

## FRESTON PARISH COUNCIL

**Chairman: Henry Stogdon**

Clerk: Jo Hazlewood – [frestonpcclerk@gmail.com](mailto:frestonpcclerk@gmail.com)

Minutes of the meeting of **Freston Parish Council** held on 18<sup>th</sup> January 2024 at 7.00 p.m.

**Present:** Cllr H. Stogdon, Cllr H. Mckessy, Cllr V. Penn,

**In Attendance:** Jo Hazlewood (Clerk). No members of the public were present.

1.	<b>Welcome and Apologies:</b> The Chairman welcomed everyone to the meeting, Apologies were received from Cllrs Stronach and Ross-Smith which were <b>unanimously accepted</b> . District Councillor Daniel Potter also sent apologies.	To be actioned by
2,	<b>Declarations</b> of pecuniary and local non-pecuniary interest <b>2.01:</b> Councillors were invited to declare any pecuniary or non-pecuniary interests relevant to the Agenda – no declarations were received. <b>2.02:</b> No requests for dispensations were received.	
3.	<b>Public Forum</b> <b>3.01:</b> To receive a report for information from the County Councillor. The report had been circulated prior to the meeting. Councillor Harley added that since his report had been written there was a large shortfall in Suffolk County Council’s budget and it was estimated that 65 million pounds worth of savings needed to be made. Cllr Harley agreed to keep the Council informed. Councillor Potter’s report had been circulated but Cllr Potter was unable to attend the meeting. <b>3.02:</b> No members of the public were present.	
4	<b>To consider and approve the minutes</b> of the Parish Council Meeting held on 11 <sup>th</sup> October 2023. Approval of the Minutes of the meeting held on 11 <sup>th</sup> October 2023 was <b>agreed</b> . The minutes were duly signed by the Chairman.	
5.	<b>Business remaining from previous meetings and ongoing projects:</b> <b>5.01:</b> To receive an update on the laybys on Freston Hill. Cllr McKessy has put up the notices with telephone numbers which could be helpful to anyone seeking support. The posters sent from the Samaritans would also be put up once laminated. <b>5.02:</b> To note that dates have been requested for training on the defibrillator and the clerk reported that a date of Monday 26 <sup>th</sup> February had been offered, to be held at 6.00 p.m. at The Freston Boot although this date was awaiting confirmation from the Boot. As soon as the date had been confirmed by the Manager of the Boot, it will be offered to residents. <b>5.03:</b> To note that the locations for the dog bins had been approved and the updated quotations were attached to the supported documents. <b>It was resolved</b> to go for the cheapest quote, but the fixing of the bins has to be organised. The clerk would try and find someone to do this who has the right level of insurance. <b>5.04:</b> To note that the annual cost of emptying the bins had increased to £69 per bin (still to be confirmed by Babergh DC) This is an increase of 62% <b>5.05:</b> To receive a report on any developments at St. Peter’s Church Freston. The Church have raised sufficient funds to repair the Lynch Gate. Cllr Penn informed Council that a meeting was taking place to discuss future developments on Monday 29 <sup>th</sup> January at 5.00 p.m. A flyer would be sent out to advertise the defibrillator training once confirmed and the Church Meeting. <b>5.06:</b> Update on anticipated CIL funds. To note that it is believed that planning permission has been granted for the development at Woolverstone and Freston and therefore CIL funds should in time be payable to Freston PC. The clerk will make an enquiry.	Clerk/Cllr McKessy  Clerk  Clerk  Cllr Stogdon  Clerk

