

# Freston Parish Council

Chairman: Cllr Henry Stogden

Parish Clerk: Mrs Jill Davis e-mail: [FrestonPCClerk@gmail.com](mailto:FrestonPCClerk@gmail.com) or Tel: 01473 780159

## MINUTES of the VIRTUAL MEETING OF FRESTON PARISH COUNCIL held REMOTELY ON WEDNESDAY THE 20<sup>TH</sup> OF MAY 2020 at 7.00pm.

**Present:** Councillors H Stogdon, L Jukes, V Penn, G Stronach and R Ross-Smith

**Parish Clerk:** Jill Davis

**Public:** None

**Babergh and Suffolk Councillors:** Jane Gould and David Wood present.

**Abbreviations:** **Cllr:** Councillor. **PC:** Parish Council. **BDC:** Babergh District Council. **SCC:** Suffolk County Council. **B/MSDCs:** Babergh /Mid Suffolk District Councils. **CAS:** Community Action Suffolk.

**PMBMCIC:** Pin Mill Bay Management Community Interest Company. **SALC:** Suffolk Association of Local Councils. **LCPAS:** Local Council Public Advisory Service **CEP:** Community Emergency Plan.

**VDF:** Village Development Framework. **RoW:** Rights of Way. **TAG:** Tourism Action Group. **AONB:** Area of Outstanding Natural Beauty.

The Council and members of the public were reminded by notice and by the Chairman that they may record/film/photograph or broadcast the meeting when the public and the press were not lawfully excluded. This *does not extend* to live verbal commentary.

1. **Welcome by the Chairman:**  
The Chairman opened the meeting at 7.05pm and welcomed everyone
2. **Apologies for absence:** to receive and note apologies  
None required
3. **Dispensations:** to consider requests  
None requested  
**Declarations of Interest** to receive Pecuniary and Non-Pecuniary Interests from Cllrs on items to be considered at this meeting.  
No Interests declared
4. **To approve the minutes of the Parish Council Meeting held on the 22nd of January 2020:**  
The minutes were approved and signed by the Chairman on the 22/05/2020
5. **To approve the minutes of the Extraordinary Parish Council Meeting held on the 4<sup>th</sup> of March 2020:**  
The minutes were approved by 3 members. The Chairman signed the minutes on the 22/05/2020
6. **Public Participation Session:** for the public to talk to Cllrs about items on the agenda  
No public present
7. **Reports:**  
**7.a County Councillor Reports**  
Jane Gould gave a verbal report. All reports and newsletters have been circulated to the members and uploaded to the website.  
**7.b District Councillor Reports**  
David Wood's reports have been circulated to the members and uploaded to the website.
8. **THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020:** to formalise and Inform  
**8.a To inform members of the Regulations 2020**  
Parish Clerk formally minuted the circulation to the members of the information on the Regulations 2020  
**8.b To inform members of the Cancellation of the Annual Meeting of the Parish Council**  
Parish Clerk confirmed the cancellation due to the current circumstances  
**8.c To inform members of the Cancellation of the Annual Meeting of the Parish/Village**  
Parish Clerk confirmed the cancellation due to the current circumstances  
**8.d To formally minute and approve the current Chairman to continue in the role until May 2021 (if wishes to)**  
Cllr Henry Stogdon was approved by the members to continue in the role of Chairman for another year.  
**8.e To formally minute and approve the current Vice- Chair to continue in the role until May 2021(if wishes to)**

Cllr Lee Jukes was approved by the members to continue in the role for another year  
**8.f To formally minute and approve for the various committees/working party members to continue in the roles until May 2021**

This item is not applicable.

9. **Clerk's Report:** Items received after publication of the agenda

**9. a-d February's Report**

**9. e-h March's Report**

**9. i – p April's Report**

**9.q – u May's Report**

Parish Clerk informed the members that the reports had been circulated and uploaded to the website.

The members requested that they would prefer receiving reports when they occur.

Clerk to action going forward.

10. **Correspondence:** Items received after publication of the agenda

**No correspondence received for February, March, April and May 2020**

Members requested correspondence to be emailed as and when rather than waiting for the next Parish Council meeting. Clerk to action going forward

11. **Covid – 19**

**11.a To remind the members of SALC's Passwords (separate email)**

Parish Clerk informed the members of the passwords. No further action required

**11.b To remind the members of NALC's Passwords (separate email)**

Parish Clerk informed the members of the passwords. No further action required.

**11.c To update members with current Covid – 19 information**

Parish Clerk reported that all the information has been circulated. No further action required.

12. **Freston Layby:**

**12.a For members to consider actioning a Business Plan in relation to requesting a Traffic Regulation Order**

This item was deferred

**12.b For members to consider how to raise the funds for the Traffic Regulation Order (upto £10,000)**

This item was deferred

**12.c For members to request SCCllr Wood's support**

This item was deferred

13. **Freston Hill 'Bus Stop' Works:**

**13.a For members to consider the costing and improvement works for the Freston Hill bus stop**

This was deferred for SCCllr Wood to provide further information

**13.b For members to consider approving the request of funding to Local Councillors**

This was resolved to approve by the members.

