

# FINNINGHAM PARISH COUNCIL

*draft*

*The Annual meeting of Finningham Parish Council will be held on  
Tuesday 18<sup>th</sup> May 2021,  
in St. Bartholomew's Church, Finningham, starting at 7.48pm.*

**Present:** Mr. A. Kilbee, Mrs. C. Winter, Mrs. L. Charter, Mr. J. Miller and Mr. J. Black.

**In attendance:** Miss. N. Hill (Clerk), Cllr Andy Mellen and 3 members of the public.

**21.27 To appoint the Chairman of the Parish Council for the year 2021/2022 and sign a Declaration of Acceptance of Office**

Mr. J. Black nominated and proposed Mr. A. Kilbee, seconded by Mrs. L. Charter and agreed. Mr. A. Kilbee accepted the nomination and signed the Declaration of Acceptance of Office.

**21.28 To appoint the Vice - Chairman of the Parish Council for the year 2021/2022 and sign a Declaration of Acceptance of Office**

Mrs. L. Charter nominated and proposed Mrs. C. Winter, seconded by Mr. J. Black and agreed. Mrs. C. Winter accepted the nomination and signed the Declaration of Acceptance of Office.

**21.29 Visiting speakers**

Cllr Andy Mellen was congratulated being the County Councillor. Cllr Andy Mellen read through his report (which is on file) and stated the former County Councillor Jane Storey has given a thorough handover. The offer she gave of £700 towards the footpath map has now expired. National Rail have cut the ditch, which they are responsible for but are unable to remove some trees during the nesting season, so have said they will come back to complete in the Autumn. No date has been set for the committee to discuss the 8 dwelling planning app along Westhorpe Road. With regards to flooding where CCTV was going to be put down some pipes to try and find the issue hasn't happened yet, even though it was due to take place in March 2021.

**21.30 Contribution by Members of the Public**

None

**21.31 Apologies and approval of absence.**

Mr. N. Arthur sent his apologies for being unable to make the meeting.

Mr. A. Kilbee proposed, seconded by Mr. J. Black and agreed to accept this apology.

**21.32 Approve minutes of the Parish Council meeting held on 13<sup>th</sup> April 2021.**

Mrs. C. Winter proposed, seconded by Mrs. L. Charter and agreed that the minutes were a correct record and the Chairman then signed the minute book.

**21.33 To receive any pecuniary or non-pecuniary declarations of interest from Members and any Gifts of Hospitality.**

None.

**21.34 Matters arising from the meeting held on 13<sup>th</sup> April 2021**

34.01 The chairman has completed the appraisal on the clerk.

34.02 Friends of Finningham will compile a village 'Welcome Pack'. The clerk has sent a 'welcome pack' index to Mr. G. Atkins.

34.03 The Chairman is trying to obtain other quotes for tree work on the Green.  
Another quote is being obtained this coming Thursday.

34.04 The planning enforcement dept at BMSDC have been in contact with the agent and developer (Burgess Homes) about the earth bund (rubbish buried) near the site of 6 new properties along Westhorpe Road. The earth bund is being removed, but it's not yet known the timescale of this. The land will be returned to its previous condition by the agent and developer as currently they are in breach of planning control.

34.05 Tractors have been seen removing dirt, but not sure if it's from the bund. Councillors living near were asked to keep an eye and update the PC.

A letter has been sent to Miss Coote with the PC's response to her request for Astro turf.

34.06 The Chairman has contacted Wicksteed, about the rolling log play equipment, no longer rolling.

**21.35 Update from the Track on The Green working group.**

Mr. N. Arthur said there wasn't anything to report, apart from the work being completed. The PC hopes the Track will be respected by all. It's hard to see the camber and the top layer doesn't seem to have knitted together and it is uneven to walk on. It was asked whether any liability is now with the PC as works have been completed by them. The Chairman stated the Track is part of the Green therefore is always the PC's responsibility. Mr. J. Miller said the works were completed too early and he had mentioned it in the past, as heat is needed for the tar on the stones to stick together. The Chairman said he remembered it being said don't do it too early as it needs to be dry, but doesn't remember the warmth being needed. It was agreed the company completing the work should know when it's best to complete the work to get the correct results. The Chairman will speak to Mr. N. Arthur before the next meeting to discuss the next steps. The residents haven't sent their contribution as yet and it's been suggested they are written to and sent invoices for their contributions. The clerk will send this to the 4 residents.

