

GREAT FINBOROUGH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 13th May 2024 in Pettward Hall

Present: Cllr James Spencer (chair) Cllr Simon Waspe Cllr Lee Morgan
Cllr Richard Burton Cllr Isabelle Campbell Cllr Ant Mann
Paula Gladwell – Clerk
3 members of public

- 2024/3328 **Nominations and election of Chairman** - Cllr Spencer was nominated, proposed by Cllr Campbell, sec Cllr Mann. Cllr Spencer was duly elected with all in favour.
- 2024/3329 **Acceptance of Office of New Chairman** - Cllr Spencer signed the Declaration of Acceptance of Office as Chair.
- 2024/3330 **Nominations and election of Vice Chairman** – Cllr Mann was nominated and elected as Vice Chairman. Prop by Cllr Spencer, Sec Cllr Burton, with all in favour. Thanks were extended to Cllr Waspe for his commitment to the position of vice chair in recent years.
- 2024/3331 **Apologies for Absence** - Cllr John Barron. Council consented to accept the apologies given. Cllr Penny Otton, Cllr John Matthissen.
- 2024/3332 **To receive member’s declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests in accordance with the council’s Code of Conduct for the items on the agenda and to note any request and determination for dispensations relating to those interests** – None
- 2024/3333 **Minutes of Parish Council Meeting** - It was proposed by Cllr Morgan, sec Cllr Spencer that the minutes of the previous Parish Council Meeting were approved, with all in favour. The Parish Council Meeting minutes of 8th April 2024 were signed as a true record.
- 2024/3334 **Public Participation** – The notes from the Pre application public meeting held by Finborough Hall School were received and noted and are attached to these minutes as Appendix A. Questions were asked as to the possibility of a speed limit for Valley and Jacks Lane. It was confirmed that the Quiet Lanes project was no longer open for applications. Cllr Otton would be asked to clarify whether Valley Lane would fit the criteria for a speed limit.
- 2024/3335 **County Councillor Otton’s Report** – No report.
- 2024/3336 **District Councillor Matthissen’s Report** – No report.
- 2024/3337 **Planning** – It was RESOLVED to submit the following comment to DC/24/01164 Installation of 1 no. Air source heat pump to the side elevation. Boundary House, Boundary Cottages, Buxhall Road - *Great Finborough Parish Council has NO OBJECTION to this application based on the information available*”
- 2024/3338 The following MSDC decisions were noted; DC/24/00652 Construction of vehicular access and hard standing. Cagmans Farm, High Road – REFUSED. It was noted that enforcement action had commenced at this site.
- 2024/3339 **Meeting Schedule** – The meeting schedule for 2024/25 was approved.
- 2024/3340 **Annual Parish Meeting** – It was confirmed that the meeting is scheduled for Tuesday 14th May and refreshments will be served.
- 2024/3341 **Clerks Report** – It was confirmed that the latest MSDC CIL bid applications closed on 31st May. Cllr Spencer confirmed that he would carry out the visual check of the parish owned street lights. Cllr Campbell and the Clerk met with Dorothy Casey to discuss the Biodiversity Audit and this will commence on 5th June weather permitting. A report of the findings together with any recommendations for enhancing and promoting the biodiversity of the village will be provided. It was noted that any additional data should be collated to add to the audit and residents would be sought with an interest in biodiversity to carry out other aspects of auditing and data collection. The clerk’s notes and the slides from the recent Bringing Back Nature – Biodiversity for Parishes webinar have been circulated.
It was noted that the Perspex panel on the youth shelter could not easily be removed or replaced, Cllr Mann will make safe by taping up.
It was confirmed that the renewal application for listing as an Asset of Community Vale on The Chestnut Horse PH had been accepted. This will now be valid for a further three years.
The county verge cutting schedule is now available. The dates for the B1115 are 20th May and 5th August and for other verges is 3rd June.
- 2024/3342 **Finance** – The Finance report for May 2024 was approved.
- 2024/3343 The following payments were approved. Prop Cllr Spencer, sec Cllr Mann with all in favour, Staff salaries for April.

