

FRESTON PARISH COUNCIL

Chairman: Cllr Henry Stogdon

Clerk: Jo Hazlewood - Email: frestonpcclerk@gmail.com

Website: Freston.onesuffolk.net/parish-council

Minutes of the Annual Parish Council meeting of Freston Parish Council held at Freston Village Hall on Friday 12th August 2022 at 7.00pm.

Present: Cllr H. Stogdon, Cllr R. Ross-Smith, Cllr G. Stronach

In attendance: Mrs J Hazlewood (Clerk), District Councillor J. Gould and 0 members of the public

1.	Election of Chairman and signing of the Declaration of Acceptance: Nominations were sought for Chair of the Council. Cllr Ross-Smith nominated and Cllr G. Stronach seconded the appointment of Cllr H. Stogdon as Chairman Cllr Stogdon was duly elected and signed the Declaration of Acceptance of Office.	
2.	Apologies for absence were received from Cllr V Penn. Councillors consented to this absence. County Councillor Simon Harley also sent apologies.	
3.	Declarations of pecuniary and local non-pecuniary interest 3.01: No declarations of pecuniary and local non-pecuniary interest were made 3.02: No requests for dispensations were received 3.03: Councillors were reminded to update their register of interests, which can be checked on the following link: https://babergh-self.achieveservice.com/service/Public Parish Members Register of Interests	
4.	Public Forum: 4.01: To receive reports for information from District and County Councillors: the District Councillor Jane Gould had circulated her report prior to the meeting. She highlighted various points in her report and invited questions. She reminded councillors that locality funding of £2,000 was available, She recommended that applications for a minimum of £250 be made as soon as possible, as the fund is shared across all her parishes. Cllr Gould also informed the meeting that emails are being sent via electoral services asking residents to update their details and she confirmed that these were genuine emails, so that the Council could reassure residents. County Councillor Simon Harley had also circulated his report prior to the meeting but was unable to attend the meeting. 4.02: To receive questions and matters of concern from members of the public present at the meeting: there were no members of the public present.	
5.	To consider and approve the minutes of the meeting held on 22 nd June 2021. The minutes were agreed to be a true record of that meeting and were duly signed by the Chairman.	
6.	To approve the appointment of the Parish Clerk, Proper Officer and RFO: 6.01: To consider and, if agreed, approve the appointment of Jo Hazlewood as Freston Parish Clerk, Proper Officer and RFO. All Councillors agreed to the appointment. 6.02: To resolve the working hours and rate of pay for the Clerk. A report had been circulated prior to the meeting, together with the NALC publication of the National Salary Awards for 2021/22. Following a discussion, it was resolved that the Clerk/RFO would be paid on Scale Point 6 and the hours would be 2.5 per week, subject to a future review if necessary. The Clerk pointed out that the scales were for the year 2021/22 and new rates of pay were being negotiated for	

