

# FINNINGHAM PARISH COUNCIL

*Minutes for the ANNUAL PARISH COUNCIL MEETING held on  
Tuesday 11<sup>th</sup> July 2023  
in St. Bartholomew's Church, Finningham, starting at 7:30pm*

**Present:** Cllr A. Kilbee, Cllr C. Winter, Cllr P. Trew

**In attendance:** Miss J. Challis (Clerk), 1 member of the public.

**23.78 Visiting speakers**

Cllr Mellen sent his apologies and his District and County Councillor reports can be found as an addendum at the end of the minutes.

Mr Aiken sent his apologies for being unable to attend the meeting, his Footpath Warden's report can be found as an addendum at the end of the minutes.

**23.79 Contribution by Members of the Public**

The member of the public present asked when the Green is due to be cut as the grass is very long and there is a function being held in August. The Clerk will chase MSDC and request it is cut as soon as possible, and again in August.

The member of the public also reported that the hedge on the footpath from Gislingham Road to the Church needs to be cut back.

**23.80 Apologies and approval of absence**

Apologies were received from Cllr Charter (personal commitment), and approved unanimously.

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

Cllr Trew declared a pecuniary interest against agenda item 22; DC/23/02777 as the applicant of the planning consultation. It was agreed for Cllr Trew to remain in the room, but refrain from taking part in the discussion against this item. Unanimous with one abstention (Cllr Trew).

**23.82 To consider requests for dispensations on agenda items**

See 23.81.

**23.83 To approve minutes of the Parish Council meeting held on 13<sup>th</sup> June 2023**

Cllr Winter proposed approving the minutes of the Parish Council meeting held on 13<sup>th</sup> June 2023 as a true and correct record; seconded by Cllr Trew and approved unanimously. The Chairman then signed the minute book.

**23.84 Matters arising from the Parish Council meeting held on 13<sup>th</sup> June 2023**

All covered elsewhere on the agenda.

**23.85 Chairman's Report**

The delivery of the new Solar Powered VAS was made a few days after the last Council Meeting and I thank Cllr Charter for helping me instal it. Luckily enough, we were able to use the existing pole, although we did have to purchase some new fixings and a padlock. The hedge and long grass do not seem to interfere with the visibility of the sign but I think we need to keep an eye on that.

I have had two Video discussions with Reuben regarding the proposed publication and he is here tonight to present his proposals to us.

Jane has been busy populating the new website and I thank her for the work she has put in on its launch. I have completed the first stage of our removal from the Friends of Finningham website and included a link from it to the new one.

A week or so ago I received an email from our Rector, Philip Merry, wherein he forwarded an email from a person researching his family tree (I believe he is in the US). It was a very interesting request and it required searching through the burial records for both the Churchyard and the Cemetery. What it did bring to light is that the records are not necessarily accurate and, in my mind, made it all the more important that the reserved plots are clearly marked. The grave

markers have been collected from Perfitts and I shall have to organise a work party to install them.

Perfitts have replaced the Hardwick Cremation marker in the Churchyard and their final bill is included in this month's financials.

Cllr Trew organised a visit by the Probation Service representative to see if we can employ a group in their Community Payback Scheme to clear the long grass in the Churchyard and the Cemetery. Unfortunately, the original meeting was postponed until tomorrow (Wednesday) so, I do not know what is involved. Looking at some past correspondence when this idea was mooted a few years ago, it seems that there will be a charge for their services. I shall discuss this with Jane so see how we can do this, as here is no meeting scheduled for August.

#### 23.86 Clerk's Report

- The new Finningham/Gislingham sign on the B1113 has now been installed by Suffolk County Council Highways.
- As advised by Cllr Kilbee, the damaged cremation marker has been replaced. The family have confirmed that they are happy with the new marker, and would like to pass their thanks to the Council for dealing with this matter so promptly and sensitively.
- The new website has been created and is now live. At the moment it is a bit of a work in progress and will continue to be updated and added to by the Clerk;  
<https://finninghamparishcouncil.onesuffolk.net/>
- NSIPS (Nationally Significant Infrastructure Projects) - For some time SALC have been calling for sector specific guidance that enables local councils of all sizes to understand, plan and prepare their approach for future major projects. An NSIPs Centre of Excellence for the East of England has been set up by Suffolk County Council, who are sharing its Reference Guide to support other local authorities. SALC are running online focus groups to help SALC consider the merits of adapting, in collaboration with Suffolk County Council, this Reference Guide for the local council sector, and provides an opportunity for both councillors and clerks to provide feedback from their perspective. Further information and dates have been forwarded to councillors.
- The Chief Executive of MSDC has emailed the results of an external and internal review of the May 2023 elections. The details have been forwarded to councillors.
- MSDC Infrastructure Team are running online CIL training sessions in July and August. Full information and dates have been forwarded to councillors.

