



GREAT FINBOROUGH PARISH COUNCIL

Minutes of the Parish Council meeting held at the Village Hall, Great Finborough **Monday, 10th March 2025 at 7.30pm.**

Present:

Councillors: J Spencer (Chairman)
A Mann
J Barron
R Burton
J Kemp
S Waspe
L Morgan

In Attendance Mrs J Blackburn – Clerk
County Cllr P Otton
District Cllr J Matthissen

GFPC127/24/25 – APOLOGIES FOR ABSENCE

None had been received.

GFPC128/24/25 – DECLARATIONS ON INTEREST

None had been received.

GFPC129/24/25 – APPLICATIONS FOR DISPENSATION

None had been received.

GFPC130/24/25 – TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 13TH JANUARY 2025

It was AGREED: That the Minutes of the previous meeting held on 13th January 2025 were approved as a true record and were signed by the Chairman.

GFPC131/24/25 – PUBLIC FORUM

Four members of the public were present.

An issue was raised in relation to the speed of traffic along Combs Lane with residents asked for a reduction in speed limit to 30 mph. Also, large low loaders using the lane had not been driving appropriately and had been unescorted.

Cllr Waspe confirmed to the residents that they used Rattlesden Air Field which meant that Combs Lane was their access to the field, although he did not condone the speeding.

It was felt that it was a matter to be raised with County Cllr Otton.

GFPC132/24/25 – TO RECEIVE THE COUNTY COUNCILLORS REPORT – CLLR PENNY OTTON

Cllr Otton's report had been circulated prior to the meeting and would be published on the village website.

Cllr Otton briefly went through her report which covered the following topics:

- Devolution and Local Government Reorganisation
- Changes to Suffolk's Library Service – moving back in-house

She explained that in relation to the Devolution there could be two or three unitary councils within Suffolk as it was a large area to cover.

In relation to the resident's concerns regarding the traffic on Combs Lane, Cllr Otton stated that the way forward would be for the Parish Council to pay for a Speed Survey. Before that took place she suggested that the Highways Department needed to look at the lane, which she would arrange.

GFPC133/24/25 – TO RECEIVE THE CLERK'S REPORT AND FINANCIAL MATTERS

a) CLERK'S REPORT

The Clerk had nothing to report other than what was on the Agenda.

b) TO RECEIVE THE CLERK'S FINANCIAL REPORT

The Clerk reported on the Council's current financial position and movements since the last meeting. It was reported that the balance in the accounts was unknown at this stage due to her waiting login details to the accounts.

c) TO AUTHORISE PAYMENTS AND NOTE RECEIPTS

The Clerk reported the following payments be authorised:-

| | | |
|---------------------|---|-----------|
| Lee Morgan | Replacement Marquee - reimbursement | £1,570.00 |
| Robinson Arnold | Maintenance (Dec) | £115.20 |
| Lacey Luther | Mileage | £9.00 |
| Robinson Arnold | Buffer Zone Clearance/Removal of Tarmac/Soil | £1,296.00 |
| Green Scene | Buffer Zone Tree Reduction | £680.00 |
| Green Scene | Silver Birch Reduction | £480.00 |
| Digital Copy Centre | Newsletter Printing | £214.50 |
| Jennie Blackburn | Clerk's Pay (Jan) | £382.96 |
| Ben Morgan | Litter Picker's Pay (Jan) | £51.60 |
| Luca Gambling | Litter Picker's Pay (Jan) | £26.00 |
| HMRC | PAYE to end 5th Feb | £95.60 |
| Jennie Blackburn | Clerk's Office Allowance/Exp (Jan) | £59.36 |
| Jennie Blackburn | Clerk's Pay (Feb) | £469.51 |
| Jennie Blackburn | Clerk's Office Allowance/Exp (Feb) | £26.00 |
| Ben Morgan | Litter Picker's Pay (Feb) | £51.60 |
| Luca Gambling | Litter Picker's Pay (Feb) | £26.00 |
| HMRC | PAYE to end 5th April | £117.40 |
| Great Bricett PC | Contribution to ink cartridge (Clerk's Printer) | £27.15 |
| Suffolk Cloud | New Website set up/domain/mailbox | £580.00 |
| Robinson Arnold | Play Area Garden Maintenance | £153.60 |

It was AGREED: That payments totalling £6,431.48 be authorised and actioned by the Clerk.

