

FINNINGHAM PARISH COUNCIL

*Draft Minutes for the ANNUAL PARISH COUNCIL MEETING held on
Tuesday 9th May 2023
in St. Bartholomew's Church, Finningham, starting at 7:30pm*

Present: Cllr A. Kilbee, Cllr C. Winter, Cllr P. Trew, Cllr J. Charter

In attendance: Miss J. Challis (Clerk), Mr D. Aiken (Footpath Warden), and 7 members of the public.

22.282 To appoint the Chair of the Parish Council 2023/24, and sign Declaration of Acceptance of Office

Cllr Charter proposed Cllr Kilbee be appointed; seconded by Cllr Winter and approved unanimously with one abstention (Cllr Kilbee). Cllr Kilbee then signed the Declaration of Acceptance of Office, which was witnessed and signed by the Clerk.

22.283 To appoint the Vice Chair of the Parish Council 2023/24, and sign Declaration of Acceptance of Office

Cllr Kilbee proposed Cllr Winter be appointed; seconded by Cllr Trew and approved unanimously with one abstention (Cllr Winter). Cllr Winter then signed the Declaration of Acceptance of Office, which was witnessed and signed by the clerk.

22.284 Visiting speakers

Cllr Mellen was not in attendance.

Mr Aiken read out his Footpath Warden's report, which can be found as an addendum at the end of the minutes. Cllr Kilbee thanked Mr Aiken for his report and his work as Footpath Warden during the last year.

7:32pm a member of the public arrived.

22.285 Contribution by Members of the Public

Five members of the public indicated that they were in attendance regarding agenda items 21 (Planning DC/23/01687), and 18 (Damage to cremation marker).

Cllr Kilbee proposed moving straight to agenda item 21 DC/23/01687, followed by agenda item 18; approved unanimously.

(22.303 Planning)

a. To consider applications

- DC/23/01687 – Application for Outline Planning Permission (Access points to be considered, Appearance, Layout, Landscaping and Scale to be reserved) Town and County Planning Act 1990 (as amended) – Erection of 3No dwellings and garage (following demolition of existing buildings). Location: Maple Lodge, Gislingham Road, Finningham, Stowmarket, Suffolk, IP14 4HZ.

Cllr Trew raised his concern that a contamination test has not been carried out, only a visual assessment, and that the access is not wide enough and therefore does not comply with emergency access criteria. A member of the public who was present as the applicant, advised that MSDC have stated they will conduct contamination tests should a problem arise during the build.

After discussing further, Cllr Kilbee proposed the council neither supports or objects to the application, and records a neutral stance on MSDC's Planning Portal. Seconded by Cllr Winter, with two votes for, and two votes against. Cllr Kilbee invoked his casting vote, and the motion was carried.

(22.300 Damage to Cremation Marker, including approval of replacement)

One of the grave markers in the cemetery has accidentally been damaged by the mower during grass cutting. The family were informed immediately, and a replacement marker needs to be arranged. The Clerk has contacted the insurance company who have confirmed that a Public Liability claim can be made.

Cllr Kilbee expressed the Council's sincere apologies again, and presented quotations he has obtained for an identical replacement, including installation and removal of the damaged marker. After discussing the quotations, Cllr Kilbee proposed proceeding with the quotation from HL Perfitt Stonemasons, subject to approval from the insurance company. Seconded by Cllr Trew and approved unanimously.

Cllr Kilbee also confirmed that he has asked for extra care to be taken when the grass is cut from now on. There was a discussion on whether the Parish Council should arrange for the grass to only be cut up to a certain distance from the grave markers, to avoid this from happening again. To be discussed further at a future meeting.

ACTION – Clerk to confirm the insurance company is happy to proceed with the quotation from HL Perfitt Stonemasons, and arrange for the order to be placed.

7:46pm four members of the public left the meeting

22.286 Apologies and approval of absence
No apologies received.

22.287 To receive any pecuniary or non-pecuniary declarations of interest from Members and any Gifts of Hospitality.
None received.

22.288 To consider requests for dispensations on agenda items
None received.

22.289 To approve minutes of the Parish Council meeting held on 11th April 2023
Cllr Trew proposed approving the minutes of the Parish Council meeting held on 11th April 2023 as a true and correct record; seconded by Cllr Kilbee and approved unanimously with two abstentions (councillors who were not present at the meeting). The Chairman then signed the minute book.

