

Fressingfield Parish Council Meeting

Tuesday 16th September 2025 beginning at 7pm Baptist Church, School Lane

Minutes

Present: Parish councillors Rachael Troughton (RT), Nick Stolls (NS), Di Warne (DW), Cindy Engel (CE), Elizabeth Manero (EM), Sharon Wilson (SW), Hilary Day (HD)
 Also, in attendance County Councillor Henry Lloyd (HL) and District Councillor Lavinia Hadingham (LH), Clerk - Calvin Edwards (CED) & RFO – Andy Parris (AP), there were 3 members of the public also present

Apologies from Stuart Balmer (SB)

1	Welcome from the Chair Agreement on management of this meeting (2m)	DW welcomed councillors, County Councillor and District Councillor and members of the public
2	To receive reasons for absence and give approval for absences	SB had offered his apologies – this was accepted by the PC
3	To receive members' declarations of interest and requests for dispensation (2m)	There were no declarations of interest
4	To record details of any lobbying relating to agenda items (2m)	CE had been lobbied about the position of a tree officer
5	To resolve the minutes of previous meetings are correct Full council minutes 17th June 2025 (2m)	There were some issues that need adjusting on the minutes of the full council meeting on the Tuesday 22nd July 2025. These corrections will be made and the minutes agreed at the October 21 st 2025 meeting.
6	Public forum – councillors will hear questions or comments from the public on agenda items (15m)	There were no issues that members of the public wished to raise.
7	District Councillor report (5m)	There were no questions raised on the monthly report
8	County Councillor report (5m)	There were no questions on the monthly report. NS raised the issue of a home of a resident being struck by an HGV or some Farm Equipment. HL stated that Suffolk Highways would only really consider a site meeting if all incidents like this have been reported. This resident's house has been struck 3 times now in 8 years. CED will go back to the resident and explain that all building strikes need to be registered online for the highways team to come out to visit. The information about reporting building strikes will be put on the website so that residents are made aware.
9	Planning Applications: [A and B] DC/25/03707 & DC/25/03708 Application for listed building consent/ Street Farm Barn – Installing new windows [C]	The Parish Council recommended approval.

	DC/25/03631 Application for larger home extension – 9 Priory Crescent (15m)	There was no comment required on this application
10	Community Emergency Plan (CE) (15m)	CE talked through 2 areas of this plan that she wanted the PC to agree to in the completing of the Emergency Plan document. Firstly it was agreed that The Baptist Church, Sancroft Hall and Sports & Social Club will be approached to check they are willing to be named as a 'Place of Safety' where residents can gather in the event of an emergency. Secondly it was agreed what the list of 'local risks' would contain: Predominantly an elderly population, surrounded by hills leading to accessibility issues in bad weather – also prone to flooding in dips around the village. Having a central road spoke is a weakness. Electricity Supply with overhead cabling also creates a vulnerability. Without adequate power this can also lead to water supply issues. The village is surrounded by fields which also becomes a fire concern as summers get hotter. These are the first two sections of the plan documents and more elements will be brought to future meetings for approval.
11	New Website Proposal (CED) (10m)	CED talked through the benefits for moving to a new website provider. These included more professional design, better back office, more flexibility, tablet and mobile friendly site. Better document storage systems and therefore easier for the public to find documents. The upfront cost to move is £499 + VAT and ongoing costs would be £50 more per year than we currently pay to Suffolk Cloud. The PC agreed to the costs and to start a project with Aubergine web development company.
12	Councillor Vacancies (5m)	The PC now has 2 casual vacancies and we have started the co-option process. We have one person so far and applications are open now until 14 th October. Application forms can be obtained from the clerk. Interviews and discussions with potential councillors will take place at the October meeting.
13	Feedback from Housing Evidence sub-group (10m)	EM gave a summary of the draft document that has been produced by the sub-group. The purpose is to counteract the 122 new house number produced by MSDC. It also considers the NDP survey results with reference to housing and infrastructure. It needs to be based on planning evidence and reference planning policy. 4 main issues: 1. steep slopes/protected views 2. Flooding – Sewage

		<p>3. Narrow Streets – New Street</p> <p>4. Close to South Norfolk – MSDC should be cooperating with South Norfolk on numbers</p> <p>The next steps are to finalise the document in order to be able to present to Robert Hobbs at a meeting or in advance of a meeting. NS raised whether an acceptable number should be provided at the end of the document to lead to coming to an agreement on new housing numbers. DW mentioned green space and vistas and that NPPF Para 11b point (i) footnote 7 should maybe be referenced in the final document. The group will continue work and bring it back for PC approval to the October Full Council Meeting, prior to organising the next steps with a meeting with Robert Hobbs at MSDC. In the meantime we will ask for a timeline from MSDC as to when the figures are going to be finalised.</p>
14	Feedback from CIL sub-group (HD) (10m)	<p>HD presented the work that had been done by the sub-group in 3 meetings. A procedure had been developed for bring CIL spending ideas forward to the PC for a decision to progress them which involved testing them against criteria.</p> <p>Criteria includes:</p> <ol style="list-style-type: none"> 1. spending is not on everyday needs and is in the remit of the Parish Council 2. An identified priority within the PIIP 3. Eligibility criteria is that it is a new proposal and is for the Parish and not for commercial gain 4. Essential and desirable criteria within the CIL spending guidelines <p>Some examples were talked through. It was proposed that the finance committee would use the procedure to review new proposals and would then bring recommendations to the full council for approval. This procedure and the criteria proposed to be used was agreed by the full council. It will be posted on the website</p>
15	Policy Updates (CED) (10m)	<p>CED explained that many of the Parish Council policies have been reviewed in August and the vast majority need no material changes. Minor updates are required to update the website address on the document and the clerk contact details. These updates have now been done. The PC agreed to adopt the updated Standing Orders document which had been updated in line with recent SALC/NALC recommendations.</p> <p>A new IT Policy is required as a mandatory policy for the next audit. CED will be attending a meeting about the requirements and then notes would be provided to the council. Then a sub-group would be formed to look into creating a policy for Fressingfield. There is</p>