The following receipts were noted.

| | | |
|-------------------------|-------------------|--------|
| All Seasons Landscaping | Newsletter Advert | £68.00 |
|-------------------------|-------------------|--------|

| | | |
|---------------------------|----------------------|---------|
| M R Joinery | Newsletter Advert | £93.50 |
| The Chestnut Horse | Newsletter Advert | £127.50 |
| Rusbrooke Chimney Sweep | Newsletter Advert | £68.00 |
| Time for You | Newsletter Advert | £68.00 |
| Traditional Oak Carpentry | Newsletter Advert | £68.00 |
| Andrew Bingham | Newsletter Advert | £93.50 |
| S & P Motacare | Newsletter Advert | £68.00 |
| F G Brown Opticians | Newsletter Advert | £93.50 |
| Garden Club | Donation for Marquee | £400.00 |

d) **APPOINTMENT OF INTERNAL AUDITOR - 2024/25**

It was AGREED: That Trevor Brown CPFA be appointed as Internal Auditor for 2024/25.

e) **EXTERNAL AUDIT ARRANGEMENTS – 2024/25**

It was NOTED: That an External Audit would be required for 2024/25.

f) **BANKING ARRANGEMENTS**

It was AGREED: That the new Clerk be added to the bank statements. Once access had been arranged the Clerk would update Cllrs as to what money was in the accounts with particular note to CiL monies.

h) **GREAT IN FINBOROUGH TOGETHER - MONIES HELD**

It was NOTED: That £600 Locality Funding from District Cllr Matthissen had been deposited into the account for 'Great in Finborough Together'. As soon as a bank account had been opened then the money would be transferred.

GF134/24/25 – POLICIES AND PROCEDURES

a) **REVIEW OF INTERNAL AUDIT CONTROL AND RISK MANAGEMENT ARRANGEMENTS**

It was AGREED: That the Internal Audit Control and Risk Management Arrangements be reviewed and approved.

b) **STANDING ORDERS**

It was AGREED: That the Standing Orders be approved and adopted.

c) **PUBLICATION SCHEME**

It was AGREED: That the Publication Scheme be reviewed and approved.

d) **DOCUMENT RETENTION POLICY**

It was AGREED: That the Document Retention Policy be reviewed and approved.

e) **DATA PROTECTION POLICY**

It was AGREED: That the Data Protection Policy be reviewed and approved.

GFPC135/24/25 – PLANNING APPLICATIONS

Ref: DC/25/00356 – Householder Application – Repairs, alterations, insulation and extension of farmhouse as detailed in Design and Access Statement – Hill Farm, Valley Lane, Great Finborough

It was AGREED: That the Parish Council had no objections to the application. **Clerk to action.**

GFPC136/24/25 – PLANNING DECISIONS

None had been received.

GFPC137/24/25 – CIL FUNDS

Members agreed that CiL money held by the Parish Council should be put into reserves for particular projects moving forward.

Cllr Morgan confirmed that CiL money could be spent on green space maintenance such as tree works and allotments. Members discussed recent works and felt that CiL money could be used for those works instead of the Parish Council's general reserves.

Cllr Morgan proposed and Cllr Spencer seconded that £2,000 be moved from the Cil account to the general funds for recent grass cutting works undertaken. **All Agreed.**

Cllr Waspe suggested a lake be dug to help alleviate flooding issues in the wetter months. A local landowner at Hill Farm had agreed to the suggestion and was happy for the Parish Council to lease the land for a peppercorn rent. Further discussion, consideration and consultation with the Environment Agency would be needed to take the plan forward including the legalities and cost. **Clerk to add to next Agenda.**

Members felt that the views of residents should be ascertained, in relation to spending the CiL money, and therefore something in the next Newsletter would help with that. **Cllr Mann to action.**

GFPC138/24/25 – WEBSITE

It was noted that the Under 5s Pre-School would like to have a page on the new village website, which members supported. Therefore, information should be sent to the Clerk for action.