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	2022/23, but these had not yet been agreed. The contract of employment, detailing these terms, was accordingly signed by the Chairman and the Clerk.	
7.	<p>Administration Matters:</p> <p>7.01: To agree meeting dates for 2022/2023. The date of the next meeting was agreed: Wednesday 7th September 2022 at 7.00 p.m. at Freston Village Hall.</p> <p>7.02: To agree and adopt the Standing Orders which had been circulated prior to the meeting. The Standing Orders, as circulated were agreed and adopted</p> <p>7.03: To agree and adopt the new national Code of Conduct which had been circulated prior to the meeting – the new national Code of Conduct was agreed and adopted.</p>	
8.	<p>Finance Matters:</p> <p>8.01: To approve the draft accounts (previously circulated) for the year ending 31st March 2022. The Accounts were agreed</p> <p>8.02 Councillors noted that the internal auditor had audited the accounts for 21/22 and no issues were raised.</p> <p>8.03: The AGAR documents and the Certificate of Exemption, having been circulated prior to the meeting, were agreed and signed by the Chairman and the Clerk/RFO. It was noted that the certificate of exemption should have been submitted to the external auditor before 30th June. The Clerk had written to the External Auditor to request an extension. The Clerk will send the signed copy to the External Auditor as soon as possible. All the documents should be uploaded to Freston PC's website as a matter of urgency. Cllr Ross-Smith agreed to provide log-in details to the website for the Clerk.</p> <p>8.04: To consider and approve the following payments/commitments:</p> <ul style="list-style-type: none"> a) SALC payroll - £36.00 (invoice dated 30.9.21) and SALC payroll charges for the year 22/23 b) Parish Council's insurance policy (expired in 21) c) Freston Village Hall – £20.00 (invoice dated 30.6.21) and charges due for 22/23 d) Grass cutting – Stanley Buxton £250.00 for 21/22 and charges for grass cutting in 22/23 e) The annual wreath donation for Remembrance Day f) Website hosting g) ICO registration £35 (direct debit) for 22/23 h) SALC membership fee i) Hours worked to date prior to appointment by the Clerk <p>The above outstanding payments and commitments were agreed. Following a discussion, the Clerk agreed to consult SALC to resolve whether, in these exceptional circumstances, a councillor could/should pay the long outstanding invoices and be reimbursed once the bank account was in place.</p> <p>8.05: Councillors noted that the precept request for £2,575 had been acknowledged by Babergh DC and the first half of the precept had been received.</p> <p>8.06: To confirm Freston Parish Council's bank details and to approve the bank mandate. The Chairman explained that problems had been encountered with HSBC, including papers being lost by the bank. The result was that Freston PC currently does not have a bank account and funds are held in cheque form issued by HSBC. Due to the many problems encountered with HSBC Councillors agreed to find an alternative provider. It was agreed that this is a matter of urgency. The Chairman will contact Lloyds Bank as soon as possible to set up a community account with online banking facilities, The process could take 6 weeks.</p>	<p>Clerk Cllr R-S</p> <p>Clerk</p> <p>Cllr HS</p>
9.	<p>9.01: Planning Matters To consider planning consultation requests received:</p>	

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	<p>DC/22/03357 Proposal: Application to determine if Prior Approval is required for a Proposed: Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 14, Class J - To install a 43kW photovoltaic array to serve existing holiday let accommodation including EV chargers. Inverters and associated plant will be housed inside existing buildings. Location: Lodge Farm, off The Street, Freston, Ipswich Suffolk IP9 1AG BDC have responded saying Planning Permission is not required – no further action required.</p> <p>DC/22/03739: Proposal: Householder Application - Erection of first floor side extension over existing ground floor extension and repair works Location: 1 Hillside Cottages, Freston Hill, Freston, Ipswich Suffolk IP9 1AA Following a discussion, no objections had been received from residents and Councillors unanimously agreed to recommend approval.</p> <p>Land Adjacent to the Old Rectory: there had been a request for a letter of support for a planning application on the plot adjacent to the Old Vicarage A planning application had been refused in the past. Following discussion, the Parish Council agreed that they could not give their support to this until an application is received via the proper channels. Re future planning applications It was agreed that a planning meeting should be convened to consider applications received between council meetings. The Clerk requested log-in details for the application search and comment facility on Babergh's Planning Portal, to log Council's planning decisions.</p>	Cllr R-S
10.	<p>To note councillors' reports and activities since the last meeting: Cllr Stronach reported that the layby by Monkey Lodge has an occupied campervan and a double decker bus parked in it, both of which seem to be semi-permanent. The Clerk was asked to contact Highways to clarify the situation. It was also suggested that the Clerk contact police re the bus, which could be an abandoned vehicle. The Clerk was also asked to raise the issue with Highways about installing signs to say, "No Overnight Parking."</p>	Clerk
11.	<p>To consider items to be included in the next Agenda: the layby issue; purchasing a defibrillator; insurance cover for the council and progress on the new bank account.</p>	
12.	<p>To determine the date of the next Parish Council Meeting: 7th September 2022 at 7.00</p>	

The meeting closed 8.15

Signed: 

Date: 29th / 09 / 2022