

Fressingfield Parish Council Meeting
Tuesday 22nd July 2025 beginning at 7pm Sancroft Hall
Minutes

Present: Parish councillors Rachael Troughton (RT), Nick Stolls (NS), Di Warne (DW), Stuart Balmer (SB), Cindy Engel (CE), Tom Lindsay (TL), Elizabeth Manero (EM), Sharon Wilson (SW), David Franklin (DF)

Also, in attendance County Councillor Henry Lloyd (HL) and District Councillor Lavinia Hadingham (LH), Clerk - Calvin Edwards (CED) & RFO – Andy Parris (AP)

Apologies from Hilary Day (HD)

1	Welcome from the Chair and introductions Agreement on management of this meeting (2m)	DW welcomed councillors, County Councillor and District Councillor and members of the public, and new councillor David Franklin
2	New Councillor, David Franklin signs Declaration of Office (2m)	DF signed the declaration of office. He had submitted register of interests to MSDC elections department.
3	To receive reasons for absence and give approval for absences	HD had offered her apologies – this was accepted by the PC
4	To receive members' declarations of interest and requests for dispensation (2m)	SB declared an interest in item 10(c), EM declared an interest in Item 10(a)
5	To record details of any lobbying relating to agenda items (2m)	All Councillors had been lobbied on the NDP review Item 12
6	To resolve the minutes of previous meetings are correct Full council minutes 17th June 2025 (2m)	It was resolved that the minutes of the full council meeting on the Tuesday 17th June 2025 are correct.
7	Public forum – councillors will hear questions or comments from the public on agenda items (15m)	There were no members of the public present
8	District Councillor report (5m)	LH Highlighted grants now available for 'Pride in your Place' scheme. Landlines switching to digital now – The PC agreed to publicise this in Sixth Sense, Website and Social Media. The survey from MSDC on local government re-organisation is open until July 25th. PC have publicised this via the website. LH said she would chase a response from David Connors re: election costs and procedures.
9	County Councillor report (5m)	HL highlighted new strategy to tackle violence against women and girls in Suffolk. Local government Suffolk County Council survey open until 18th August can be accessed at libraries as well as online. Also the no. 482 bus service connecting Eye and Stradbroke to Diss and Framlingham was discussed. The finalised route has not yet been published. Devolution voting system for mayoral election will be substitute vote rather than first past the post.

10	<p>Planning Applications:</p> <p>(a) DC/25/02807 Works to trees within a conservation area. The Coach House Stradbroke Road Fressingfield Eye Suffolk IP21 5PP</p> <p>(b) DC/25/02727_Notification of Works to Trees in a Conservation Area - Removal of T1 Holly Tree and Crown reduction to 3.5m of T2 Yew Tree Poppy View Harleston Road Fressingfield Eye Suffolk IP21 5PE</p> <p>(c) Silver Birch TPO wall---Chapel Lane Cratfield Road Fressingfield Eye Suffolk IP21 5QD</p> <p>(10m)</p>	<p>The Parish Council recommended approval</p> <p>The Parish Council recommended approval – and also made the suggestion that a suitable smaller tree be planted to replace the Holly Tree if possible.</p> <p>It was noted that a TPO has been applied for, for this tree that we discussed in June Full Council meeting. The Parish Council had objected to its removal</p>
11	<p>Feedback on meeting with MSDC re: Unitary Authorities (5m) This item was brought forward before item 10</p>	<p>Arthur Charvonia and Andy Mellen presented. There was some information on the Mayoral position. Then moved on to MSDC plans for Local Government Re-Organisation. It is expected that MSDC will promote 2 or 3 unitary authorities, possibly Ipswich, East and West Suffolk. There was significant discussion on the loss of local identity and knowledge. For parishes there will be no boundary changes but possibly some new responsibilities for parish councils though there are no details at present. MSDC were focussed on what people want from the new authorities and what access there will be to officers, rather than potential financial savings which are largely unknown.</p>
12	<p>NDP Review meeting feedback (5m)</p>	<p>The last meeting looked at Infrastructure, there will be 2 sections on infrastructure in the revised NDP (factual and interpretative). Noted Anglian Water have been monitoring discharge and flow and they have been contacted to share their findings. They are slow at responding.</p> <p>John Kelsall is doing some background work on number of flooding incidents.</p> <p>Anglian Water information will be published on the website when available. Discussion on MSDC revising the settlement hierarchy (i.e. potentially not hinterland). It was noted that although we are served as well as many local villages with amenities, with a large increase in housing some of these services could be over-stretched. Biodiversity is being looked into by CE and the group. In relation to this RT commented on asking MSDC and County Council to lobby the government on bringing in Straw and Reed schemes to aid the requirements for listed building thatches.</p> <p>Andrea is currently doing a site assessment for each of</p>