	<p><b>5.07:</b> To note Highways' response to the flooding at the junction of Freston Crossroads and the road leading to Freston. It appears that it is now down to the landowners to clear out the ditches. The Clerk will try and find out who owns the land.</p> <p><b>5.08</b> To note Highways' reply to weight restrictions on Freston Roads – the only way this can be managed is to encourage landowners to move large vehicles over their own land and not on the roads. Details will be sent to the clerk for the appropriate person to contact to make him aware of the problems in the village caused by heavy vehicles moving through Freston Roads.</p>	<p>Clerk</p> <p>Cllrs</p>
.6	<p><b>Administration Matters and new items or correspondence for consideration:</b></p> <p><b>6.01:</b> To note the contents of an email from a local resident and to determine any action required. The contents of the email were noted by Councillors and the clerk would ask the person referred to in 5.08 about trimming the hedges back.</p> <p><b>6.02:</b> Councillors noted the that thermal imaging camera assigned to Holbrook Parish Council will be available to take thermal images of houses in Freston, if required, during the period 5<sup>th</sup> March to 8<sup>th</sup> April.</p> <p><b>6.03:</b> To consider and agree to Freston Parish Council's participation in the Parish Councils Alliance – notes of the initial meeting held on 28<sup>th</sup> November had been circulated with the supporting papers. <b>It was agreed</b> that it would be beneficial to Freston PC to be a member of the Alliance of Parish Councils. Cllr Harley had urged each Parish Council to write to him individually with concerns about the Freston Crossroads and this could be followed up with a joint letter from the PC Alliance. The Clerk will write to Cllr Harley on behalf of Freston PC.</p> <p><b>6.04</b> The accident statistics at Freston Crossroads received from Highways Records and Collision dept. had been circulated, although it was noted they were not very up to date.</p> <p><b>6.05:</b> Councils noted the contents of SALC's email re the 80-year anniversary of D-Day in June, but were not planning a celebration at present</p> <p><b>6.06:</b> The contents of the email from BMSDC entitled "Call for Sites" was noted.</p> <p><b>6.07:</b> The contents of the Clerk's report were noted.</p>	<p>Clerk</p>
:	<p><b>Finance Matters:</b></p> <p><b>7.01:</b> To receive the RFO's report, including the balance at the bank. A bank reconciliation had been circulated and councillors noted the current balance.</p> <p><b>7.02:</b> It was <b>noted</b> that the bank reconciliation was duly checked and signed by a councillor who was not a signatory to the bank.</p> <p><b>7.03:</b> Councillors noted that Andrew Whittle had agreed to audit the Parish Council accounts for the year ending March 31<sup>st</sup> 2024</p> <p><b>7.04:</b> Two draft budgets had been circulated, together with the budget notes, a schedule of salaries and regular payments and councillors were asked to consider both budgets and decide upon the necessary precept. Following a discussion and in the light of the fact that both budgets were set with a deficit at the end of 2025, Cllrs <b>resolved</b> to adopt the budget which had a 14.81% increase on last year's precept. In monetary value, this amounted to an additional £325.</p> <p><b>7.05:</b> It was proposed and <b>agreed</b> by all councillors to request a Precept of £2,895. The Precept form was signed by the Chairman and the Clerk and would be sent to Babergh District Council before the deadline of 31<sup>st</sup> January 2024..</p> <p><b>7.06:</b> Councillors noted the proposed schedule of salary payments, which reduced the clerk's hours to 2 hours per week, but which increased the hourly rate of pay in accordance with the NJC nationally agreed pay scales which came into force on 1<sup>st</sup> April 2023, scale 13. The schedule of payments included an estimated 5% increase for the year 2024-25. The revised scale and hours to be implemented from 1<sup>st</sup> April 2024. <b>All Councillors agreed</b> to this and <b>resolved</b> that salary payments should be made on the appropriate quarterly dates of 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March. Any payments made will be ratified at the next available Council meeting.</p> <p><b>7.07:</b> To agree that regular payments agreed in the budget plan can, if necessary, be paid in a timely manner and ratified at the next available Parish Council Meeting.</p>	