**21.36 Update from the Village Footpath map working group.**

An update was given during the Annual Parish meeting. It was asked where it will be positioned in the village. It will be near the Church sign on the track by the Green.

**21.37 To discuss flooding within the village.**

This was already discussed during the Annual Parish meeting.

**21.38 To discuss the monitoring of traffic speed within the village.**

This was already discussed during the Annual Parish meeting.

**21.39 To discuss the emergency plan which Mrs. L. Charter has offered to complete.**

Mrs. L. Charter said using a government tool she has got the basics of the plan down to 14 pages. She will send it to the clerk, for her to send to everyone to look over for it to be discussed at the next meeting.

**21.40 To agree the meeting dates for 2021-2022. The 2<sup>nd</sup> Tuesday of each month and there not to be a meeting in August 2021 and February 2022?**

After discussing, Mrs. C. Winter proposed, seconded by Mrs. L. Charter and agreed to continue with meetings on Tuesdays and not to have one in August 2021 and February 2022. Mrs. C. Winter said in the Autumn/Winter, she has training on Tuesday evening for work, therefore she won't be able to make the meetings then.

**21.41 To approve the comments made during the internal audit, completed by Mr. A. Strickland.**

Mr. J. Black proposed, seconded by Mrs. C. Winter and agreed to approve the comments as part of the internal audit.

**21.42 To approve the Annual Governance Statement 2020-2021.**

Mr. J. Black proposed, seconded by Mrs. C. Winter and agreed to approve the annual governance statement.

**21.43 To approve the Accounting Statements for 2020-2021.**

Mr. A. Kilbee proposed, seconded by Mrs. L. Charter and agreed to approve the accounting statements.

**21.44 To discuss and approve the annual play inspection report invite. The assessment £45.95 + vat per play area. There will be an additional charge of 10% (£4.59 per play area) to cover admin costs. They will inspect the perimeter fencing, gates, ancillary equipment (such as benches and litter bins), equipment and surfacing and site photographs will be provided. They can also carry out the following Optional Extras: To carry out Full DDA Assessment @ £9.95 per site To carry out Play Value assessment @ £9.95 per site To carry out estimated life expectancy assessment @ £4.95 per site.**

After discussing the previous inspections, where algae was mentioned a lot, Mr. A. Kilbee proposed, seconded by Mr. J. Black and agreed to accept the annual play inspection invite for 2021 and the inspection completed.

**21.45 To discuss and approve cancelling Zoom. Now councils are no longer allowed to have virtual meetings or for anyone to attend virtually, there is no need to continue paying £14.39 a month to Zoom.**

Mr. A. Kilbee proposed, seconded by Mrs. C. Winter and agreed to cancel the zoom subscription.

**21.46 To discuss and approve updating the list of authorised people on the account at Lawes. Mrs. M. Webb should be removed and Mr. N. Arthur and Mrs. L. Charter should be added.**

Mr. A. Kilbee proposed, seconded by Mrs. C. Winter and agreed to update the authorised people on the account at Lawes. The Chairman will inform Mr. N. Arthur.

**21.47 To discuss the request by Mrs. C. Winter for the old flags to be donated to Scouts. Now the PC has new flags, the old ones could be re-used by them.**

Mr. J. Black proposed, seconded by Mrs. L. Charter and agreed to allow Mrs. C. Winter to have the old flags for the Scouts.

**21.48 To discuss and approve the model internal control statement. SALC have sent through an updated template, which all PC's should follow to manage risk to a reasonable level, rather than eliminate all risk of failure to achieve policies, aims & effectiveness.**

To roll over to the next meeting.

**21.49 To discuss and approve reimbursing Mr. D. Aiken for ink/paper etc he has used for his work on the village footpath map. As discussed at the last meeting, the PC felt very strongly that Mr. Aiken shouldn't be left out of pocket for the work he has done.**

Due to there being no amount on the agenda, this is to be rolled over to the next meeting, to allow an amount to be discussed and approved.

