

FINNINGHAM PARISH COUNCIL

*Minutes for the PARISH COUNCIL MEETING held on
Tuesday 10th October 2023
in St. Bartholomew's Church, Finningham, starting at 7:30pm*

Present: Cllr C. Winter, Cllr J. Charter, Cllr Trew, Cllr Black

In attendance: Miss J. Challis (Clerk), Mr D. Aiken (Footpath Warden), Cllr Mellen, 1 member of the public.

23.136 Visiting speakers

The meeting was chaired by Vice Chair Cllr Winter due to Cllr Kilbee's absence.

Cllr Mellen read through his District and County Councillor reports, which can be found as an addendum at the end of the minutes. Cllr Mellen also shared the Mid Suffolk State of the District Report 2023, which can be found as an addendum at the end of the minutes.

Mr Aiken read through his Footpath Warden's report, which can be found as an addendum at the end of the minutes.

Cllr Winter thanked Cllr Mellen and Mr Aiken.

23.137 Contribution by Members of the Public

None.

23.138 Apologies and approval of absence

Apologies were received from Cllr Kilbee, and approved unanimously.

7:40pm Cllr Mellen left the meeting

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

None.

23.140 To consider requests for dispensations on agenda items

None.

23.141 To approve minutes of the Parish Council meeting held on 12th September 2023

Cllr Charter proposed approving the minutes of the Parish Council meeting held on 12th September 2023 as a true and correct record; seconded by Cllr Winter and approved unanimously with one abstention (Cllr who was not present at the meeting).

23.142 Matters arising from the Parish Council meeting held on 12th September 2023

All covered elsewhere on the agenda.

23.143 Chairman's Report

No report.

23.144 Clerk's Report

- Reminder: NALC are working with The Parkinson Partnership LLP to update the 2019 model Financial Regulations for England and Wales. To help NALC with the update, they are seeking views on the technical aspect of the regulations by 5th November 2023, and the responses will inform the revision and content of these regulations. Deadline to complete the form is 5 November 2023.
- SALC and SCC are running a free seminar called 'Getting to Grips with NSIPs' in Ipswich on 18th October 2023. The event is based on SALC and SCC's new guidance document on how town and parish councils can engage more effectively with the Nationally Significant Infrastructure Projects (NSIPs) process. Full details have been sent to councillors.
- MSDC have advised that Babergh and Mid Suffolk District Councils have received the Inspectors' Report on the Examination of the Babergh and Mid Suffolk Joint Local Plan 2018-2037. Full details have been shared with councillors.

- Cllr Charter has queried a modification to planning application DC/17/06190 Green Farm, Wickham Road, Finningham, IP14 4HT. The modification is to remove the affordable housing element, but a consultation request has not been sent to the Parish Council. The Clerk has contacted the Planning Officer for further details and to query why the council has not been asked to comment.

ACTION – Clerk to advise councillors once a reply has been received from the Planning Officer, as above.

23.145 Finningham GREEN Footpath update

Suffolk Highways have advised that their utility search has confirmed that there are both BT and Suffolk & Essex Water utilities below the proposed footpath. They therefore need to dig a trial hole to ascertain the depth of these services, and lower the BT chamber adjacent to the village sign so the level matches the level of the existing footpath. This means there will be an additional £2,256.00 of design costs, which Cllr Mellen has kindly agreed to fund from his Highways budget.

23.146 Annual Newsletter update

No update. Cllr Trew said he needs details of the printing requirements in order to obtain quotations. Cllr Kilbee has previously advised that the member of the public assisting with the newsletter is providing one quotation, so two comparable quotations are required as per FR 10.3.

ACTION – Clerk to request printing details from Cllr Kilbee to send to Cllr Trew

23.147 Churchyard Maintenance update

The Clerk has sought advice from SALC (Suffolk Association of Local Councils) and NALC (National Association of Local Councils) regarding the legality of the NALC LTN (legal topic note) stating the PCC has responsibility to hand over the churchyard in a good state of repair. SALC's Cemetery Advisor has said that although there is an expectation that the PCC would hand over the churchyard in a good state of repair, unfortunately good practice, fairness, and reasonableness in this context are not legal requirements. They also advised that the Clerk should have seen a copy of the closure Order of the churchyard. This was not shared by the PCC at the time of their request for the Parish Council to take over maintenance of the closed churchyard, so the Clerk has asked to see a copy. To be discussed further once the closure Order has been seen.

ACTION – Clerk to pursue copy of the closure Order as above

23.148 To discuss and approve works to trees on the green

Awaiting quotations; deferred to next meeting.

