

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall,  
Fressingfield on Tuesday 15 February 2022 at Sancroft Hall

Present: Councillors Alex Brockhurst, Garry Deeks, Philip Eastgate, Tom Lindsay, Nigel Lucker, Trevor Orchard, Nick Stolls, Rachael Troughton and Neil Venton.

Also in attendance: Andy Parris, clerk to the council and responsible finance officer (RFO) attended via Zoom. There were no members of the public

- 1 Cllr Stolls chaired the meeting in the absence of Cllr Warne. NS welcomed everyone to the meeting. He explained that DW would join the meeting later.
- 2 Apologies for absence: Received from Cllr S Moore (personal) and were accepted. District councillor Hadingham and county councillor Gould gave their apologies.
- 3 Members' declarations of interest. It was noted that Cllrs NV and TL had interests in the applications for grants (items 8.5a and b). These interests are neither disclosable pecuniary interests nor local non-pecuniary interests under the SALC model Code of Conduct. However they were declared in the spirit of openness.
- 4 Notification by councillors of any lobbying related to an agenda item. None were noted.
- 5 Minutes of the previous meetings
  - 1 It was resolved that the minutes of the:
    - a full council meeting on 19/01/22 are correct, including the confidential minute.
    - b finance committee meeting on 10/02/22 are correct.
  - 2 Actions and progress since the last meeting not covered in reports
    - a Article about the Jubilee celebrations will be in Six Sense.
    - b Coffee morning parish council surgery advertised. There had been some interest from the public. Discussions included road closures for road works, and the need for additional rubbish bins. It was agreed to continue with these surgeries each month. **NS to arrange.**

*[Cllr DW joined the meeting at 8pm]*

- 6 The public forum No members of the public attended the meeting.  
*[DW chaired the meeting from this point onwards.]*

7 Reports from

- 1 District councillor.
- 2 County councillor. *[A report from Cllr Gould has been placed on the parish council's website.]*

8 Finance

- 1 Cllrs NV and NL confirmed that the vouchers and invoices where appropriate, were accurately recorded on the payment summary sheet. This had been previously circulated to all councillors. It was noted that income for a burial has been received. This is the only burial this year.
- 2 The council agreed to make these payments and acknowledged the receipts. **Online authorisation of these payments to be completed after the meeting by Cllrs PE and NS.**
- 3 The January reconciliation statement was presented to councillors prior to the meeting. Cllr TL confirmed that the balances shown on the reconciliation statement match those on the bank statements for 31/01/22.
- 4 The council accepted the bank reconciliation statement for January

- 5 The Finance Committee reported that the finance risk assessment had been reviewed and would be presented to the next meeting. The committee also reviewed the annual governance and accountability return. It will make recommendations about this in April. Applications for two grants have been received by the council.
  - a The committee recommended that the council approves the application for up to £700 for the jubilee celebrations. The council approved this application. The committee of Jubilee Celebrations Coordinating Committee will manage it, via an imprest system. **RFO to make the arrangements for the payment and monitoring of this grant**
  - b The committee recommended that the council approves the application for £400 for the WI. This is a contribution towards the cost of a bench to commemorate its centenary. The council approved this application.
- 6 The council formally adopted the finance regulations. It was noted that these are on the council's website.
- 9 Reports *each of these reports will be on the council's website*
  - 1 The Chair: When considering the report, it was agreed that Cllrs DW, RT, GD and NS would form the working group to manage the problems identified with the roadway between Laxfield Rd and the playing field. Terms of reference for the working committee will be drafted at the group's first meeting and brought back to the full council for approval. **DW to make arrangements for first meeting**
  - 2 The Clerk: There were no questions about the clerk's report.
  - 3 Drainage working group: The council was informed that there seems to be genuine progress at the meeting that is a result of Suffolk Highways Authority and Anglian Water working together. First signs of the progress will be replacing pipework on Harleston Rd. This is scheduled for the summer. More details to follow.
- 10 To review policies
  - 1 the complaints policy. It was agreed that this would be reviewed during the year along with a group of other policies
  - 2 the council agreed to adopt and work to the Code of Conduct as advised by the Suffolk Association of Local Councils (SALC)
  - 3 the standing orders. After discussion to clarify why some parts of the policy are in **bold** type (these are legal and statutory requirements), the council agreed to adopt the standing orders.  
It was noted that all these documents are on the council's website.
- 11 Confidential item, under the Public Bodies (Admission to Meetings) Act 1960
  - 1 It was agreed to exclude the public for the second part of this item
  - 2 discussion of concerns raised about the parish council

*[This item is minuted separately.]*

The meeting closed at 10.35pm.

Signed:

Chair

Date

Dates of next meetings

- |   |                                |                            |
|---|--------------------------------|----------------------------|
| 1 | planning committee (if needed) | Tuesday 1 March at 7.30pm  |
| 2 | full council                   | Tuesday 15 March at 7.30pm |
| 3 | finance committee              | to be confirmed            |