22.290 Matters arising from the Parish Council meeting held on 11th April 2023
All covered elsewhere on the agenda.

22.291 Chairman's Report
Welcome to this first meeting of the new year. Thank you to those Councillors who have agreed to stand for another term and thanks also to our new Councillor, Jon Charter who has replaced his wife Lisa on the Council. Although former Councillor, Niger Arthur has taken an extended leave of absence, I am hoping that we shall be able to welcome him back early next year. Former Councillor Jim Miller has retired after 47 years' service.
This is also the appropriate time to thank our Footpath Warden, Doug Aiken, for all the work he has done over the past year to ensure that our network of footpaths is in excellent condition. As you will see from the agenda, we have a number of unresolved projects which we hope will progress in the near future and we are always ready to embrace new projects that the residents propose for the benefit of the community.

22.292 Clerk's Report

- MSDC have advised that there is a Community Benefits for Electricity Transmission Infrastructure Consultation which is open until 25th May 2023. The Clerk has forwarded the details to Councillors.
- The footbridge near Eastlands Lane, previously reported to Highways ref 389635, has dropped further. Highways advised they had sectioned it off and included it on their works list, but it now requires urgent attention to avoid it collapsing in to the river completely. A further report has been raised.
- The trees on the byway off Gislingham Road, about which a resident contacted Cllr Trew to request they be cut back, have been reported to Highways. No update as yet, but the Clerk will pursue.

ACTION

- **Councillors to advise the Clerk if they wish to make comment on the Community Benefits for Electricity Transmission Infrastructure Consultation.**
- **Clerk to pursue action on footbridge, and trees, as above.**

22.293 Parish Councillor Co-option
Deferred.

22.294 Member's consent to receive summons electronically, and new Parish Register of Interest Forms

All Councillors gave their written consent to the Clerk, to receive summons electronically, and confirmed they will complete a Register of Interest form within the 28days time frame.

ACTION – Councillors to complete Register of Interest form

22.295 LGA Model Councillor Code of Conduct

Councillors approved unanimously to readopt the LGA Model Councillor Code of Conduct, first adopted by the Council on 10th May 2022.

ACTION – Clerk to update LGA Model Code of Conduct

22.296 Finningham GREEN Footpath CIL bid application update

Katherine Davies, MSDC Sustainable Travel Officer, has reported that Claire Dickson, SCC Area Rights of Way Manager, has visited the site, and advised that there is no room for anything other than a footway within the highway verge, which unfortunately means the possibility of it being a Rights of Way project is now fully ruled out. It must therefore be pursued as a Highways project via the joint CIL Bid application that the Clerk has already initiated. Disappointingly there has been no further communication/update from Highways.

ACTION – Clerk to pursue CIL bid application with Highways

22.297 To discuss Annual Newsletter to everyone in the village

At the meeting held on 14th March 2023, it was suggested that it might be beneficial to create a joint newsletter with the FOF (Friends of Finningham). It was hoped that representatives from FOF would attend a meeting to discuss this further, but unfortunately, they have not been able to do so. Cllr Trew said that the company who produced the commemorative paperweights for the King's Coronation, also provide a printing service, and offered to obtain cost details for the Council to pursue their own Annual Newsletter. A member of the public in attendance indicated that they would be happy to volunteer to help with the design of the newsletter. Cllr Kilbee expressed thanks and asked them to forward their contact details to the Clerk.

ACTION – Cllr Trew to request printing costs/details as above

22.298 Playground Improvements, including approval to purchase additional play bark

Cllr Kilbee thanked the working party for installing the play bark prior to the King's Coronation weekend, but reported that approximately 10 more bags are required to ensure the surfaces are at the correct level.

Cllr Trew proposed the Council approve the purchase of more play bark up to a value of £900.00. Seconded by Cllr Winter and approved unanimously.

ACTION – Clerk to arrange order of additional play bark, and request the supplier sends an invoice for the Council to pay directly.

22.299 Churchyard maintenance update

Following approval to take on maintenance of Finningham Churchyard, as agreed at the meeting held on 11th April 2023, a meeting with the PCC to discuss the current level of repair is still to be arranged.

