

GREAT FINBOROUGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on 11th September 2023 in Pettiward Hall

Present: Cllr James Spencer (chair) Cllr Simon Waspe Cllr Isabelle Campbell
Cllr Lee Morgan Cllr John Barron Cllr Ant Mann
Cllr Richard Burton (part)
Paula Gladwell – Clerk Cllr Penny Otton (part)
Cllr John Matthissen (part)

7 members of public

- 2023/3045 **Apologies for Absence** – Cllr Richard Burton – (late) Reason for absence accepted.
- 2023/3046 **To receive member’s declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests in accordance with the council’s Code of Conduct for the items on the agenda and to note any request and determination for dispensations relating to those interests** - None
- 2023/3047 **Minutes of Parish Council Meeting** - It was proposed by Cllr Morgan, sec Cllr Mann that the minutes of the previous Parish Council Meeting were approved, with all in favour. The Parish Council Meeting minutes of 10 July 2023 were signed as a true record.
- 2023/3048 **Public Participation** – Concerns were expressed regarding the maintenance of the buffer zone between the play area and residential properties.
Concerns were expressed regarding the breach of planning conditions at the East House development; Oversize vehicles using the access, exceeding hours of work, encroaching onto neighbouring property, blocking the main road etc. Cllr Matthissen confirmed that he would chase Planning Enforcement to see what can be done to alleviate the problems being caused for neighbouring residents. Cllr Otton will also inform SCC Highways.
Concerns were expressed regarding the vegetation encroaching onto the pavement along High Road. James Sinclair kindly offered to get his maintenance team to trim this back.
- 2023/3049 **Borough Lane traffic concerns** – Concerns of residents and pedestrians using Borough Lane were noted. It was confirmed that the help to designate a Quiet Lane has now finished and although it is still possible to get this designation SCC confirmed they do not have a process and costings at this time. Residents expressed concern that traffic is speeding in the lane and the blind bends mean safety of users is compromised. There is no accessible step off as verges are overgrown, there is not room on the narrow lane for a pedestrian and a vehicle to safely pass. It was suggested that the few residents along the no through road could be sent a letter to request they and their visitors use caution when driving on the lane. Cllr Otton suggested that SCC Highways engineer could come out to assess. The clerk confirmed that SCC Highways had been asked about relevant signage such as pedestrian and/or horse warning triangles could be used.
- Cllr Burton entered the meeting.
Item 14 in part brought forward
- 2023/3050 **Village Maintenance** - It was agreed that work will be carried out to the overgrown areas of the buffer zone between the Play Park and bordering properties to prevent overhanging of gardens whilst noting that the buffer zone needs to be dense enough to keep children out to serve its purpose. Quotes will be sought for the work and Cllrs Campbell and Mann will also assess if it’s something the Volunteer working group could tackle. It was suggested that this work could fit the criteria for Cllr Matthissen’s locality budget and/or Pride in our Place grant.
- 2023/3051 **County Councillor Otton’s Report** – Cllr Otton gave her report which had been circulated and a copy is attached to these minutes.
- 2023/3052 **District Councillor Matthissen’s Report** – Cllr Matthissen gave his report which had been circulated and a copy is attached to these minutes.
- 2023/3053 **Clerks Report** – Deferred
- 2023/3054 **Planning** – It was RESOLVED to submit the following comment to application DC/23/03826 Rewilding project including provision of woodland, construction of a wetland lake and angling lake and erection of anglers boat house/tractor shed. Valley Farm, Valley Lane – *“Great Finborough Parish Council SUPPORT this application. The creation of wetland lakes and planting of woodland will provide valuable biodiversity benefits and help to reduce the damaging impact of carbon pollution. The improvement in the wildlife habitat and restored natural landscape adjacent to public footpaths can improve residents and visitor’s health and wellbeing and plans such as this proposal should be encouraged. We are however disappointed that there appears to be no mention in the application about the potential for this project to alleviate the flooding regularly experienced downstream. We would like to seek further clarification around whether the lakes could provide a solution by connecting to the existing waterway in*

