

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL

Minutes of the Meeting held on Monday 13 November 2023 at the Riverside Centre

Councillors present: Ian Norman (Chair), Rosemary Conibeer (Vice Chair), Richard Ayres, Jill Pass, Tim Plant, Annabel Warne and Jeremy Williams

In attendance: Katherine Abbott (Parish Clerk)

Before turning to the agenda, the Parish Council observed a minute's silence in memory of Mr Ian Tayler, an ex-Councillor, who had recently passed away.

1 Apologies for Absence

Apologies were received and approved from Councillor Richard Sayer.

2 Declarations of Interest for items on the agenda

There were no declarations of interest.

3 Minutes of the meeting held on 9 October 2023

The draft minutes of the meeting held on 9 October 2023 were unanimously approved and signed as a correct record.

4 Matters arising from the last meeting

The main items of business raised at the last meeting were reviewed and updated, where appropriate.

It was agreed that Councillor Conibeer would represent the Parish Council at the January meeting of the Community Partnership as Councillor Williams was unable to attend.

In response to the distribution of a leaflet, residents had started to request thermal imaging surveys of their homes.

Large numbers of daffodil bulbs had been planted by volunteers in Farnham and a similar amount would shortly be planted in and around Stratford St Andrew.

5 Reports from County and District Councillors

A written report had been received from Councillor Andrew Reid, County Councillor and from Sally Noble, East Suffolk District Council, and both had been circulated.

The main points of Councillor Reid's report were, in summary:

Signed(Chair)

Date.....

- ❖ Trading Standards had seized 2500 illegal vapes in Ipswich.
- ❖ More LINK foster carers were urgently needed in Suffolk.
- ❖ Statutory consultation commenced on SeaLink proposals.
- ❖ The impact of Storm Babet and flooding of over 200 properties.
- ❖ Consultation on library services, particularly outreach services.

The main points of Councillor Noble's report were, in summary:

- ❖ The loss of two businesses in Wickham Market
- ❖ The launch of a new project to increase biodiversity in residents' gardens and appropriate local areas.
- ❖ The outcomes from the recent Community Partnership meeting.

The two reports were received, with thanks, and noted.

6 Questions from members of the public

There were no members of the public present. No questions had been received from members of the public.

7 To receive a report from the Parish's Tree Warden

The Clerk referred to an email received that day from the Tree Warden which stated that he had resigned from the voluntary position and, consequently, there was no report to be received. The Parish Council wished to formally record its thanks to the Tree Warden for his contribution to date and were sorry to see him resign the position.

It was agreed that a replacement be sought but that the role be widened to include other ecological aspects and footpaths. The Clerk was asked to prepare an advert for consideration.

It was noted that the outgoing Tree Warden had advised of a fallen tree affecting one footpath and the Clerk was asked to investigate and write to the landowner on this matter.

8 Review of the Financial Regulations

The Financial Regulations were submitted for formal annual review. The Clerk advised that the Regulations had been re-drafted to include the recommendations of the internal auditor to increase the procurement threshold from £25,000 to £30,000 to comply with the full requirements of the Public Contract Regulations 2015 (amended December 2022).

The update was noted and the Financial Regulations, having been reviewed, were formally approved, and adopted.

Signed(Chair)

Date.....

9 To discuss the Council’s response, if any, to the statutory consultation on the Sea Link project

The Council discussed the details of the statutory consultation and agreed unanimously that its response would refer to the lack of coordination between this and other energy related projects in the district and that, consequently, the cumulative impact, for example, on traffic, was not being adequately considered or mitigated. The Clerk was asked to so respond to the consultation.

10 To discuss the Diversion Orders for Farnham Footpaths Nos. 11 and 12

The public consultation on these Orders had commenced and information was available on the two noticeboards, website and at the library in Saxmundham. The Council noted the two Orders and welcomed the proposed diversions.

11 To receive the Clerk’s report, including correspondence.

The Clerk advised that one allotment would become vacant at the end of November. It had been advertised.

The Clerk suggested that the Parish Council move her email address to a gov.uk one for additional security. The costs were moderate. This was agreed.

The Parish’s volunteer had commenced sampling of water and its submission for analysis at the end of October. It was hoped a written report would be available for the January meeting.

The Clerk referred to the two noticeboards which had started to need maintenance. It was agreed to revisit this in the Spring, and it was suggested that, at that time, maintenance of the bench outside the Riverside Centre and, possibly, the benches within the Church, also be considered.

The record of correspondence received was noted.

12 Responsible Financial Officer’s (RFO) verbal report, including balances and invoices for approval

The Responsible Financial Officer updated the Council on the latest position regarding the change of mandate.

Monies received during the past month included £45 in allotment rents, £362.31 VAT return and £1056.57 Community Infrastructure Levy (CIL) from the District Council. The Clerk reminded the Council of the time limits to spend the CIL monies.

The balance, before payment of the four invoices submitted for approval, was £8028.05.

Signed(Chair)

Date.....

A total of four invoices were submitted by the RFO for approval.

Item	Payee	Amount	Legal power
Clerk's salary	K Abbott	£684.74	Local Government Act (LGA) 1972 s.112
PAYE	HMRC	£171.40	LGA 1972 s.112
Leaflets	Leiston Press	£40.00	LGA 1972 s.111
Administrative fee	Littlejohns Solicitors	£48.00	LGA 1972 s.111

The four invoices were approved for payment. The balance after the invoices were paid would be £7207.91.

13 Urgent business for discussion

Councillor Pass advised that it was hoped to purchase and erect a Christmas Tree on the grass bank outside the Riverside Centre next to the A12. It was proposed by Councillor Ayres, seconded by Councillor Williams, and unanimously agreed that the Council would contribute £100 towards the cost.

The Council noted a recently approved planning application's approval and that another application was still under review.

14 Items for future meetings

EDF Energy: Update on the detailed design process of the two-village by-pass and timescales for its implementation (December 2023).

Clerk: Subject to satisfactory performance during the probationary period, to resolve to formally appoint the Clerk and to agree her contract of employment and salary. (December 2023)

The meeting concluded at 21.30hrs.

Signed(Chair)

Date.....