**21.50 The Parish Council still has 1 vacancy. Any ideas on how to fill it?**

None, apart from adding it into the newsletter.

### **21.51 Correspondence Received**

51.01 Virtual meetings are no longer allowed from 7th May 2021. All parish councils meetings must be face to face, but these cannot start until 17th May 2021. No one is able to join a meeting virtually.

51.02 A resident of the Green emailed to make the PC aware that at the beginning of April, 3 teenagers in the village were playing 'music' via a portable speaker on the Green, at a volume that was intrusive. A villager spoke to the teenagers as well as another villager speaking to one of the parents. It's hoped this would be the end of it, but wanted it made known and recorded by the PC.

51.03 E.on's electricity contract is ending in August. The clerk will contact them to discuss their offerings in terms of unit price and daily rate. Other companies will be contacted to get quotes so the PC are able to compare.

51.04 Works on trees in a conservation area.

51.05 Another key for the notice board is needed. The notice board company has been contacted and the clerk is waiting for a reply.

51.06 BMSDC have emailed about a tree, hedgerow and wildflower planting scheme and there's no longer a deadline to apply. Mr. J. Black said he would be interested in this.

51.07 Details of Jo Churchill supporting The Big Lunch has been received.

51.08 Highways self help scheme was mentioned in terms of reinstating the collapsed triangle at the bottom of Church Lane, which happened in Dec 2020 when there was a major flood. Cllr Andy Mellen did mention he has a minor Highways budget to help with this.

51.09 Active travel public consultation has been sent to all councillors. The Chairman encouraged everyone to complete with their own views.

51.10 Examination hearing of the BMSDC Joint Local Plan has been sent to all councillors. The local plan is on BMSDC for everyone to view.

### **21.52 Finance**

52.01 Clerk's report

Previous meeting, last balance reported was from 29/3/2021.

Current account £25,704.14 (£4,263.49 still unrepresented, once presented, then balance is £21,440.65)

Deposit account £3,329.86

#### **Balances as of 29/4/2021**

Current account £28,682.10 (£4,892.13 still unrepresented, once presented, then balance is £23,789.97)

Receipts since 30/3/21 – £3,759.50

Payments since 30/3/21 - £781.54 - (invoices approved at previous meetings)

Deposit account £3,329.86 –

Mr. A. Kilbee proposed, seconded by Mrs. C. Winter and agreed to authorise the following payments.

52.02 **Requests for payment**

E:on - £12.79 - April's bill paid via DD

MISS. N. HILL - £31.13 – clerk's expenses

BMSDC - £603.36 – litter & dog bin emptying

FINNINGHAM PAROCHIAL CHURCH COUNCIL - £30 – internal audit fee

FINNINGHAM PAROCHIAL CHURCH COUNCIL - £345 – hiring of Church from April 2018 – March 2021 (23 meetings @ £15 per meeting)

Totalling £1,022.28

current acct balance per b/s £28,682.10

less unrepresented cheques £ 5,964.41

deposit account £ 3,329.86

**TOTAL £26,097.55**

Of which general funds £ 6,782.26

Of which restricted funds £14,594.29

(CIL & Grants not spent)  
Of which reserves £ 4,721.00  
(1/2 of precept & election costs)

**21.53 Planning**

53.01 To consider applications.

None to consider

53.02 Decisions & to consider planning matters coming forth.

GRANTED – DC/21/01370 - Householder Planning Application - Erection of boundary wall and replace garage roof (following demolition of existing damaged wall) - Church Mouse Barn, Gislingham Road, Finningham, Stowmarket Suffolk IP14 4JA

LISTED BUILDING CONSENT HAS BEEN GRANTED - DC/21/01095 - Application for Listed Building Consent. Addition of 2no top level window-lights in a panelled front door -

Old Black Horse Farm, Walsham Road, Finningham, Stowmarket Suffolk IP14 4JN

All planning applications received up to the date of the meeting will be discussed.

**21.54 Questions to Chairman**

None

**21.55 Items to be discussed at the next meeting and included in the June's agenda.**

Additional banners about the village Litter Clean around the different entrances into the village.

£50 invoice from Doug Aiken.

The Chairman then closed the meeting at 9.25pm