

## Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 19 October 2021 at 7.30pm

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

Also in attendance: two members of the public; Andy Parris, clerk to the council and responsible finance officer (RFO).

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- 1 The Chair welcomed everyone to the meeting. Cllr NS explained that, as Vice Chair, he was chairing the meeting in the absence of the elected Chair. [Council's Standing Orders, section 2 paragraph P.]
  - 2 Apologies for absence Received from D Warne (personal) and accepted. Councillor Lavinia Hadingham, Mid Suffolk District Council and Councillor Peter Gould, Suffolk County Council had also both sent apologies.
  - 3 Members' declarations of interest There were none
  - 4 Minutes of the previous meetings
    - 1 It was resolved that the minutes of previous meeting are correct.
      - I full council meeting on 28/09/21
      - II planning committee meeting on 05/10/21
      - III finance committee meeting on 13/10/21
    - 2 Actions and progress since the last meeting not covered in reports
      - I Summer fête – this will now be merged with the national celebrations for the Queen's platinum jubilee. It was decided that the working group (Cllrs TL, SM and NV) will meet to bring draft proposals on how to involve parish organisations in this larger scale celebration that could be a welcomed, memorable series of events. It was noted that Fressingfield Playingfield Management Committee holds money specifically to fund a parish fête.  
**Working group to bring series of draft ideas to the November meeting**
      - II Traffic signs site meeting. Cllr TO explained that he had not had a response from SCC. He had tried to arrange a meeting to discuss the road signs around the village. It was agreed to write formally expressing disappointment at SCC lack of response.  
**Clerk to contact SCC**
  - 5 Reports from the district and county councillors Neither councillor attended, nor did they submit a written report.
  - 6 Finance
    - 1 Cllrs AB 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.
    - 2 The council agreed to make these payments and accept the receipts. A large sum, transferred from the current account to the investment account is recorded on this statement. Currently the interest rate on the investment account is 0%.  
**Online authorisation of these payments to be completed by Cllrs TL and PE.**
    - 3 The September reconciliation statement was presented to councillors prior to the meeting. Cllr TO confirmed that the balances shown on the reconciliation statement match those on the bank statements for 30 September. The council accepted the statement as an accurate record of its finances.
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- 4 RFO report: The RFO explained that the invoices from the solicitors have had an effect on the budget which will need to be adjusted in December. The in-year contingency will be used in this adjustment.

**RFO to present draft budget revision to finance committee in December**

- 5 The Finance Committee. The Chair of the committee informed the council about the committee's discussions when it allocated grants [Local Government Act 1972 s137] to Fressingfield Players, Fressingfield Management Committee and Fressingfield Local History and Archive Group.

Both audit reports for 2020-21 [available on the council's website] were discussed.

The Chair of the committee commended the work done by the RFO to ensure both the day-to-day work and monitoring by the council meets the standards expected by the auditors.

**RFO to clarify with auditors a number of minor matters in the internal audit report**

The Chair of the committee gave an overview of CIL funding. A summary report on CIL funding will be presented at the next meeting.

**Cllrs DW and NS, and RFO to draw up CIL summary**

The council acknowledged the quality of the internal audit service provided by SALC. It was agreed to use SALC for the internal audit for 2021-22.

- 7 Report from the parish local history recorder Andrew Vessey gave a description of what his role is and how he will carry it out. Trying to show what makes Fressingfield unique will be part of his thinking as he does this. He will be looking to record matters not only relating to the heritage of the parish but also today's events that will become part of that heritage. To do this, he will place particular news items and articles into the parish archive. He will write articles regularly for Six Sense and the village website.

**AV to provide a report at the annual parish meeting in April**

- 8 Reports

- 1 The Chair: The report was previously circulated. Items include the council's presence at the community markets, discussing with the playing field management committee the revamping of the play area, the clerk's performance management interview, the RBL arrangements for Remembrance Sunday and the procedure for charring meetings should the elected Chair and Vice Chair be absent. Councillors were asked to consider plans and projects, including those already in the parish improvement plan, which could be part of 2022-23 parish developments and present these for discussion in November. Any such projects would need to part of the budget planning for 2022-23.

**Councillors to bring ideas for parish development to the next meeting.**

- 2 The clerk: The report was previously circulated. The clerk emphasised the continuing problem with dog mess. He gave details of planned changes for litter and dog mess bins. He described the contacts with parishioners and BMSDC over the building of 12 bungalows off School Lane. Openreach is hoping to install new telegraph poles on Chippenhall Green. RBL's planning for Remembrance Sunday has been completed and the council's insurance policy covers volunteers. A plan for linking the council and parish websites was acknowledged by the council.

**Clerk to invite Openreach representative to next meeting.**

**Clerk to begin to merge the websites**

- 3 Draft parish emergency plan: Cllr NL was congratulated on the extensive and professional nature of this draft plan. He talked through the plan and requested ideas from other councillors on items he had highlighted, plus any other comments. He will arrange for a parish-wide questionnaire related to the plan. It will be circulated during November.

**All councillors to consider responses to questions raised by the draft plan**

- 9 The public forum A member of the public emphasised the urgency of completing the emergency plan. He also pointed out the need to distinguish between emergencies that can be quickly resolved and those that, if not resolved, will quickly cause parishioners serious problems.
- 10 The council has received quotations for two types of surveys of the roadway leading to the sports and social club and the ditch alongside it. It was agreed to accept the quotes and request that the engineering companies conduct the surveys.

**Clerk to arrange for the surveys to be completed**

- 11 Matters brought by the chair or councillors

- 1 A councillor, who had attended the opening of the new Baptist chapel, said it was a wonderful building, inside and out.
- 2 After a brief discussion, it was agreed to ask the drainage working group to discover what was the purpose and what are the results of the recent drains survey arranged by Anglian Water.

**NS to discuss this with working group chair**

Items for future agendas: Car parking around The Fox and Goose and Sancroft Hall; future development of the play area

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

**Signed:**

Chair

Date

Dates of future meetings

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|----------------------|-------------------------------|
| 1 planning committee | Tuesday 2 November at 7.30pm  |
| 2 full council       | Tuesday 16 November at 7.30pm |

FRESSINGFIELD PARISH COUNCIL

STATEMENT OF ACCOUNTS

Date of council meeting		Full council meeting on 19/10/21		
Current account and savings account statements		issued on	30/09/2021	
Current Account	balance cf on statement no.	82	£35,411.89	
<u>Previously agreed payments not yet on statement</u>				
			£0.00	
<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		£661.60	
BACS Unity Trust Bank	Q2 charges		£18.00	
BACS HMRC	Q2 PAYE and NI		£531.77	
BACS Lloyds Bank plc	Monthly charge for multipay card		£3.00	
BACS PKF Littlejohn	External audit		£240.00	
BACS SALC	3 half day traing modules for clerk		£96.00	
BACS SLCC	Annual subscription to clerk's association		£144.00	
SO C Tooley	Caretaker's salary		£170.40	
BACS Fressingfield Players	Grant for Christmas performances		£932.00	
BACS Fressingfield Playing Field M	Grant for play area		£750.00	
BACS Fress. Local Hist. & Arch. G	Grant for hall and insurance		£664.81	
			£4,411.62	
<u>Receipts since statement no.080</u>				
BACS MSDC	CIL DC/19/03104 Midnight Mill		£3,185.82	
			£3,185.82	
<b>Total</b>			<b>£34,186.09</b>	
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Instant Access Account	balance cf on statement no.	74	£27,451.20	
<u>Activity in the account since this statement</u>				
			£0.00	
			£27,451.20	
			<b>£61,637.29</b>	
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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	
			£5,147.12	
<u>Contingencies</u>				
Emergency			£15,000.00	
Assets (capital)			£7,000.00	
In-year			£2,000.00	
			£24,000.00	
			<b>£29,147</b>	
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	<b>Balance of available funds:</b>		<b>£32,490.17</b>	
	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	