It was also noted that the Newsletters had not been included on the new website. **Clerk to action.**

GFPC139/24/25 – PETTIWARD HALL

a) NOMINATION FOR VILLAGE HALL TRUSTEE

It was AGREED: That Vicky Godfrey be nominated as Parish Council Representative for the Village Hall Trustees.

b) FINANCIAL CONTRIBUTION FOR LEGAL COSTS – TITLE DEEDS

Members briefly discussed the legal costs that had been incurred by the Trustees in relation to the recent land registry.

It was AGREED: That once the end of year figures had been observed for the Village Hall, then a decision can be made as to what contribution could be given.

GFPC140/24/25 – PLAY AREA

a) INSPECTIONS

It was AGREED: That Cllr Mann carry out a monthly inspection of the play area and would report back to each Parish Council meeting. The RoSPA inspection would be carried out annually.

b) INSPECTION POLICY

It was AGREED: That a Play Area Inspection Policy should be adopted. **Clerk to action.**

GFPC141/24/25 – VILLAGE MAINTENANCE AND OPEN SPACE MANAGEMENT WORKING GROUP

Apart from the Litter Pick weekend where a large amount of rubbish had been collected, there was nothing to report.

It was mentioned that some free soil was available, which could be used around the bench on the Village Green, which was currently raised on bricks.

Members discussed the time of the year was important due to grass and daffodils growing. Cllr Morgan stated that he could coordinate. **All Agreed.**

GFPC142/24/25 – FLOOD WORKING GROUP

Cllr Mann reported that he had had a meeting in relation to installing two leaky dams sited in a river on land off Valley Lane adjacent Hill Farm. The Environment Agency (EA) had agreed initially, but due to a change in representative the planned meeting wasn't attended by the EA so it now needed to be chased up.

Subject to the EA agreeing to the project the leaky dams could be installed.

The EA had reported that the ditch was actually a river.

Cllr Mann stated that the owner of the land, Paul Marriage, was on board, but volunteers would be required.

Cllr Mann would report back to the next meeting.

GFPC143/24/25 – BIODIVERSITY ACTION GROUP

There was nothing to report.

GFPC144/24/25 – EMERGENCY PLAN

Cllr Morgan reported that he had written the Flood Contingency Plan. Once he had had it checked he would share it with the Parish Council.

GFPC145/24/25 – FOOTPATHS

Generally footpaths were ok, with a tree down on one which had been removed, plus another where the farmer had ploughed his field ensuring a track had been made for footpath users.

The City Lane footpath was often very boggy and Cllr Mann would contact the owner to suggest a bridge could be considered.

The Parish Clerk at Buxhall had been in touch in relation to a resident's request whether a footpath could be added between the two villages to aid schoolchildren walking to the Primary School.

County Cllr Otton had been looking into the matter with the Highways Department, who had confirmed that a feasibility study would need to be carried out.

The cost of such a footpath would be estimated at around £400 - £500 per square metre.

Members felt that due to the extent of the cost for a footpath it was felt it would not be viable to consider at this time.

GFPC1465/24/25 – TO RECEIVE THE DISTRICT COUNCILLOR'S REPORT – CLLR JOHN MATTHISSEN

Cllr Matthissen's report had been circulated prior to the meeting and would be published on the village website.

He briefly went through his report highlighting the following topics:

- Gateway 14
- Devolution – Likeliest outcome would be that a Mayor would be elected May 2027 – with Unitary Council(s) taking over in May 2028
- Joint Local Plan – 735 new homes per year were required.

With regards to the Green Farm planning application, Cllr Matthissen reported that a decision was needed as soon as possible. He had recommended that the application be taken to committee.

Cllr Morgan asked what the position was with the Great Finborough School's application, to which Cllr Matthissen reported that he had checked with the planning officer and was informed that documents were still being awaited for.

MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL

- Neighbourhood Plan – Next Agenda
- VE Day – Cllr Morgan stated that the Beacon would be lit on Thursday, 8th May, Sunday, 4th May the Village Hall had been provisionally booked for the VE Day event.
- Newsletters – volunteers had come forward to offer help with the delivery of the Newsletter.

GFPC147/24/25 – DATE OF NEXT MEETING

It was AGREED: That the next meeting of the Parish Council to be held on Monday, 7th April 2025 at 7.30pm.

The meeting finished at 9.30pm.

Chairman: Dated: