

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 16 November 2021 at 7.30pm

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

Also in attendance: Andy Parris, clerk to the council and responsible finance officer (RFO); Councillor Lavinia Hadingham, Mid Suffolk District Council (MSDC) and Councillor Peter Gould, Suffolk County Council (SCC) arrived during the meeting.

- 1 Cllr NS chaired the meeting and welcomed everyone.
- 2 Apology for absence: Received DW (sickness). This was accepted.
- 3 Members' declarations of interest. There were none
- 4 Notification of any lobbying related to an agenda item. There had been none.
- 5 Minutes of the previous meetings
 - 1 It was resolved that the minutes of previous meeting are correct.
 - a full council meeting on 19/10/21
 - b planning committee on 02/11/21
 - 2 Actions and progress since the last meeting not covered in reports
 - a Site meeting with SCC officer re road signs. It has not yet been possible to arrange a date when SCC Highways officer and Cllr Peter Gould can meet with councillors. It is hoped that this will be in December. It was agreed that a report based on the data from the speed indicator devices (SIDs) would be circulated and then discussed at a future meeting. The effectiveness of the SID currently placed on Harleston Road was discussed. It was agreed to rotate it by 180° so it points towards Jubilee Corner.
TO to rotate the brackets on the post.
 - b Draft Emergency Plan. NL continues to welcome comments from councillors on the draft plan. Once these have been reviewed, a questionnaire on the plan will be distributed to parishioners.
Councillors to send in comments on the draft to NL.
 - c Tree planting. GD recommends buying 6ft rather than fully established trees. These would be planted as a springtime reminder that the community of Fressingfield has supported each other through the difficulties of the covid pandemic. The council agreed to allocate an initial £500 to the project.
GD to buy the trees. Clerk to check if they can be planted on MSDC land
The council discussed places where the trees could be planted and whether these and other trees could be obtained for free.
 - d Platinum jubilee celebrations. TL, SM and NV discussed options with other councillors. There is funding available for some form of activity. It was agreed that there should be a meeting with reps from different groups in the parish to gauge the interest in events to celebrate the jubilee. **Clerk to send details of organisations' contacts to TL, SM and NV. This group to arrange a meeting before the next council meeting to gauge interest and bring a draft plan with rough costings to December meeting.**
- 6 The public forum There were no members of the public present at the meeting.



7 Finance

- 1 Cllrs NV and NL confirmed that the vouchers and invoices (where appropriate) were accurately recorded on the payments and receipts summary sheet. This had been previously circulated to all councillors. There was a discussion on how best to record expenditure of a single item over £100, when the Multipay card is used.
The finance committee to devise a solution for the full council to consider at the December meeting.
- 2 The council agreed to make the payments and acknowledge the receipts as listed on the payments and receipt summary.
Cllrs NS and PE to complete online authorisation
- 3 The October reconciliation statement was presented to councillors prior to the meeting. Cllrs SM and TL confirmed that the balances shown on the reconciliation statement match those on the bank statements for 31 October. The council accepted the statement as an accurate record of its finances.
- 4 RFO report. [This report is on the council's website.] The RFO went through the online procedures which link together as part of the oversight of payments and receipts and the authorising of payments, each month.
RFO to put a copy of this report on the council's website.

8 Reports from

- 1 County councillor. [This report is on the parish council's website.] Cllr PG brought to the council's attention concerns about the rising rates of covid infection, improved testing and inoculation coverage in the county and the review of lorry routes.
Clerk to add HGV survey to the agenda for the planning meeting on 7/12
Cllr PG was asked to find out the cost of recent drainage work on New Street.
- 2 District councillor. [This report is on the parish council's website.] Still no information on the proposed housing development in Weybread.