ACTION- Clerk to arrange meeting as above

22.300 Damage to Cremation Marker, including approval of replacement

Discussed above.

22.301 Correspondence received

An email has been received from a member of the public who is part of a small group hoping to dedicate a memorial to 13 USAAF Bomber crew members, and 4 council workers and their horse, killed in November 1943 in Brome. One of the council workers was from Finningham and was also in charge of the horse. The group are looking for any information that may be available.

ACTION – Clerk to forward details to Councillors

8:28pm a member of the public left the meeting.

22.302 Finance

a. RFO's report (bank balance, receipts, and payments)

Balances as of 28/04/2023

Community Bank Account

Balance as of 28 April 2023: £24,347.31

(Balance as of 29 March 2023: £25,265.63)

Receipts (since 29 March 2023): £3,738.39

Payments (since 29 March 2023): £4,656.71

Deposit Account

Balance as of 28 April 2023: £3,337.46

General funds: £11,399.75

Reserves (1/2 of precept & election costs): £4,262.85

Restricted funds (CIL & grants not spent): £12,022.17

b. Requests for payment

Admin J. Challis - £264.28

HMRC J. Challis - £66.10

Clerk expenses (J. Challis mileage) - £20.61

Elancity (new SID machine) - £2,580.00

N. Arthur expenses (Oil for generators) - £17.00

R. Webb expenses (Mower fuel) - £8.34

P. Trew expenses (SID batteries) - £216.56 – Approved at the meeting held on 11th April 2023 and paid by bank transfer on 2nd May 2023 (dual authorisation).

Partners by Design (Commemorative paperweights) - £2,260.80 – Approved at the meeting held on 14th March 2023 and paid by bank transfer on 2nd May 2023 (dual authorisation).

TOTAL payments - £5,433.69

Cllr Kilbee proposed authorisation of the above payments, seconded by Cllr Trew and approved unanimously.

ACTION - Cllr Kilbee and Cllr Winter to pay the above approved payments, except P. Trew expenses and Partners by Design which have already been paid, by bank transfer (dual authorisation).

c) CIL Report

The CIL Report 2022/23 was prepared by the Clerk and presented to Councillors. After discussing the report was approved unanimously and signed by Cllr Kilbee and the Clerk.

ACTION – Clerk to publish the report and send to MSDC

22.303 Planning

b. To consider applications

- DC/23/01687 – Application for Outline Planning Permission (Access points to be considered, Appearance, Layout, Landscaping and Scale to be reserved) Two and County Planning Act 1990 (as amended) – Erection of 3No dwellings and garage (following demolition of existing buildings). Location: Maple Lodge, Gislingham Road, Finningham, Stowmarket, Suffolk, IP14 4HZ.

Discussed as above.

- DC/23/01806 – APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA – Proposal: Notification of Works to Trees in a Conservation Area – Fell 2No. Scots Pines (T1 & T2) Carpenters, Wickham Road, Finningham, Stowmarket, Suffolk, IP14 4HT.

Councillors agreed unanimously that they have no comment against this application.

c. Decisions & to consider planning matters coming forth.

- DC/23/01226 Proposal: Full Planning Application – Erection of 1no. detached dwelling and garage with new vehicular access (following demolition of existing single storey dwelling) Ivy Place, Wickham Road, Finningham, Stowmarket, Suffolk, IP14 4HT – **AWAITING DECISION**

22.304 Training

SALC have announced New Councillor Training modules, which will be conducted in a new format of two online training sessions, costing £60 plus VAT for both sessions in total. It was agreed unanimously for Cllr Trew and Cllr Charter to book the training once suitable dates are available, with two abstentions (Cllr Trew and Cllr Charter).

ACTION – Clerk to forward training dates to Cllr Trew and Cllr Charter

22.305 To discuss date of the next meeting

The next meeting will be held on 13th June 2023 at 7pm, in St. Bartholomew's Church, Finningham.

22.306 Questions to Chairman

Cllr Charter offered his help to distribute the remaining Commemorative Paperweights that were not handed out during the King's Coronation weekend. Cllr Kilbee to liaise with Cllr Charter and Cllr Trew to arrange.

22.307 Items to be discussed at the next meeting and included in the June agenda.

Nothing extra received.

There being no further business, the Chairman declared the meeting closed at 8:51pm.