

Fressingfield Parish Council Meeting
Tuesday 6th May 2025 beginning at 7pm Sancroft Hall
Minutes

Present: Parish councillors Hilary Day (HD), Rachael Troughton (RT), Nick Stolls (NS), Di Warne (DW), Cindy Engel (CE), Tom Lindsay (TL), Sharon Wilson (SW)
 Also in attendance Clerk - Calvin Edwards (CEd), RFO – Andy Parris & 1 resident of the Parish

Apologies from Stuart Balmer (SB), Lavinia Hadingham (LH)

1	Welcome from the chair (2m)	DW welcomed councillors and 1 member of the public
2	Appointments (1) (a) Election of Chair for May 25 - May 26 (b) Election of Vice-Chair for May 25 – May 26 (5m)	RT nominated DW for Chair, HD seconded. There was a secret ballot – unanimous decision for DW to be Chair. No one had any reason not to elect DW as Chair. HD nominated RT for Vice-Chair, CE seconded. There was a vote with unanimous decision for RT to be Vice-Chair
3	To receive reasons for absence and give approval for absences (3m)	SB had offered his apologies – this was accepted by the PC
4	To receive members' declarations of interest and requests for dispensation (2m)	DW & TL close friends with applicant for planning item 10(a) NS item 15 – involvement with Parish Church HD item 15 – Hearing Issues – (any discussion on equal access)
5	To record details of any lobbying relating to agenda items (2m)	No lobbying was declared
6	Public forum – councillors will hear questions or comments from the public on agenda items (15m)	The member of the public raised no items
7	District Councillor's report and questions (5m)	No specific questions – CE raised the issue of where money was available, we can make application. PC should be aware of opportunities
8	County Councillor- updates (5m)	No report received this month. Locality grants are in the system – monies should be received soon
9	Appointments (2) – (a) Approval of membership of Finance Committee	Current members are HD, NS, TL, SW all willing to serve in finance committee. The PC approved them for the year ahead 2025-2026

	(b) Appointment of Councillor to review the council's internal controls (5m)	RT had been involved in reviewing internal processes – willing to do so this year and this appointment was agreed
10	<p>Planning: (a) DC/25/01139 Householder Planning Application - Erection of two storey rear extension (following partial demolition of existing sun room) 6 Victoria Terrace Fressingfield Eye Suffolk IP21 5QA (5m)</p> <p>(b) DC/25/01657 Notification of Works to Trees in a Conservation Area - Fell 1 No. Birch (T1) and Crown reduce 3 No. Sycamore (T2,T3 and T4) to 3.5m Richmond House Golden Square Fressingfield Eye Suffolk IP21 5PE (5m)</p> <p>(c) Feedback on meeting with planning department re: issues with application De Felbrigge (5m)</p>	<p>The resident who made this application attended this item to give some background about the application</p> <p>The Parish Council recommends approval</p> <p>More details are required on this item – as there are not enough photos or clear enough wording.</p> <p>No comments will be made by the Parish Council for this application</p> <p>A productive meeting and site visit was held with RT/LH and Philip Isbell (Head of Planning MSDC). The Parish Council thanks LH for organising this opportunity to talk through the issues involved with planning at De Felbrigge. Although nothing can be done retrospectively the Planning team are now aware of the issues that have occurred. Philip stated that civil proceedings was the correct way to deal with many of the issues that have occurred. Objections need to be made by landowners when incorrect planning applications are lodged.</p>
11	To resolve the minutes of previous meetings are correct Full council minutes 18th March 2025 (2m)	It was resolved that the minutes of the full council meeting on the 18th of March 2025 are correct.
12	Policy Updates – Adopt the recently updated GDPR Documents (5m)	There was a discussion on the policy documents. Several changes were recommended to be in line with the Parish Council practices. A recruitment policy will be created and also a Policy for Councillors leaving the council for various reasons. Some issues exist in relation to .gov.uk emails not yet being used. The work required to move to using these email addresses is under investigation. The changes will be made

		and new documents circulated in time for them to be adopted at the next full council meeting
13	<p>Issues updated, not covered elsewhere in agenda:</p> <ul style="list-style-type: none"> • Reporting to Highways Department – war memorial (CEd) • APM Meeting feedback (All) • Election update – Nomination Phase (CEd) • Website Progress – Nomination Phase (CEd) (15m) 	<p>War memorial parking is being discussed with Highways department and when there is more information CEd will update the PC. Anyone can take it on themselves to report to the police if cars are being parked at the junction.</p> <p>There was a discussion as to how the APM can be improved in future years: making sure it is not held during school holidays; maybe holding at a weekend; involving village groups more in the organisation. This will be discussed at meetings later in the year to form some plans for next year</p> <p>There have been 2 nominations for the vacancies for Parish Councillor. Nominations close on Thursday 8th May. There was a discussion about the process which MSDC have required. We will have to wait to see if the election is contested.</p> <p>Work has been done on the website but is behind our planned schedule. This is mainly down to the APM meeting preparation. There are some issues which are being discussed with Suffolk Cloud.</p>
14	Meeting Schedule for 2025-2026 (CEd) (5m)	Meeting schedule will be updated with corrections and a few adjustments and will be circulated. The 3 rd Tuesday of every month will be our aim for full council meetings. July needs to be the 4 th Tuesday because the finance meeting that needs to be held before for accepting audit report.
15	Venue for Parish Council Meetings – Discussion & vote (CEd) (5m)	There was a discussion about the merits of moving venue. The cost at the Baptist Church is considerably higher. There are accessibility issues with the Sancroft Hall which would not exist at the Baptist Church. Wi-fi will be added in the Sancroft Hall. CE needs to check if the resolution better on the screens at Baptist Church. Hearing can be a problem as can the lighting in the Sancroft Hall. We need to be