- some way. The Parish Council would welcome a site visit with the applicant and Suffolk Flood Partnership to discuss if this might be possible.*" Proposed Cllr Spencer, sec Cllr Waspe with all in favour.
- 2023/3055 It was RESOLVED to submit the following comment to application DC/23/04111 Application for Listed Building Consent – Replace existing blown render to front elevation with lime render and repairs to existing window and doors, render to existing brick extension. 4 The Green, Church Road. *"Great Finborough Parish Council SUPPORT this application. It is good to see that the necessary repairs to this property are being carried out with due regard to the conservation of the heritage asset and Council defer to the Heritage officers experience for comment."* Proposed by Cllr Waspe, sec Cllr Spencer with all in favour.
- 2023/3056 There were no MSDC decisions to note.
- 2023/3057 It was agreed that a template letter be drafted to send to each planning applicant going forward inviting them to attend the meeting where their application will be discussed.
- 2023/3058 **Clerks Report** – It was agreed to move the October meeting to 16th October. It was noted that Cllr Morgan, the Clerk, and Cllr Otton had met with James Sinclair at Finborough Hall School to discuss the findings of the recent traffic survey in Church Road. JS confirmed that he would do all he could to ensure the school pupils were dropped off and collected at the main entrance and not the Church Road rear gates. It was noted that little could be done about staff using Church Road. Copies of the schools correspondence with parents have been received together with copies of correspondence with contractors requesting no deliveries before 6am. James was thanked for his help in alleviating the traffic numbers in Church Road. Cllr Campbell will arrange to meet with Woodpecker Hill Volunteers to establish their needs with regard to a bush wacker as soon as possible. This will then need to be costed and applications made top Cllr Matthissen’s locality budget. It was noted that the latest Newsletter issue was 32 pages and subsequently the costs for printing were higher than usual. It was agreed that additional pages should be authorised when needed as if copy was available then it should be published. Cllr Mann will liaise with Gipping Press to establish a cost structure before further consideration of a maximum number of pages is taken. It was noted that that there has been substance abuse litter found at Valley Lane car park, the local PCSO has been informed and consideration of the provision of CCTV will be added to the next agenda. It was noted that the wildflower meadow would need cutting soon. This will be actioned by the grass cutting contractor in line with the Garden Club recommendations. Church Road car parking extension – It was confirmed that any resurfacing of the village green would need application to the secretary of state. If additional parking is deemed necessary then the Clerk requests that legal advice should be sought prior to any application as this is a complex process. It was noted that an open day for Pettward Hall is scheduled for 14th October and all councillors are encouraged to attend to show support for all the management committee are achieving at the hall. Local Housing Needs – It was noted that Orwell Housing are to make contact with the landowner of the second preferred site now that MSDC Planning officer has reiterated her agreement. It was noted that further Councillor basic training courses have been added to the SALC website and councillors wishing to take the courses are asked to let the Clerk have their preferred dates as soon as possible for booking. Cllr Campbell confirmed that she will replace the broken rail in the fence at Valley Lane car park as soon as possible. MSDC Hackney Carriage consultation – It was noted that no comment had been submitted to this consultation. It was agreed that a Budget Working Group meeting should be fixed for October. Member of the working group are confirmed as Cllrs Morgan, Spencer and Barron.
- 2023/3059 **Finance** – The Finance report for September 2023 was approved.
- 2023/3060 The following payments were approved. Prop Cllr Spencer, with all in favour, Staff salaries for July and August.
- 2023/3061 CAS Training £48.00
- 2023/3062 Salc Training £20.40 & £40.80
- 2023/3063 MSDC Elections £145.20
- 2023/3064 Gipping Press £223.00 & £204.00
- 2023/3065 PFK External Audit £378.00
- 2023/3066 Robinson Arnold £827.40
- 2023/3067 Coronation event Expenses TB £331.49
- 2023/3068 Coronation event donations Under 5’s £305.36 & Pettward Hall SOSlates £305.36