**ACTION – Cllrs to advise Clerk if they would like to attend the SALC NSIP focus groups sessions, and/or MSDC CIL training sessions.**

#### 23.87 Parish Councillor Co-option

Deferred.

#### 23.88 National Grid Norwich to Tilbury (formerly East Anglia GREEN) Consultation

National Grid has now launched the second non-statutory consultation on Norwich to Tilbury which runs for 8 weeks until 21<sup>st</sup> August 2023. They are asking for feedback on their preferred draft alignment, which shows potential positions for overhead lines and associated pylons, underground cables, cable sealing end compounds (where overhead lines are joined to underground cables) and connection substations. They have published an interactive map and consultation materials with the latest project information on their website, along with details of public information events and online webinars. [Norwich to Tilbury | National Grid ET](#)  
Cllr Kilbee reported he attended the online webinar on 5<sup>th</sup> July 2023, which was very disappointing and did not allow for attendees to fully express their opinions or raise questions. After discussing, it was agreed unanimously for the Clerk to reiterate the Council's objection to National Grid against this consultation.

**Residents are strongly advised to complete the feedback forms to ensure their views are received by National Grid.**

#### 23.89 Finningham GREEN Footpath CIL bid application update, including approval of expenditure for professional fees

Christine Thurlow, MSDC Professional Lead – Key Sites & Infrastructure, has now confirmed that District CIL will be able to fund 100% of the construction costs for the footpath, which are estimated to be approximately £52,000.00. It cannot fund the professional fees which are estimated to be a maximum of £4,000.00, however Cllr Mellen has agreed to share this cost with the Parish Council on a 50/50 split. MSDC have requested confirmation that the PC will fund the professional fees and the project will then be presented to Cabinet in September 2023. Councillors were delighted that the project is now moving forward, and that CIL is able to fund the construction costs. Councillors also expressed thanks to Cllr Mellen for agreeing to contribute to the professional fees. Cllr Trew proposed approval of expenditure for the

professional fees on a 50/50 split with Cllr Mellen, up to a maximum of £4,000.00 for the Parish Council's share, just in case the costs are higher than estimated. Seconded by Cllr Winter, and approved unanimously.

Cllr Winter suggested it would be a nice idea to involve residents in choosing a name for the footpath. Councillors agreed and this will be a future agenda item.

**ACTION – Clerk to advise MSDC that the Council agrees to fund the professional fees with Cllr Mellen.**

**23.90 To discuss Annual Newsletter to everyone in the village, including approval of printing costs**

The member of the public who has volunteered to help with the design of the newsletter has kindly created a first draft of the design. Cllr Kilbee is still awaiting confirmation of the printing costs, but Cllr Mellen has agreed to provide funding from his Locality Budget. Cllr Kilbee said it would be good to have the newsletter completed in time for the Friends of Finningham event on the Green in August, although it will be tight timewise. Councillors discussed whether it would be preferable to rush completion of the newsletter for this event, or take more time and aim for an end of year completion date. It was decided to wait until the end of the year, which will also give the member of the public more time to help with the design work.

**23.91 Playground Improvements update, including consideration and approval of basketball area surfacing quotations**

Cllr Kilbee has now received three quotations for installing surfacing underneath the basketball area, which vary significantly. As discussed at the last meeting, the Chair of Friends of Finningham is conducting a village survey to ascertain support and ideas for updates and improvements to the play area. After discussing, it was agreed to wait until the results of the survey are known.

**23.92 Friends of Finningham event on the Green, including approval of expenditure for banner**

Friends of Finningham are holding a Family Fun Day on the Green on Saturday 26<sup>th</sup> August 2023, 2-7pm. Cllr Kilbee asked councillors if they thought it a good idea for the Parish Council to hold an information point, to allow councillors to introduce themselves and interact with residents. It would be held jointly with representatives from Friends of Finningham, although it will be made very clear that they are two separate organisations. After discussing councillors agreed it to be a good idea, and also an opportunity to make residents aware that there are currently co-option vacancies. Cllr Kilbee suggested a 'Finningham Parish Council and Friends of Finningham' banner, which Friends of Finningham have already indicated they would share the costs of. Councillors discussed whether it would be better to have a separate banner for the Council and FOF, or to share a single banner, before agreeing on the latter. Cllr Kilbee proposed approval of expenditure up to £25.00 for a banner with Friends of Finningham based on a 50/50 basis (total cost up to £50.00). Seconded by Cllr Trew and approved unanimously.

**ACTION – Cllr Kilbee to purchase banner and submit expenses claim for reimbursement**

**23.93 Churchyard maintenance update**

Ongoing: a meeting to discuss the current level of repair, following the Council's approval to take on maintenance of the churchyard, is still to be arranged.

**ACTION- Clerk to pursue meeting as above**

**23.94 Community Payback Scheme**

Cllr Trew and Cllr Kilbee have been in contact with the Project Co-ordinator for Ipswich Probation Service to see if they would be able to help with cutting of the long grass in the cemetery. This is a scheme that Cllr Trew was already aware of, and so forwarded the details to Cllr Kilbee, who has a meeting with them tomorrow to discuss further.

**ACTION – Cllr Kilbee to report further following his meeting**

**23.95 To consider using unique Parish Council email addresses**

NALC advise that in order to comply with GDPR, councils should provide official email accounts for their councillors as well as for their Clerk. Cllr Charter also advised prior to the meeting that this was highlighted during his recent New Councillor training with SALC. After discussing, councillors agreed that the Council should take all necessary steps to ensure compliance, and asked the Clerk to seek more information and costings for the next meeting.

**ACTION – Clerk as above**

**23.96 Correspondence received**

Cllr Kilbee reported that he has received an email asking when the Green is due to be cut, and a request for additional plantings for the track by the Green as the pot holes are starting to reappear. The plantings will be included on the next agenda.

**ACTION – Clerk to add plantings to September agenda**

**23.97 To approve Internal Audit 2022/23 comments**  
Deferred.

**23.98 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 - £272.83

HMRC J. Challis - £68.21

Clerk expenses (J. Challis mileage) - £20.61

A. Kilbee expenses (jubilee clips for VAS) - £11.70

J. Charter expenses (padlock for VAS) - £10.95

MSDC (litter/dog bin emptying) - £645.55

J. Challis (holiday pay 2022/23) - £294.66

HMRC J. Challis (on holiday pay above) - £73.66

SALC – New Cllr Training x 2 - £144.00

ElanCity – New VAS device - £3,221.06

A. Kilbee expenses (fuel for jerry can) - £14.07

HL Perfitt – replacement marker balance due - £429.00

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

**ACTION - Cllr Kilbee and Cllr Winter to pay the above approved payments, (dual authorisation).**

The following payments were made on 21<sup>st</sup> June 2023, as approved at the meet held on 13<sup>th</sup> June 2023:

P. Trew expenses (jerry can and signage) - £54.43

P. Trew expenses (battery charger) - £29.99

**TOTAL payments - £5,290.72**

Due to there being no scheduled meeting in August 2023, it was agreed unanimously to approve any payments by email, which will then be included in the September 2023 minutes. The Clerk will email a list of all August payments requests to councillors, to be made by online transfer (dual authorisation), once quorate approval has been received by return email.

**23.99 Planning**

**a. To consider applications**

- DC/23/02777 Proposal: Householder Application – Erection of a first-floor extension over existing single storey garage and change to additional living accommodation; Erection of detached garage (amended scheme to withdrawn application DC/22/02033). Location: Riverside, Gislingham Road, Finningham, Stowmarket, Suffolk, IP14 4HY.

After discussing councillors agreed they have no objection to this application.

Unanimous with one abstention (Cllr Trew having previously declared a pecuniary interest against this item).

- DC/23/03145 – APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA – Notification of Works to Trees in A Conservation Area – Fell 1 No. Oak (T1), Fell 1 No. Ash (T2), Fell 2No. Oak (T3 and T4). Location: Kilmore Cottage, Church Lane, Finningham, Stowmarket, Suffolk, IP14 4JB.

After discussing councillors agreed that they felt unqualified to comment, and defer to the opinion of the MSDC Arboricultural Officer.

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

**b. Decisions & to consider planning matters coming forth**

- DC/23/01970 – Application for Planning Permission – Householder application – erection of single storey rear extension. Location: Kilmore Cottage, Church Lane, Finningham, IP14 4JB – **AWAITING DECISION**
- 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 – **GRANTED**

9:02pm the member of the public left the meeting

**23.100 To discuss date of the next meeting**

The next meeting will be held on 12<sup>th</sup> September 2023 at 7.30pm, in St. Bartholomew's Church, Finningham.

**23.101 Questions to Chairman**

None.

**23.102 Items to be discussed at the next meeting and included in the September agenda.**

Nothing extra received.

There being no further business, the Chairman declared the meeting closed at 9.05pm.