- 2024/3344 HMRC Q4 payment
- 2024/3345 Gipping Press £225.00
- 2024/3346 Salc subscription £381.64
- 2024/3347 Vas batteries CD £87.89
- 2024/3348 The completion of the Internal Audit by Heelis and Lodge was noted. There were no recommendations to be considered.
- 2024/3349 The statement of accounts for year ending 31st March 2024 was approved and it was noted that the criteria for exemption had been met with income and expenditure below £25,000. The Certificate of Exemption was approved and signed and will be submitted to external auditors.
- 2024/3350 Section 1 of the Annual Governance and Accountability Return, The Annual Governance Statement 2023/24, was completed, approved and signed. Proposed by Cllr Spencer with all in favour.
- 2024/3351 Section 2 of the Annual Governance and Accountability Return, Accounting Statements 2023/24, was approved and signed. Proposed by Cllr Spencer with all in favour.
- 2024/3352 The CIL return was approved and signed. Proposed by Cllr Spencer with all in favour.
- 2024/3353 It was agreed to accept the continued use of Bacs (bank transfer) settlement of invoices/requests for payment provided that such payments are reported to council at the next available meeting. Proposed Cllr Spencer with all in favour.
- 2024/3354 Discussion took place around some points of the NALC new model Financial Regulations, it was agreed that further consideration was required and approval of the Financial Regulations was deferred to the next meeting.
- 2024/3355 The Clerk's report from attendance at the recent Parish Council Domains Helper Service webinar was noted. It was noted that One Suffolk could provide a .gov.uk domain for a cost of £138.00 for two years with an additional £24 per email box per year and that this would qualify for the grant of £100. Concern was expressed at the ongoing cost the purchase of a .gov.uk domain would incur and it was suggested that Gmail email accounts could be set up for to negate the use of councillor's person emails. It was agreed that the domain .org.uk already owned would be kept and generic email addresses would be investigated.
- 2024/3356 **Recruitment Working Group** – The Terms of Reference and membership of the Recruitment Working Group were approved. Members are Cllrs Campbell, Spencer, Mann and Morgan. The remit of the group is to advertise, invite for and carry out interviews of suitable candidates and recommend to Full Council the appointment of a Clerk and RFO.
- 2024/3357 **Village Maintenance** – The monthly risk assessment of the Play Park was considered. The recommendations were noted and it was agreed that Cllrs Mann and Morgan would action.
- 2024/3358 It was noted that the recent Maintenance Work Party had moved the D Day bonfire.
- 2024/3359 Cllr Morgan gave an update on the brick plinth for the village sign. It was confirmed that the labour and materials had been kindly donated and work would begin as soon as flints were sourced. It was agreed that to compliment the work to the village sign that a circular bench be installed around the tree to replicate what was once there. Costs were estimated in the region of £2000 and it was suggested that this be raised by seeking donations. It was Resolved to set up a Just Giving page to facilitate this, proposed by Cllr Morgan with all in favour.
- 2024/3360 **Footpaths** – Cllr Campbell had nothing new to report. All footpaths are being monitored regularly and any infringements will be reported via the District online reporting tool.
- 2024/3361 **Correspondence** – There were no comments to tabled correspondence.
- 2024/3362 **Tree and Hedge Management Working Group** – It was Resolved to approve the amended Terms of Reference for this group. Proposed Cllr Mann, with all in favour. The remit of the group is extended to include all aspects of parish council land management including trees, hedges, grass cutting, ditches and drainage, gardens and car parks and will consider forward planning for the management of parish owned land including financial forecasts and input into the Biodiversity Action Plan. The group's title was amended to Open Space Management Working Group, the membership will remain the same and the next meeting was set for Thursday 13th June.
- 2024/3363 **Flooding Working Group** – Cllr Waspe confirmed that there was nothing new to report on landowner projects.
- 2024/3364 The clerk confirmed that all involved parish councils and both Cllrs Otton and Matthissen had approved the draft letter and agreed to sign. This has now been sent together with an invitation to the next meeting on 17th June.
It was confirmed that this meeting would focus on landowner contributions and all on Cllr Waspes list would be invited. It was also suggested that a representative be invited from the successful Debenham and Framingham Flood groups.

- 2024/3365 **Current Consultations for comment** – Suffolk County Council proposal for a Devolution deal for Suffolk – It was agreed that no comment be submitted to this consultation at this time.
- 2024/3366 Babergh and Mid Suffolk District Council Licensing & Regulatory Committee proposal to amend the Hackney carriage/Private Hire Policy – It was agreed that no comment be submitted to this consultation at this time.
- 2024/3367 **Defibrillator and CPR training** – It was noted that no trainer had yet been sourced and further discussion was deferred.
- 2024/3368 **D Day event** – Cllr Morgan confirmed that he would carry out the risk assessment for the event. It was confirmed that a generous private donation had been received to cover the cost of the toilets and the food and that the event would be self funding. It was Resolved that in the event of any profit this would be donated to The Royal British Legion. Proposed by Cllr Morgan with all in favour.
- 2024/3369 **Newsletter production** – Cllr Mann confirmed that all was running well with the production of the newsletter and content was rising. It was noted that Flyers had been created for the D Day event and the Fathers Day event and would be delivered separately.
- 2024/3370 **Matters to be brought to the attention of the council** – It was confirmed by Cllr Mann that the Speedwatch group was now up and running with police trained operatives now able to train others. It was noted that the police had provided new equipment for and that attempts would be made to calibrate the old speed gun so a second team could be employed if possible.

Next meeting will be held in Pettward Hall on Monday 10th June 2024 at 7.30pm