		the indicative sites from the survey and will also be contacting the landowners.
13	Create a plan with detailed planning evidence to be used in meeting with Robert Hobbs, Head of Planning to challenge the 122 new houses figure (20m)	As the meeting had already been quite long it was decided that rather than rush this important item it would be discussed by a sub-group who would report back before the next Full Council meeting on 16 th September 2025. The group will consist of SW/EM/TL/RT
14	Discuss CIL Money and reaching a decision on how it is to be spent (15m)	This item was discussed in the finance section as a sub-group has been established to look at this and make recommendations.
15	Potential new website provider (CED) (3m)	CED had a demonstration from a dedicated parish council website provider (Aubergine). It looks like it will provide significant improvements in look and feel. It is completely mobile/tablet friendly and has a good system for managing documents from meetings. When the full quote has been analysed a proposal will be brought to the September full council meeting.
16	Issues updated, not covered elsewhere in agenda: a)Feedback on election process (DW) b)Repairs and painting village pump (CED) c)Community Land Trust Meeting (DW) d)New Email Addresses (CED) e) Update on Emergency Plan (CED)	<p>An email has been sent to David Connors and copied to Arthur Charvonia about the way that the election process was handled. We are awaiting a response.</p> <p>A big thank you to Peter Davidson for arranging for the village pump to be repaired and painted. It now looks very neat and tidy and we will make sure the painting of the pump is something we schedule to be done every 3 years.</p> <p>This has been missed by CE/RT but DW will re-send the email with all the dates for RT/CE/HL to review and respond.</p> <p>The new .GOV.UK email addresses have all been setup and are now in use. HL is awaiting a new device and her email will be setup then. CED will be in touch with DF about setting up his email. CED looking into how best to manage the archive of old emails, as the gmail accounts will need to be closed down.</p> <p>CE explained that the scheme is a community emergency plan (CEP) and involves the completion of a set template of questions. This is colour-coded (red, orange and green) Red being mandatory. A decision is needed on place/s in the village that are a place of safety. This could be the Baptist Church and the School – but this still needs to be decided. These places can then obtain a grant for special first aid kit and a generator for power. CE working with two village volunteers.</p>

	<p>f) follow up on Village Recorder (CED)</p> <p>g) Garry's bench – siting and plaque (DW)</p> <p>(15m)</p>	<p>This will be on the next full council agenda (sept 2025) for the parish council to agree these decisions for the CEP.</p> <p>Robert Stein has said he will advertise this in Fress-Express and an article will be placed on the website. FLHAG have been contacted to see if one of their members may be interested in taking up this role.</p> <p>It was agreed that the wording on the bench in memory of Garry Deeks will be <i>"In memory of Garry Deeks, long-term councillor, his knowledge and friendship is missed by the Parish"</i></p>
17	<p>Chair's Report (DW)</p> <p>(3m)</p>	<p>The report had been circulated before the meeting there were no specific questions.</p>
18	<p>Clerk's Report(CED)</p> <p>(3m)</p>	<p>The report was circulated before the meeting there were no specific questions. Training is being organised for EM/SW and DF. All council policies and documents will be reviewed in August/September and refreshed as required. These will then be brought to the September 16th 2025 Full Council meeting to be adopted. Policies will be circulated as they are reviewed so these do not all need to be read together.</p>
19	<p>Update on actions list from previous meeting (CED)</p> <p>(3m)</p>	<p>The action list was reviewed, some items have been covered above in these minutes. SB reported that he had received an email from John Parden (PFMC) regarding the work to the roadway, and he would ask for this to be agreed at the next meeting of the PFMC. We will wait for this confirmation before any action is taken.</p> <p>The updated actions list will be circulated with these minutes.</p>
20	<p>Finance:</p> <p>a) To approve repaying the reserves being held for Fressingfield Community Fund</p> <p>b) 2 Cllrs to confirm that balances on the bank statements match those on the reconciliation statement for June 2025</p> <p>c) to consider the bank reconciliation statement for June</p> <p>d) 2 Cllrs to confirm that payments and receipt vouchers have been scrutinised</p> <p>e) to approve payments and</p>	<p>It was agreed to pay back these monies to Heather Futter, Rosemary Cox, Estate of Garry Deeks.</p> <p>RT/DW had reviewed the bank statements</p> <p>PC accepted</p> <p>CE/SW had scrutinised the payments and receipts</p> <p>PC approved</p>