		<p>currently no model suggestion document available through SALC.</p> <p>There are still a batch of 7 policies that relate to GDPR and Documents which are being reviewed and when the reviews have been completed, they will be brought to the council to approve any updates.</p>
16	Essex & Suffolk Water project and road closures (CED) (5m)	<p>This was discussed after items 7 and 8 while our district and county councillors were present. We were invited to a teams call to be told about this large project that will entail long term road closures within the parish. We have requested a site meeting with ESW and the contractors to ask questions & discuss issues relevant to the project – such as the school, access to homes and to generally find out more about their project plans. This meeting will be on Friday 19th September venue tbc.</p>
17	NDP Review Update (DW) (5m)	<p>Minutes from the last meeting are now on the website. Andrea has done a standardised assessment of the 5 sites and they all have some issues – this used a national formula. The importance of Vistas was discussed. Energy efficiency was looked at including low carbon technology. Transport and Highway safety was also looked at and a statement will be requested from all developers that quantifies the impact on transport and the appropriate mitigations that they will put in place. The parish council needs to agree the revised NDP going to consultation, this is likely to be brought to full council in October or November. The exhibition is now likely to be in January 2026. The results of the consultation will be considered by the steering group and any amendments that may need to be made. The PC will then agree the amended plan which will be submitted to MSDC.</p>
18	<p>Items not covered elsewhere:</p> <ul style="list-style-type: none"> a. Update on phone Box redecorating (NS) b. Lighting in Alleyways near Children's Play Area (CE) c. Tree Officer (CE/AP) 	<p>NS confirmed that the paint has been purchased and a team from The Shed are ready to do this work</p> <p>CE discussed that 2 alleyways in the village have no lighting. CED will make enquiries about these two locations and find out who is responsible and what the possible options are to improve these areas.</p> <p>There was a discussion about the duties and training that can be offered by 'The Tree Council'. Two residents have expressed an interest in doing the training. There is also another qualified resident. The PC was supportive of anyone wanting to do the training course. This is not funded by the PC. This may lead to the appointment of a Tree Warden for the Parish.</p>
19	Chair's Report (DW)	<p>The report was circulated before the meeting there</p>

	(3m)	were no specific questions.
20	Clerk's Report(CED) (3m)	The report was circulated before the meeting there were no specific questions.
21	<p>Finance:</p> <p>a) 2 Cllrs to confirm that balances on the bank statements match those on the reconciliation statement for August 2025</p> <p>b) To accept the bank reconciliation for August 2025</p> <p>c) 2 Cllrs to confirm that payments and receipt vouchers have been scrutinised</p> <p>d) To approve payments and acknowledge receipts listed on the payments and receipts schedule</p> <p>e) Report from RFO</p> <p>f) Consider insurance proposal from Community Action Suffolk</p> <p>g) Cemetery – detailed costing</p> <p>(15m)</p>	<p>2 cllrs had reviewed the bank statements</p> <p>PC accepted the August 25 bank reconciliation</p> <p>2 cllrs had scrutinised the payments and receipts</p> <p>PC approved the payments and receipts schedule £14K will be transferred to the Instant Saver interest bearing account The P30 payment to HMRC was also approved</p> <ol style="list-style-type: none"> 1. 2 new councillors are needed to be added to those who can authorise payments. For the moment we will add 1 new councillor. SW was approved to be able to authorise payments EM was approved to join the finance Committee 2. Clerk is added in reserve to be able to submit payments for authorisation. This was approved by the PC 3. The external auditor had asked questions about the variances between payments for the clerk over the last 2 years. This was explained to the auditor by AP because of changes in personnel and being without a clerk for a 6- month period. Details were supplied to the auditor to confirm this. <p>AP recommended that the PC agreed a 3 year policy proposed by CAS (Community Action Suffolk) The first year would be £820 and then there would be a small increase in year 2 and 3. This was approved by the PC</p> <p>The proposal for works to be done in the cemetery along with additional quote to be obtained for the required signage was approved by the PC</p>

22	Update on actions list from previous meetings (CED & All)	The open items on the action list were discussed and updated as required. A new list will be circulated with these minutes
23	Urgent Items to be brought to this meeting (3m)	None were brought
24	Future Items (3m)	<p>Approval of the Housing Evidence document, Continuation of items requiring approval for the Community Emergency Plan.</p> <p>NS discussed contacting Wendy Phillips who would like to get involved in a community project with a mosaic. Clerk will invite her to come and present possible ideas at a future meeting.</p>
25	To confirm the dates of next meetings :	<p>The next finance committee meeting will be on Tuesday 14th October at 1:30pm in one of the Baptist Church upper rooms.</p> <p>The next full council meeting will be Tuesday October 21st 2025 at 7pm in the Baptist Church Room 1.</p>
26	<p>The council proposes, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, that the press and public be excluded from the meeting for the confidential business specified below.</p> <ul style="list-style-type: none"> a. Grant Application (FOFSA on behalf of Little Dragonflies) b. Staff Remuneration <p>(10m)</p>	This item is minuted in the separate confidential minutes document.
The meeting closed at 9:45pm		

Chair _____

Date: _____