



## **Minutes of the Ordinary Great Finborough Parish Council meeting held in the Upper room of the Pettward Hall on Monday 9<sup>th</sup> December 2024 at 7.30pm.**

### **Present:**

**Councillors:** J.Spencer (Chair)  
A.Mann (Vice Chair)  
L. Morgan  
S.Waspe  
R.Burton  
J.Barron

### **In Attendance:**

Cllr Penny Otton  
Cllr John Matthissen  
L.Luther (Clerk)  
2 Members of the public

### **GFPC/77/24/25 TO RECEIVE APOLOGIES FOR ABSENCE**

None

### **GFPC/78/24/25 TO RECEIVE DECLARATIONS OF INTEREST AND APPLICATIONS FOR DISPENSATION**

Cllr Spencer declared an interest in 9b – SALC Payroll

### **GFPC/79/24/25 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING.**

**It was AGREED** that the minutes of the meeting held on 11<sup>th</sup> November 2024 be approved as a true record and were signed by the Chair. Proposed by Cllr Spencer, seconded by Cllr Morgan and all were in favour.

### **GFPC/80/24/25 TO CONSIDER THE CO-OPTION OF A NEW COUNCIL MEMBER**

Council had received an application form from Jude Kemp to apply to join the council. Cllr Spencer proposed to co-opt Jude Kemp to the council, Cllr Mann seconded the motion, and all were in favour. **It was AGREED** that Jude Kemp would join the Council to fill the remaining councillor vacancy.

### **GFPC/81/24/25 PUBLIC PARTICIPATION SESSION**

Only one member of the public was present, who had no comments.

### **GFPC/82/24/25 TO RECEIVE THE COUNTY COUNCILLOR's REPORT**

Cllr Otton mentioned that a resident in Buxhall had made a request for a new footpath from Buxhall to Great Finborough. This would be discussed in January, but Cllr Otton reported that she was a little cautious concerning the matter because she was aware of the unusual amount of time that these types of projects take to come to life.

Cllr Otton congratulated the council on all the work that had been done to bring the bench project on the village green to fruition, in Great Finborough and expressed that all concerned had done a fantastic job.

Cllr Otton reported that Council leaders were still discussing devolution, but that many were not keen for the districts to be disposed of just yet.

Council members asked why road closures were taking place, at very short notice, but Cllr Otton did not appear to have any knowledge of the answer to that question.

### **GFPC/83/24/25 HIGHWAYS**

As per comments made during Cllr Otton's report.

Buxhall road issue was raised, Cllr Waspe reported that he had found a large railing blocking a collapsed pipe, so water was coming through the road. Cllr Otton reported she would raise the issue again with highways.

Flooding around Combs Lane area was discussed and reported as running well, but recent weather had exacerbated the issue.

Cllr Mann asked Cllr Otton how the ANPR application was progressing, as nothing had been heard from anyone. Cllr Otton pledged she would follow up and find out.

19.50hrs Cllr Otton left the meeting.

### **GFPC/84/24/25 MIDDLEFIELD DRIVE**

Councillors discussed the issues that had been experienced along Middlefield Drive, where parents collecting children from the local primary school were parking illegally close to the main road. Cllr Otton reported that if people were parking badly, council should contact West Suffolk Council, who potentially can come and monitor parking issues.

Council discussed a need for wooden posts to be positioned around the grassed area, to prevent drivers from parking on the grass. Cllr Kemp advised she could raise the issue at a Governor's meeting for the school. It was also mentioned that a note would be put in the Parish Newsletter to request people to park more appropriately.

### **GFPC/85/24/25 EMERGENCY PLAN**

Cllr Spencer invited his neighbour to speak to council about Emergency Plans. Connor Green has worked for the London Fire Brigade for the past 8 years and is experienced in fire safety regulations, emergency plans and risk assessments. He works with buildings and areas that are open to the public and advised that he would be happy to help the parish put together an emergency plan. Connor Green advised that the Emergency Plan should be a back up document that is available in the event of a situation, to be referred to, advising information such as where equipment is available, refuge points and ways of distributing items such as food and medicine. Councillors advised that flooding was the current concern. Connor Green advised he would be happy to liaise with Cllr Morgan to assist in putting a document together.

Contact numbers for notable organisations in the event of issues was discussed as needing to be included in the Parish Newsletter, organisations such as Anglia Water, UK Power networks, Highways and so on. **It was AGREED** that a list of contact numbers would be included in the Parish Newsletter.

### **GFPC/86/24/25 PLANNING**

- a) Councillors asked if the notice to Cagman's farm to reverse the removal of the hedge and break up the concrete pad would be enforced and were advised that they would be at some point.
- b) The PCC has submitted an objection to the planning department for the school's planning proposal DC/24/04231.