**13.c For members to consider approving a request for other funding streams**

This was resolved to approve by the members.

14. **Finance and Administration:**

**14.a To update members with the hours worked in January, February, March and April 2020**

Parish Clerk minuted the hours worked has been circulated to members. No further action required.

**14.b To update members with the Bank Statement Balances for January, February and March 2020**

Parish Clerk minuted the bank statements have been circulated to the members. No further action required.

**14.c To inform members that the end of year Bank Balances for 2019 – 2020 is £2782.20**

Parish Clerk informed the members that the end of financial year the Bank Balances were £2782.20

**14.d To inform members that the External Auditing Forms have been received**

Parish Clerk informed the members that all the information has been received and the accounts were ready to be delivered to the Internal Auditor

**14.e To inform members that VAT was claimed £31.42, however this amount was received in April of the 2020 – 2021 Financial Year.**

Parish Clerk informed the members that the VAT Reclaim has been actioned for 2019 – 2020 and has now been received in the 2020 -2021 financial year.

15. **Financial Year 2020 – 2021:**

**15.A For members to approve the SALC Membership Subscription for 2020 – 2021 £139.32**

This consideration was approved by the members

**15.b To update members with the opening Bank Balances for the start of the 2020 – 2021 Financial Year £2782.20**

Parish Clerk minuted the opening bank balance for 2020 – 2021 being £2782.20

**15.c To update members with the Bank Statement Balances for April 2020**

Parish Clerk informed the members that the bank statements had been circulated and Bank Balances at the end of April 2020 is £3994.62

**15.d For members to approve SALC's Payroll charge for the year £90.00 +VAT**

This consideration was approved by the members

**15.e To inform members that the first Precept Payment has been received £1250.00**

Parish Clerk informed the members that the first payment has been received.

**15.f For members to consider a donation to Survivors in Transition Charity**

This was deferred until the next meeting for further information in relation to charity donations.

**15.g To inform members that the Grass Cutting by SCC has begun**

Parish Clerk informed the members that the grass cutting season has commenced. No further action required.

**15.h For members to consider a donation to the Suffolk Accident Rescue Service**

This was deferred until the next meeting for further information in relation to charity donations

**16. Planning Matters:**

**16.a Local Authority – Coronavirus and Continuity of Planning Services Information**

Parish Clerk informed the members of the update. No further action required.

**16.b BDC Planning Update Information**

Parish Clerk informed the members of the update. No further action required

**16.c Discharge of Conditions – DC/19/01111 Condition 8 (Skylark Mitigation Strategy).**

Land South Of, Main Road, Woolverstone. Suffolk

**Condition Approved**

Parish Clerk informed the members of the discharge of conditions. No further action required.

**16.d Agricultural Determination – DC/20/00092 Application for prior notification of agricultural development. Lodge Farm, Off The Street, Freston, Ipswich Suffolk IP9 1AG Considered**

Parish Clerk informed the members of the determination. No further action required.

Please visit <https://planning.baberghmidsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

**17. Employment Matters:**

**17.a For members to consider the Working from Home Payment for the Clerk**

The members approved the £2.00 per week request from the parish clerk. Parish Clerk to inform SALC to action.

**17.b For members to approve the Written Statement of Terms and Conditions of Employment**

The members approved the Written Statement of Terms and Conditions of Employment. No further action required.

**17.c For members to approve the Chairman to sign the Written Statement of Terms and Conditions of Employment**

The members approved for the Chairman to sign the document. The document was signed on the 22/05/2020

**17.d To inform members of the annual leave entitlement: 10 hours**

Parish Clerk informed the members of the annual entitlement for 2020 – 2021. No further action required

**17.e To inform members of my annual leave dates for 2020 – 2021**

Parish Clerk informed the members of the dates for annual leave. No further action required

**18. Payments to be approved:**

18.a	Mr Buxton – Grass Cutting		£200.00
18.b	SALC – 6 Month Payroll costing	£45.00 [£9.00]	£54.00
18.c	SALC – Annual Subscription		£139.32
18.d	Jill Davis – April Salary		£69.80
18.e	Jill Davis – May Salary		£69.80
18.f	Jill Davis – June Salary		£69.80
18.g	Jill Davis – February Expenses		£3.50
18.h	Jill Davis – March Expenses	£39.59 [£4.50]	£44.09
		<b>Total</b>	<b>£650.31</b>

**Payments A – H – members approved the payment request**

Parish Clerk to organise the cheques to be signed on the 22/05/2020

**19.**

**The Date of the Next Parish Council Meeting:**

**Wednesday 17<sup>th</sup> of June 2020 7.00pm**

**Either in the Village Hall or to be held Remotely**

**There being no further business, the Chairman thanked everybody and closed the meeting at 19.52pm**

**Signed:.....Cllr Henry Stogdon.....**

**Dated:.....23/06/2020.....**

**These minutes were signed by the Chairman on the 23/06/2020 in the presence of the Parish Clerk after being approved by the Parish Council at the meeting on the 17<sup>th</sup> of June 2020.**