	<p>Councillors <b>agreed</b> that regular payments agreed in the budget plan can be paid on their due date and ratified at the next full Council Meeting.</p> <p><b>7.08:</b> To ratify the following payments agreed at the meeting held on 11<sup>th</sup> October, but subsequently authorised:</p> <table border="1"> <thead> <tr> <th>Inv No</th> <th>Paid to:</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>Royal British Legion</td> <td>£ 25.00</td> </tr> <tr> <td>21</td> <td>Ansvar (Parish Council insurance via CAS)</td> <td>£ 230.78</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>and to authorise new payments:</p> <table border="1"> <thead> <tr> <th>Inv No</th> <th>Payable to:</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>R. Ross-Smith, reimbursement of Domain Name</td> <td>£ 9.54</td> </tr> <tr> <td>23</td> <td>Mrs J Hazlewood - 3<sup>rd</sup> quarter salary 1<sup>st</sup> Oct – 31<sup>st</sup> Dec</td> <td>£ 296.95</td> </tr> <tr> <td>24</td> <td>HMRC – PAYE – 3rd quarter ending 31<sup>st</sup> December 23</td> <td>£ 74.20</td> </tr> <tr> <td>25</td> <td>Village Hall, Meeting hire for January</td> <td>£ 25.00</td> </tr> <tr> <td>26</td> <td>Stanley Buxton – grass cutting</td> <td>£ 250.00</td> </tr> </tbody> </table> <p>Ratification/Payment of the above, including the grass cutting invoice which was received after the agenda was published was <b>agreed unanimously</b></p>	Inv No	Paid to:	Amount	20	Royal British Legion	£ 25.00	21	Ansvar (Parish Council insurance via CAS)	£ 230.78				Inv No	Payable to:	Amount	22	R. Ross-Smith, reimbursement of Domain Name	£ 9.54	23	Mrs J Hazlewood - 3 <sup>rd</sup> quarter salary 1 <sup>st</sup> Oct – 31 <sup>st</sup> Dec	£ 296.95	24	HMRC – PAYE – 3rd quarter ending 31 <sup>st</sup> December 23	£ 74.20	25	Village Hall, Meeting hire for January	£ 25.00	26	Stanley Buxton – grass cutting	£ 250.00	
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<b>8</b>	<p><b>Planning Matters</b></p> <p><b>8.01:</b> To receive updates on previous planning applications:  <b>DC/23/04109 Proposal:</b> Application under S73a for Removal or Variation of a Condition following grant of Planning Permission B/12/00500 dated 18/12/2015 Town and Country Planning Act 1990.- To vary Condition 27 (Approved Plans) <b>Location:</b> Former HMS Ganges Site, Shotley Gate, Shotley, Suffolk: <b>refusal recommended</b> due to concerns of increased traffic and in particular the effect on Freston Crossroads – <b>Awaiting Decision</b>  <b>DC/23/04391 - Proposal:</b> Application for change of use of Land at Freston Hill from agricultural land to a dog walking park, together with a car park and fencing: <b>Location:</b> Freston Hill, Freston, Suffolk. <b>Application refused</b> (see planning officer’s report in supporting documents)</p> <p><b>8.02: To consider new applications received:</b>  <b>DC/23/05908 Proposal:</b> Full Planning Application - Conversion of barns to form 3No. dwellings and associated landscaping, using existing access. <b>Location:</b> Potash Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PJ - no comment  <b>DC/23/05909 Proposal:</b> Application for Listed Building Consent - Works to facilitate conversion of barns to form 3No. dwellings. <b>Location:</b> Potash Farm, Ipswich Road, Holbrook, Ipswich Suffolk IP9 2PJ - no comment</p>																															
<b>9.</b>	<p><b>Parish Councillors’ reports</b></p> <p>No further reports from the parish councillors present were received</p>																															
<b>10.</b>	<p><b>To consider items to be included in the next agenda:</b> Councillors to email the Clerk with items for the next agenda at least one week prior to the next meeting. The next Agenda to include updates on matters discussed during this meeting and a review of the Standing Orders, the Code of Conduct, the Finance Regulations, the Financial &amp; Management Risk Assessment and the Asset Register.</p>	<b>Cllrs</b>																														
<b>11.</b>	<p><b>Dates of future Parish Council Meeting: Thursday 9<sup>th</sup> May was proposed: 7.00 p.m. for the Annual Parish Meeting, followed by the Annual General Meeting of the Parish Council to be held at Freston Village Hall.</b> Cllr Stogdon agreed to contact the Village Hall Committee to check this date and future meeting dates for the year were available.</p> <p>:</p>	<b>Cllr Stogdon</b>																														

Meeting finished at 8.04 p.m.

Signed.....Chairman