- c) Council discussed an email that had been received from Ross Craddock, the former facilities manager of Finborough School, who reported that remedial work carried out on the school over the summer had not received the proper authorisation given the buildings' listed status. **It was AGREED** that the e-mail would be forwarded to the proper planning department as Great Finborough Parish Council had no authority in that area.

#### GFPC/87/24/25 CLERK'S REPORT

- a) Clerk had recently submitted her resignation to the Council, owing to personal reasons, which were accepted by the Council. Clerk wished the Council the best for the future and had advertised the position in readiness for interviews. The council already had an Employment Working group set up from the previous round of recruitment for the clerk, so that group would continue for this round of recruitment.

20.15hrs Cllr Spencer left the room

- b) Clerk reported that the current method of using HMRC's Basic tools to calculate Clerk and Litter Pick Salaries was onerous at best and incredibly time consuming. Clerk had spoken to SALC who offer the service at a very reasonable rate, which would free up clerk's time and provide protection in the event of any tax issues. Clerk reported the costs for 3 members of staff, paid monthly, without pension would be (£7.50+4.00+4.00) £15.50 per month (+VAT). **It was AGREED** to switch the process of salary calculations to the service as provided by SALC.

20.23 Cllr Spencer returned to the room.

- c) Clerk reported some difficulty with recently obtaining timesheets from the designated litter pickers and proposed that a new system be implemented where the litter pickers have set monthly hours, to eliminate the requirement for them to submit a timesheet. **It was AGREED** to review the litter pickers contract details in the next meeting.
- d) Clerk advised Council that she is entitled to a working from home allowance as part of the role, but that this should be agreed with council before payment made. Clerk requested £2.50 per week of employment, totalling £65. **It was AGREED** to pay Clerk the working from home allowance of £65 to cover the entire employment period. Clerk advised that this also needed to be agreed between the new clerk and Council in future.

#### GFPC/88/24/25 FINANCE

- a) Clerk had forwarded the Bank reconciliation to Cllr Barron for review and supervision. Cllr Barron advised that he was satisfied that the accounts were in order.
- b) **It was AGREED** that all payments and receipts were authorised. Cllr Spencer proposed, Cllr Mann seconded, and all were in favour.

	Payments	Amount		Receipts	Amount
17/11/2024	GIPPING PRESS INVOICE	£225.00	29/11/2024	Bank Interest	£49.47
19/11/2024	Bank charges	£8.00	09/11/2024	Locality Funding	£700.00
30/11/2024	Projector Purchase Refund - L morgan	£109.98			
30/11/2024	Litter Pick 1	£26.00			

30/11/2024	Clerk Salary	£580.47
30/11/2024	Litter Pick 2	£39.00
13/12/2024	Gipping press invoice dec	£244.00
13/12/2024	Top garden services	£432.00
13/12/2024	Top garden services	£324.00
13/12/2024	Brit Legion Tommy Figures (Refund Cash to L Luther)	£350.00
13/12/20024	Expenses - USB & Printing	£50.71

20.32 hrs Cllr Matthissen arrived.

### **GFPC/89/24/25 TO RECEIVE THE DISTRICT COUNCILLORS REPORT**

Cllr Matthissen reported on the innovation centre that was being built as part of the Gateway 14 project. Bringing 2 business that are under construction into the area, which would create lots more jobs. The Innovation centre was reported to be a big project, with most of its funding coming from the government (£16m) and £2 million from council to create the first further education institute in the district for a while, bringing new skills training to the area and all sorts of other businesses, which is great news for Suffolk.

Cllr Matthissen invited Councillors to submit a form for locality funding for wooden posts around the outside of the car park to prevent car parking from destroying the grassed surfaces and for funding for a height restriction barrier for the car park.

Cllr Matthissen reported that it was unusual for an appeal to an enforcement notice to be submitted, concerning Cagman's Farm planning proposal. The site was not being used currently, and the Council still required the concrete to be taken up and the hedge reinstated.

Cllr Matthissen reported that the timeline for the school modification of its planning proposal would be amended sufficiently to require re-consultation before it proceeds any further.

### **GFPC/90/24/25 FLOOD WORKING GROUP**

The Flood working group was discussed with the general feeling being that people outside the village are not interested in the issues. A piece of land that was sold with the school contains a sluice gate, and so is the responsibility of the school. **It was AGREED** that Cllr Mann would approach the school and speak to them about it. **It was AGREED** that Cllr Mann would also liaise with Paul Marriage regarding small projects that could be completed to assist in the management of water flow within the Parish. Councillors agreed it would be more achievable to look at small jobs and make a difference where they could and pick off bitesize chunks one at a time. Cllr Matthissen reported that he would be happy to finance the cost of co-ordinating Parish Councils to meet up together to discuss further.

### **GFPC/91/24/25 WEBSITE RENEWAL**

Clerk reported to the council that the current website was very difficult to manage and keep up to date and had obtained a quote from Suffolk Cloud for transfer of the website to a much

easier to manage platform. **It was AGREED** to defer discussion on transferring the website to the next meeting, when the new clerk may express a preference for a particular user.

#### **GFPC/92/24/25 VILLAGE MAINTENANCE**

- a) Work party update – nothing new to report, localised litter pick planned around Christmas time.
- b) Village Marquee requires replacement, funding had been obtained via locality grant from Cllr Matthissen for a second-hand Marquee. A brand-new marquee was anticipated to cost around £2,000. **It was agreed** that Cllr Morgan would keep reviewing various marketplace websites for a second-hand Marquee, and he would be enabled to spend within a £200 buffer of the £700 budget obtained for the marquee. This was proposed by Cllr Spencer, seconded by Cllr Mann and all were in favour. Note – Cllr Morgan did not participate in this vote.
- c) The British Legion Tommy Figures for the village have been purchased to display in the village during the lead up to future remembrance services. **It was AGREED** to donate the monies left over from the event where the money was raised to the Royal British Legion. £474 was raised, with £350 spent on the Tommy Figures, so a payment of £124 would be made to the Royal British Legion.
- d) Cllrs discussed the recent completion of the bench project at the village green and advised that topsoil would be needed to increase the level of grass up to the bottom of the bench. Cllr Waspe offered to use his tractor to relocate topsoil that the Council had already, situated in Broad Oak woods, which would cost the council nothing compared to purchasing topsoil. **It was AGREED** that the topsoil project would be completed in March, with Cllr Waspe's help, when soil was warm and easier to manage.

#### **GFPC/93/24/25 CIL EXPENDITURE**

Item remains outstanding, Cllr Morgan waiting to receive presentation slides on recent CIL Webinar from BMSDC, and then he will review and report back to council for further discussion at the next meeting.

#### **GFPC/94/24/25 PARISH NEWSLETTER**

The cost of the colour insert was reported, and **it was AGREED** that the cost was prohibitive and would not be included in future issues of the parish newsletter. Cllr Mann reported that he had found a printer who could produce the newsletter at less cost to Council, saving approximately £20 a month. Cllrs voted on agreeing to use a new printer, Cllr Mann proposed, Cllr Spencer seconded, and all were in favour of using a new printing company for the newsletter.

#### **GFPC/95/24/25 FOOTPATHS**

- a) Cllr Burton reported that no issues had been reported via the e-mail address.
- b) The footpath at City Lane was felt to be horrendous and impassable. Councillors tried to ascertain who the landowner was for that part of the footpath. **It was AGREED** that Cllr Mann would speak to local landowner Paul Marriage to identify if it was, he, or if he knew who the landowner was in order to look at improving it.
- c) The Golf Course footpath was discussed, and it was reported that Suffolk County Council had reviewed the footpath and declared that it was satisfactory for the time of year. Councillors strongly disagreed with this decision and discussed this and **It was AGREED** that Council would speak to Cllr Otton regarding the Golf Course footpath.

**GFPC/96/24/25 BIODIVERSITY ACTION PLAN**

Nothing to update on this matter, to remain on agenda for future meetings.

**GFPC/97/24/25 BUDGET**

**It was AGREED** that the discussion of the budget would be deferred to the January meeting. Budget working party to meet on Tuesday 7<sup>th</sup> January at 7.30pm.

**GFPC/98/24/25 FINBOROUGH PLAY AREA**

- a) Clerk to e-mail the school to find out if they intend to continue to carry out the play area inspections. Meanwhile, Clerk to carry out an inspection of the play area.

**GFPC/99/24/25 MATTERS TO BE BROUGHT TO THE ATTENTION OF THE PARISH COUNCIL**

It was reported that the environment agency may have funds which could be made available to assist with flooding prevention projects. Lakes at Debenham were paid for by the Environment Agency.

Cllr Morgan advised that a trustee needed to be nominated at the next meeting to sit on the Pettiward Hall Committee.

**GFPC/100/24/25 DATE OF THE NEXT MEETING – Monday 13<sup>th</sup> January 2025 at 7.30pm in the Upper room of the Pettiward Hall.**

The meeting closed at 21.52hrs.

**Chairman:** ..... **Dated:**.....