- 2023/3069 It was noted that the change of contractor to fell the Scots Pine with a cost saving was actioned by the Clerk under delegated powers and approved.
- 2023/3070 The completion of the External Audit with no matters for concern was noted and the Clerk has advertised the conclusion of the audit in accordance with regulations.
- 2023/3071 Following a review of the asset register and the insurance renewal it was Resolved to approve the renewal under the Long Term Agreement with Came and Company at £641.48. Proposed Cllr Spencer, sec Cllr Morgan with all in favour. Description amendments for the Youth Shelter and the bench seat were added to the Asset Register.
- 2023/3072 It was RESOLVED to purchase a domain name at cost of £18.00 per annum in order to create generic emails for councillors which will be redirected to personal email addresses. One Suffolk will be asked to facilitate this. Proposed by Cllr Spencer, Sec Cllr Mann with all in favour.
- 2023/3073 Cllr Burton confirmed that he is pursuing the possibility of English bluebells foc. If this fails it was RESLOVED to purchase the 120 bulbs at £24.95 as suggested by the Woodpecker Hill working group. Proposed by Cllr Spencer with all in favour.
- 2023/3074 The following councillors were approved as signatories for the HSBC bank accounts. Cllrs Mann, Burton and Morgan to join existing signatories Cllrs Waspe and Spencer. The mandate will be completed and submitted as soon as possible.
- 2023/3075 **To review Internal Controls** – The Internal Control Statement, Standing Orders and Financial Regulations together with all policies and procedures were reviewed with no amendments suggested. It was resolved to approve the reviewed documents. Proposed by Cllr Spencer, with all in favour. It was suggested that all policies be added to the website for ease of use.
- 2023/3076 The Risk Assessments were reviewed with no amendments proposed. It was resolved to approve the review of the Risk Assessment, proposed Cllr Spencer with all in favour. It was confirmed that any project to host a bee hive would need to have a risk assessment as would any maintenance working groups going forward.
- 2023/3077 **Effectiveness of Internal Control** – A review of the effectiveness of councils governing arrangements and systems of internal control was carried out. All controls in place were felt to be effective and no areas for development were identified.
- 2023/3078 **Hosting a Bee Hive** – Deferred due to time restraints.
- 2023/3079 **Village maintenance** – It was agreed that a volunteer working group be fixed for Saturday 21st October to meet at 9am in the car park. Cllrs will draft a schedule of work to include cleaning signage, cutting back vegetation and general village maintenance. The date will be added to the newsletter, Facebook and website. It was noted that vegetation had overgrown signs in Church Road and that this would be addressed by the maintenance working group.
- 2023/3080 There were no other matters reported.
- 2023/3081 **Footpaths** – Cllr Campbell reported no current issues with footpaths.
- 2023/3082 **Correspondence** – There were no comments to tabled correspondence.
- 2023/3083 **Allotment Tenancy Agreement** – The new Tenancy for 2023 – 2028 was approved and signed by the chair and clerk and will be forwarded to the Allotment Association for completion and return.
- 2023/3084 **To note the balance of Lottery grant available and consider further provision of play equipment** – Deferred due to time restraints
- 2023/3085 **To consider an application to the Pride in Your Place Grant fund** - Deferred due to time restraints
- 2023/3086 **To receive a report from the Forward Planning Working Group and consider any recommendations including;**
- a. To confirm a design and costings for provision of a brick plinth for the village sign.
 - b. To adopt the General Power of Competence
 - c. To install bird deterrent onto the top of the swings in Middlefield Drive Play park.
 - d. To consider the creation of Councillor Surgeries and agree a date for the initial surgery.
 - e. To consider the production of an Environmental Policy
 - f. To consider a Rights of Way Footpath Review and create a management plan.
- All deferred due to time restraints
- 2023/3087 **Speedwatch Scheme** – Cllr Mann confirmed that he now had a list of enough volunteers to re start the rota and agreed that he would take this project forward and arrange training.
- 2023/3088 **Tree & Hedge Management Working Group** – To review the membership and Terms of Reference of the Tree & Hedge Management Working Group and agree a date for a meeting – Deferred due to time restraints.
- 2023/3089 **Matters to be brought to the attention of the council** – It was noted that a resident had suggested creating a recycling point, consideration of this will be added to the next agenda.

Next meeting will be held in Pettiward Hall on Monday 16th October 2023 at 7.30pm