and other assets:

- 108.1. Cllr Gibbs confirmed that he has made an inspection and will submit an inspection report.
- 108.2. Proposed defibrillator – there was some discussion over the proposed location for the defibrillator (bus shelter or telephone box). The Chairman to speak with Cllr Barton and finalise.
- 108.3. Proposed further play equipment – The Chairman explained over the grants received (£21,160) and promised (£1,500 and up to £5,000). Consideration was given to the three full quotations (a fourth quotation did not include any adult fitness equipment) received and it was **resolved** that the estimate from Sovereign Play Equipment (which was the lowest received being £27,106.30 against £45,518.00 and £31,558.12) should be accepted subject to some slight variation over the details of the equipment and location of the adult fitness equipment, which will marginally reduce the quotation so that it will be covered by the grants received, being left to be finalised by the Chairman, Cllr Barton and the Clerk.

## 109. Financial Matters:

- 109.1. Approval was given to the payment of the following accounts-
- 109.1.1.. £3,522.87 to the Clerk being the annual salary (net) and expenses for 2014/15.
- 109.1.2.. £106.00 to HMRC for PAYE.
- 109.1.3.. £130.00 to Peter Taylor-Whiffen for editing the spring edition of the *Parish Pump*.
- 109.1.4.. £321.41 to Savage Auto Repairs for servicing the tractor.
- 109.1.5.. £1,996.13 to Suffolk County Council being the annual street light maintenance and energy charge.
- 109.1.6.. £88.00 to the Society of Local Council Clerks being the Clerks annual membership.
- 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: £50.00 to the Mildenhall Support Group of Eastern Savings and Loans Credit Union as a contribution towards their annual rental charge.

## 110. Working Group Report:

- 110.1. The Right of Way Improvement. Nothing to report.
- 110.2. Risk Assessment - The Clerk said that he would consider the assessment with Cllr Mrs Cornell.
- 110.3. Standing Orders and Code of Conduct. The Clerk recommended that, following on the implementation of the Government's Transparency Code for Local Councils, the Financial Regulations should be amended to include as clause 18 a Transparency Clause (details previously circulated) and the existing clause 18 should be renumbered 19. It was **resolved** that the Financial Regulation be duly amended.
- 110.4. Neighbourhood Planning. The Clerk to convene a meeting to consider whether this should progress.
- 110.5. Recreation Ground Improvements. Previously discussed.

110.6. Emergency Plan. Cllr Pearson said that he had recently been on a First Aid course and that he proposed to make some small changes to the Emergency Plan.

**111. Annual Parish Meeting:**

111.1. It was **resolved** that the date of the Annual Parish Meeting should be amended to Wednesday 29<sup>th</sup> April at 7.00 pm in the village hall. Topics for discussion are to be the Defibrillator (Cllr Gibbs), the recreation ground improvements (Cllr Barton) and future development possibilities in the village (representative from the planning department of Forest Heath District Council or the Clerk).

**112. Clerk's Report:**

112.1. This had been circulated and the contents noted.

**113. Correspondence Received:**

113.1. None circulated.

**114. Urgent Business:**

114.1. None.

**115. Next Meeting:**

115.1. The first meeting after the election on 7<sup>th</sup> May – the 2015-2016 AGM – confirmed for Monday 18<sup>th</sup> May at 7.30 pm.

Signed:

Date: