

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 5 April 2022 at 7.30pm.

All documents referred to in these minutes can be read on the '[Meetings, Agendas and Minutes](#)' page of the council's website.

Present Parish councillors Nigel Lucker, Trevor Orchard, Rachael Troughton and Di Warne. [Cllr G Deeks joined the meeting at 8pm at which point the meeting was quorate. All decisions were taken after this time.]

Also in attendance Andy Parris, clerk to the council and responsible financial officer (RFO).

- 1 Cllr DW chaired the meeting and welcomed everyone. She explained that the meeting would not be quorate until GD arrived. However the members present could discuss matters that did not need any decisions to be made.
- 2 Apologies for absence Parish Cllrs P Eastgate, T Lindsay and N Stoll all offered apologies which were accepted. Apologies from County Cllr P Gould and District Cllr L Hadingham were noted.
- 3 Members' declarations of interest There were none.
- 4 Notification by councillors of any lobbying related to an agenda item. DW had received an email relating to the meeting she was due to attend regarding the developments at Wakelyns.
- 5 Minutes of the full council meeting on 15 March 2022 It was resolved that the minutes of this meeting, including the confidential item, are correct.
- 6 The public forum There were no members of the public at the meeting.
- 7 A report from Cllr Gould (SCC) was circulated to councillors prior to the meeting. There was a discussion about the county's response to the Ukrainian refugee crisis and the response from the relatively large Russian community locally.
- 8 Finance
  - 1 Cllrs DW and NL confirmed that the vouchers and invoices where appropriate, were accurately recorded on the payment and receipts summary sheet. This had been previously circulated to all councillors.
  - 2 The council agreed to make these payments and acknowledge the receipts.
  - 3 The March reconciliation statement was circulated to councillors prior to the meeting. Cllrs RT and TO confirmed that the balances shown on the reconciliation statement match those on the bank statements for 31 March.
  - 4 The council approved the reconciliation statement for March
  - 5 RFO report. This report was circulated to councillors prior to the meeting. The council noted that Community Action Suffolk (CAS) can give specific financial advice on possible major items of development or expenditure during 2022-23. The council agreed to replace the bench on Cratfield Road which was bought to commemorate the coronation of the Queen. A new bench could be dedicated to her entire reign. **GD to remove the old bench. Clerk to ascertain who owns the land on which the bench sits. Clerk to provide the council with options for a replacement.**

9 Reports from

- 1 The Chair: The Chair's report was circulated to councillors prior to the meeting. DW gave details of how progress is being made to revamp the children's play area and of the meeting that had been arranged to discuss developments at Wakelyns. **DW to continue to explore ideas for the playground development**
- 2 The clerk: The clerk's report was circulated to councillors prior to the meeting. This includes information about a community governance review organised by BMSDC. This will consider amongst other things, how big the parish council should be. CAS has provided some clarity about the cover provided by the council's insurance policy. The policy will be reviewed in September, prior to renewal. It was agreed that the annual parish meeting will consist of reports from parish organisations being read or summarised at the meeting as well as being available in full at the meeting and online. Tea and biscuits will be available for everyone who attends the meeting.  
**Clerk to arrange and advertise the annual parish meeting**
- 3 The council discussed the finance committee's recommendations about the assertions in section 1 of the annual governance and accountability (AGAR) statement. As a result, the council affirmed that the first eight assertions are correct. The ninth assertion does not apply to Fressingfield. Section 1 of the AGAR was signed by Cllr DW and the clerk.

10 The council reviewed the following National Association of Local Councils (NALC) model policies, as per the schedule agreed at the March 2022 full council meeting.

- 1 Staff grievance this policy was amended to fit the way the council is organised and then adopted
- 2 Staff disciplinary this policy was amended to fit the way the council is organised and then adopted
- 3 Complaints this policy was amended and then adopted. Also, the council decided that later in the year it will revise the section on habitual and vexatious complaint. The revision will include habitual and vexatious behaviours and contacts.

**Clerk to post these policies on the council's website**

11 Matters brought by the chair or councillors

- 1 Greening the parish – possible presentation by environmental officer from SCC on what it means for a parish council to be 'green'.  
**NL arrange this for a summer meeting.**
- 2 Where to site electric vehicle charging units?  
**Clerk to clarify ownership of carpark off Chapel Close.**

12 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 about parishioner complaints and concerns This confidential item is minuted separately.

There being no further business, the meeting closed at 9.35pm.

**Signed:**

Chair

Date

Date of the meeting: 05/04/2022

Payments and Receipts Summary - 31/03/2022

Payments to approve								
From	Date to the council	Paid to	What for	Period	Power to act and spend	Type of payment	How much	
Current account	05/04/2022	HMRC	PAYE + NIC	Q4	LGA 1972, s112	BACS	646.57	
	15/03/2022	Lloyds Bank plc	Monthly charge for multipay card	February	LGA 2003, Schedule 1, para.2; LGA 1972, s.112	DD	16.14	
	05/04/2022	Unity Trust Bank	Q4 charges	Jan - Mar 22	LGA 1972, s111	BACS	18.00	
								<u>£680.71</u>
Investment account	05-Apr-22	transfer to current acc	maintain cash level in CA	March	Local Government Act 1972, s.111		1,200.00	
							£0.00	
								<u>£1,200.00</u>

Receipts to acknowledge								
To	Date received	Received from	What for	Period	Power to act and spend		How much	
Current account	19/03/2022	FPC Instant Access Account	to maintain cash level in CA	March	Local Government Act 1972, s.111		190.00	
	21/03/2022	MSDC	cleansing grant	Q4	Local Government Act 1972, s.111		521.24	
	25/03/2022	Coop Funeral Services	Kenneth Phillips		Local Authorities' Cemeteries Order 1977		55.00	
								<u>£766.24</u>
Investment account	31/03/2022	Unity Trust Bank	Interest	Q4			£24.63	
								<u>£24.63</u>