	<p>receipt vouchers listed on the payments and receipts schedule for June 2025</p> <p>f) report from Chair of Finance (inc items g-n)</p> <p>g) recommendation on finance committee terms of reference</p> <p>h) recommendation on finance regulations</p> <p>i) report on internal audit</p> <p>j) report on 1st quarter monitoring of budget</p> <p>k) proposal for budget revision</p> <p>l) recommendation on grants and donations policy</p> <p>m) report on CIL</p> <p>n) recommendation on staff performance review policy The Finance section was brought forward to be after item 10, as there were a significant number of finance items to discuss.</p> <p>(25m)</p>	<p>An additional invoice was added in for Sancroft Hall – PC approved this payment</p> <p>Items g-n were brought to the meeting by RFO (AP) and NS (deputy Chair of Finance) in absence of HL The terms of reference were agreed by the PC with an adjustment to the wording for grants to being 'considered or decided' by the finance committee.</p> <p>PC agreed to recommendation of Finance Regulations PC accepted Internal Audit</p> <p>Adjustment for election costs, overtime payments, funding for NDP review as remaining grant withdrawn by government PC accepted budget revision</p> <p>PC agreed that the donations amounts remain the same and go to the list provided PC agreed that the grant procedures remain as they are. CIL monies we have are usable in the next 4 years and are being refreshed by Redhouse Development although they have defaulted on one recent payment; also from Robin's Nest houses near the Baptist Church. PC agreed to form a sub-group to look at the use of CIL monies. This will be HL/CE/EM, they will report back to the finance committee.</p> <p>PC agreed to the procedures in place for staff performance review with no changes.</p>
21	<p>Draft plan for development & maintenance for cemetery (AP)</p> <p>(5m)</p>	<p>RFO talked through this plan – it would result in the capacity of graves being reduced from 526 to 324. It was agreed that something should be done to improve this village asset. The PC agreed that this could be an ideal use of CIL money. The sub-group has been formed in Item 14 to devise a criteria & possible framework for the use of CIL money. Therefore the decision on the funding of this plan would need to wait until the next full council meeting in September 2025, when this sub-group will report back.</p>
22	<p>Renovation of the Village phone box (NS)</p> <p>(4m)</p>	<p>NS discussed that if there was agreement to purchase supplies he would approach The Shed organisation to see if they were able to renovate the telephone box as</p>

		it is looking as if it needs attention and is a village asset. This was agreed by the PC
23	Urgent items to be brought to this meeting (5m)	Birch Tree TPO – was covered under the Planning section as item 10C SB asked if it was known whose responsibility it was to cut the hedge beside the new footpath beside the school and the church land. AP mentioned in previous discussions with the school that they thought there was an agreement with Peter Davidson that the church would maintain the church side even though it is officially the school's responsibility.
24	Future items (5m)	Emergency Plan, Policies for Adoption, CIL sub-group feedback, Housing Planning Evidence feedback
25	To confirm the dates of next meetings :	The next full council meeting will be Tuesday September 16th 2025 at 7pm in the Baptist Church Room 1
26	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. a. Grant Application (FOFSA) (10m)	This item is minuted in the separate confidential minutes document.
The meeting closed at 9:35pm		

Chair _____

Date: _____