9 Reports

- 1 The Chair. [This report is on the council's website.] An information document explaining the community infrastructure levy (CIL) has been produced for councillors.
Cllr LH to clarify if the council can apply for any additional CIL, on top the parish allocation, from the district council.
The parish improvement plan needs to have projects with draft costed plans linked to it, in anticipation of large sums of CIL. Suggestions for projects to be a focus for 2022 onwards were (1) the cemetery, (2) the children's play area and an activity trail, and (3) a bus shelter on the Sancroft Hall side of Harleston Road.
Councillors to bring ideas to the December meeting for these projects
(1) RT, NV and GD; (2) councillor needed for lead role, NL, SM
- 2 The clerk. [This report is on the council's website.] From this report: the council discussed how to produce a draft protocol on council actions after the death of a national figure; the council has received important clarification on street names in the village; missing highways and village name signs will be discussed with Suffolk Highways; and the response from SAFE on correcting errors in a flyer circulated in August was noted.
NL to produce a draft protocol on council actions after the death of a national figure for the December meeting
There will be a discussion about street signs at a future meeting

- 10 Other matters brought to the meeting by the chair or councillors. There were none.



11 Confidential item, under the Public Bodies (Admission to Meetings) Act 1960

- 1 To decide if the public be excluded for the second part of this item
It was agreed to close the meeting to the public and press for the second item.
- 2 Discussion of staff appraisal and salary
This confidential item is minuted separately.

There being no other business, the meeting closed at 9.45pm.

Signed:



Chair

Date

21/12/21

Dates of future meetings

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|----------------------|-------------------------------|
| 1 planning committee | Tuesday 7 December at 7.30pm |
| 2 finance committee | Tuesday 14 December at 7.30pm |
| 3 full council | Tuesday 21 December at 7.30pm |

Date of council meeting Full council meeting on 16/11/21

Current account and instant access account statements were issued on 31/10/2021

Current Account	balance cf on statement no.	83	£6,996.32
<u>Previously agreed payments not yet on statement</u>			
SO A Parris	Clerk's salary	661.40	
SO C Tooley	Caretaker's salary	170.40	
			<u>£831.80</u>
<u>New payments to be authorised</u>			
SO Pearce and Kemp	Street lights maintenance	29.64	
SO C Tooley	Caretaker's salary	170.40	
SO A Parris	Clerk's salary	661.40	
BACS MSDC	Annual play equipment inspection	60.65	
BACS Matthew Hammond	Contract for playarea and playing field maintenance	1,346.60	
DD Lloyds Bank plc	Monthly charge for multipay card	170.55	
BACS BorderHoppa	Donation	100.00	
BACS East Anglia Air Ambulance	Donation	500.00	
BACS East Anglia's Children's Hospices	Donation	500.00	
BACS NE Suffolk CAB	Donation	100.00	
300260 RBL	Donation	50.00	
BACS Waveney Food Bank	Donation	250.00	
			<u>£3,939.24</u>
<u>Receipts since statement no.083</u>			
None		0.00	
<u>New receipts to acknowledge</u>			
FPC IA	balancing receipt	3,600.00	
			<u>£3,600.00</u>
			<u>£5,825.28</u>
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Instant Access Account	balance cf on statement no.	75	£55,637.29
<u>Activity in the account since this statement</u>			
<u>New payments to be authorised</u>			
Transfer to FPC IA acc	balancing transfer	-3,600.00	
			<u>-3,600.00</u>
			<u>£52,037.29</u>
			<u>£57,862.57</u>
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<u>Ringfenced reserves</u>			
Neighbourhood Watch		£280.00	
Playground		£1,600.00	
Fressingfield Community Fund		£2,417.12	
Fressingfield Good Neighbours Scheme		£850.00	
			<u>£5,147.12</u>
<u>Contingencies</u>			
Emergency		£15,000.00	
Assets (capital)		£7,000.00	
In-year		£2,000.00	
			<u>£24,000.00</u>
			<u>£29,147</u>
			<u>£28,715.45</u>
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			<u>£28,715.45</u>
Balance of available funds:			
balance available at September reconciliation			£32,493.37
balance available at August reconciliation			£34,132.97
balance available at July reconciliation			£25,086.71
balance available at June reconciliation			£26,371.27
balance available at start of financial year			£19,723.20

Sharon Chais
21/12/21