		mindful that the meetings are open to the public. Sancroft Hall has reasonable parking and is very central within the village. More research will be done with a view to doing a trial 3 months at the Baptist Church to assess the situation better. We will however stay at the Sancroft Hall for the time being
16	Wakelyns Discussion & vote on founder members decision (5m)	This item was not discussed as it no longer involves the Parish Council being founding members. DW will declare it as an interest – as she is personally becoming a founder member
17	Discussion about funding a CPR Course in the village (5m)	NS discussed how he had been approached by residents about whether a further course could be held. NS will investigate costs and then bring these back to the next full council meeting so more details are known and a decision can be made concerning funding this.
18	Chair's Report (DW) (3m)	There were no questions on the report that had been circulated
19	Clerk's Report (CEd) (3m)	RT asked if there was a specific time for moving to new website provider. CE to review options and continue raising issues in the meantime with Suffolk Cloud. There is no specific date in mind at this stage. There were no other questions on the report
20	NDP Steering Group Feedback (DW) (5m)	There is a new Chair, John Kelsall. The Household Survey has been sent out and returned. 36% return has been achieved. The full survey results will be published on May 15 th on the website. Thanks to Roger for receiving paper surveys in the shop. Thanks to CE for reviewing the work done in collating figures. Everything that has been said will be published in full. Next NDP meeting will be looking at housing policy. NS raised that the PC need to be clearly seen within the village to challenge the desktop exercise figures of the proposed additional 122 houses. This was agreed and would be done through the NDP group advising the PC when was the correct time to do this. The PC will also contact Andrew Stringer who is the lead member for housing.
21	Finance: a. 2 Cllrs to confirm that balances on the bank statements match	RT proposed, NS seconded and the Parish council accepted the bank statement for April 2025

those on the reconciliation statement	
b. to accept the bank reconciliation statement for April	The Parish Council accepted the reconciliation statement for April 2025
c. 2 Cllrs to confirm that the payment and receipt vouchers have been scrutinised	CE and SW confirmed payments and receipts have been scrutinised
d. to approve payments and acknowledge the receipts listed on the payment and receipt statement	RT proposed DW seconded and the Parish Council approved payments and receipts
e. to receive the reserves report	AP took the PC through the reserves report to explain differences. The Parish Council received the reserves report subject to some amendments that need to be made
f. to approve the transfer of funds between the council's accounts so as to maintain a workable balance in the current account and to maximise interest in the instant access account	The Parish Council approved the transfer of funds as explained by AP
g. to approve the list of recurring monthly payments	The Parish Council approved the list of recurring payments.
h. to discuss how to deal with any variation in these recurring monthly payments	The finance committee will review variations every time they meet – giving the Parish Council the confidence to know that it is being looked at regularly.
i. to receive a report from the Chair of the Finance Committee inc. details of committee meeting on 17/04/2025	The Council received the finance report which detailed the last finance meeting, where the above items were discussed to be brought to this meeting for approval. The Annual Governance and Accountability (AGAR) section 1 and 2 was discussed and approved. The CIL shortfall has been caused by the stalling of the Redhouse Farm development. This will be taken up with MSDC
j. to confirm the annual governance statements 2024/25, , section 1 of the Annual	The Parish Council agreed that the Chair and the Clerk should sign the AGAR section 1 document

	<p>Governance and Accountability Return (AGAR)</p> <p>k. to approve the accounting statements 2024/25, section 2 of the AGAR inc an explanation of variances</p> <p>l. to approve the annual CIL report</p> <p>m. Grant application from Chapel Hall Arts</p> <p>n. Finance committee date for July 2025 (to be included in discussion on dates for meetings?) (25 m)</p>	<p>The Parish Council accept and agreed that the Chair should sign AGAR section 2 document</p> <p>The Parish Council approved the CIL report</p> <p>The Parish Council decided that more information was needed on this application and that it could then be taken to the next finance committee to discuss. NS mentioned that the process for grant applications to the Parish Council should be adjusted to state that it will be discussed at either the next finance committee meeting or the next full council meeting whichever is the earliest. This change will be considered at the next finance meeting.</p> <p>The finance committee meeting for July will be Tuesday July 15th</p>
22	Urgent items to be brought to this meeting (5m)	There were no urgent items – there is one confidential item that will be discussed at the end of this meeting
23	Future items (5m)	Emergency plan document will be brought to the next meeting
24	To confirm the dates of next meetings: Based on item 14 from agenda above (2m)	Next Full Council Meeting agreed as Tuesday 17 th June at Sancroft Hall
25	Confidential Item: Response to correspondence from a resident	This confidential item will be minuted separately
The meeting closed at 9:25pm		

Chair _____

Date: _____