23.149 Defibrillator cabinet

Cllr Winter has looked at replacement cabinets which are approximately £550 plus VAT. However, they all appear to use the same brand of lock, and as it is the lock which is the issue it would be preferable to have a different brand. Cllr Trew said he will have a look at the cabinet and lock, to see if it is possible to change the lock only, using a different brand.

ACTION – Cllr Trew as above

23.150 Correspondence received

None.

23.151 To approve Internal Audit 2022/23 comments

Deferred.

8:13pm Cllr Black arrived

23.152 Finance

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

Balances as of 29/08/2023

Community Bank Account

Balance as of 29th August 2023: £12,221.76

Deposit Account

Balance as of 29th August 2023: £3,344.42

b. Requests for payment

Clerk admin payment October 2023	£306.94
Clerk October expenses	£36.42
HMRC October PAYE/NIC	£76.73
T. Kilbee expenses (goal post anchors)	£10.99

Anglia Signs (additional beacon plaques)	£234.08
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Cllr Winter proposed authorisation of the above payments, seconded by Cllr Trew and approved unanimously.

ACTION - Cllr Winter and Cllr Trew to pay the above approved payments, (dual authorisation), except Anglia Signs who were paid by online transfer on 20th September 2023, as agreed at the 12th September 2023 meeting.

23.153 Planning

a) To consider applications

- DC/23/01300 - APPLICATION FOR PLANNING PERMISSION - Proposal: Householder Application - Erection of single-storey rear extension. Location: Yew Tree House, Church Lane, Finningham, IP14 4JB.
- DC/23/01301 - APPLICATION FOR LISTED BUILDING CONSENT - Proposal: Application for Listed Building Consent - Erection of single storey rear extension and associated internal and external alterations as per Schedule of Works. Location: Yew Tree House, Church Lane, Finningham, IP14 4JB
- DC/23/04246 - APPLICATION FOR PLANNING PERMISSION - Proposal: Householder application - Erection of Cartlodge. Location: Last Oak, Westhorpe Road, Finningham, Stowmarket Suffolk IP14 4TW
- DC/23/04137 - APPLICATION FOR LISTED BUILDING CONSENT - Proposal: Application for Listed Building Consent - Erection of single storey side garden room extension (following demolition of existing). Location: The Cottage, Church Green, Finningham, Stowmarket Suffolk IP14 4HU.
- DC/23/04625 - APPLICATION FOR PLANNING PERMISSION - Proposal: Householder application - Erection of single storey side garden room extension (following demolition of existing). Location: The Cottage, Church Green, Finningham, Stowmarket Suffolk IP14 4HU
- DC/23/04036 – Application for Planning Permission. Proposal: Householder Application - Erection of two storey extension (following removal of single storey extension). Location: 7 Westhorpe Road, Finningham, Stowmarket, Suffolk IP14 4TN

After discussing councillors agreed unanimously that they have no objection to any of the above planning applications.

ACTION – Clerk to add comments to MSDC Planning Portal as above

b) Decisions & to consider planning matters coming forth

- DC/23/04036 – Application for Planning Permission. Proposal: Householder Application - Erection of two storey extension (following removal of single storey extension). Location: 7 Westhorpe Road, Finningham, Stowmarket, Suffolk IP14 4TN
– **AWAITING DECISION**

23.154 Policies & Documents

- **Asset Register - deferred**
- **Expenses Policy**
- **Sickness & Absence Policy**
- **Health & Safety Policy**

The Expenses Policy, Sickness & Absence Policy, and Health & Safety Policy were sent to councillors prior to the meeting. All approved Unanimously.

ACTION – Clerk to update above approved policies and publish

23.155 Parish Councillor Co-option

The member of the public present had previously indicated their interest in becoming a Parish Councillor. Having observed the meeting, they introduced themselves and confirmed their interest. Cllr Charter proposed co-opting the member of the public, seconded by Cllr Trew, and approved unanimously. Cllr Davies then joined councillors and signed a Declaration of Acceptance of Office, which was witnessed and signed by the Clerk. The Clerk will arrange for Cllr Davies to complete a Register of Interest Form.

23.156 Training

The Clerk requested approval to book Budget training on 9th November 2023. Approval proposed by Cllr Winter, seconded by Cllr Trew and approved unanimously.

ACTION – Clerk to book training.

23.157 To discuss date of the next meeting

The next meeting will be held on 14th November 2023 at 7.30pm, in St. Bartholomew's Church, Finningham.

23.158 Questions to Chairman

None.

23.159 Items to be discussed at the next meeting and included in the November agenda.

Cllr Trew asked if an update on the trees lining the river Dove could be given. A complaint has previously been received from a resident due to the height of the trees.

There being no further business, the Vice Chair declared the meeting closed at 8:27pm.

