

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 17 August 2021 at 7.30pm

Present: Councillors Garry Deeks, Philip Eastgate, Nigel Lucker, Nick Stolls, Rachael Troughton, Neil Venton

Also in attendance: 2 members of the public; Councillor Gould, Suffolk County Council (SCC); Andy Parris, clerk to the council and responsible finance officer (RFO).

1 Cllr NS welcomed everyone to the meeting. He explained that Cllr Di Warne was absent and therefore he would chair the meeting. Cllr NS drew everyone's attention to the comprehensive risk assessment that had been carried out to enable the council to have face to face meetings. The chair noted how each councillor had been working diligently on behalf of the parish during the 'lock-down' period.

It was resolved to end the period of temporary delegation of decision making. The clerk was thanked for the additional work he had undertaken during the last 3 months. Councillors agreed that the effectiveness of the surgery meetings ensured that a democratic process was maintained during this period.

2 Apologies for absence: Received from Cllrs A Brockhurst (personal), T Lindsay (health), T Orchard (personal) and D Warne (health). All were accepted. The clerk confirmed that the meeting was quorate. Lavinia Hadingham, Mid Suffolk district councillor, had informed the clerk that she would not be attending.

3 Members' declarations of interest. There were none.

4 Minutes of the previous meetings

1 It was resolved that, with one minor correction, the minutes of the full council meeting on 04/05/21 are correct.

2 Actions and progress since the last meeting not covered in reports

I The plan to plant some cherry trees was discussed. It was agreed that discussions with MSDC would continue.

GD and RT to bring a full plan to the council in September.

II **NV to bring information on a litter picking campaign to the next meeting.**

5 To consider applications for co-option to the council. Mrs Susan Moore had applied for co-option to the council. The clerk confirmed that the eligibility form had been completed and dated 17/08/21. SM made a statement in support of her application and was then questioned about her previous experience.

A motion to exclude the public from the meeting was passed. This was done under the Public Bodies (Admission to meetings) Act 1960, section 2, so that confidential matters could be discussed including the co-option application.

The meeting was re-opened to the public. SM was invited to join the council. She signed the acceptance of office form and took her seat alongside other councillors.

6 The public forum No one wanted to take advantage of the opportunity to speak to the council.

7 Report from Peter Gould, Suffolk county councillor. PG had previously circulated the July report on the work of the council. This was produced by the county Conservative Party for all Conservative county councillors. [Placed on parish council's website]

The meeting was Cllr PG's first face to face meeting in Fressingfield since his election in May. He briefly summarised how he got to be a county councillor and emphasised his belief that the role of a councillor is to represent his constituents rather than explain to them what county council policy is. He recognises that roads and transport are important issues currently. He informed the meeting that the new contract for highways maintenance was being negotiated and that a survey on HGV routes will be circulated to parish councils soon. He will be attending parish council meetings regularly. He would rather hear about issues before a meeting so he can report back on them.

When possible, the week before a full council meeting councillors to send to the clerk any queries and questions for county and district councillors

The chair emphasised that the parish council was concerned with improving communication with Suffolk Highways, and the effect poor road maintenance can have on parishioners' mental health.

8 Finance

- 1 Cllr NL confirmed that the payment and receipt vouchers had been scrutinised and were accurately recorded on the summary sheet. This sheet had been previously circulated to all councillors.
- 2 The council agreed to make the payments listed on the summary sheet.
Cllrs NS and PE to authorise these online payments
- 3 The July reconciliation statement was presented to councillors prior to the meeting. [attached]. Cllr PE confirmed that the balances shown on the reconciliation statement match those on the bank statements for 31/07/21. The council accepted this reconciliation statement.
- 4 The RFO's report had been previously circulated. There were no comments about the report. In addition, the RFO informed the meeting that:
 - I The changes to the council's finance regulation, first discussed at the council meeting on 16/03/21, had been fully discussed at the finance surgery meeting on 13/07/21. Changes have been made to the regulations based on these discussions.
 - II As was discussed at the finance surgery meeting, the finance committee terms of reference have also been changed to match the changes in the finance regulations
 - III Also following a discussion at the finance surgery meeting, additional computer back-up for council records has been put in place. This means that all elements on the financial risk assessment are now judged to be low.
 - IV Staff performance review policy has been re-written to reflect the fact that the chairs of the council and the finance committee conduct the clerk/RFO's review.
- 5 The council agreed to a new list of cemetery charges. [attached] The council decided that the next review, in August 2022, would look forward 2 or 3 years.
New charges to be publicised on websites

9 To receive reports from:

- 1 Speeding group. The council was informed that the local police community engagement officer has advised that a meeting with Suffolk Highways Authority could lead to improved signage on Harleston Hill and Cratfield Road.
Cllr TO to organise a meeting with SHA to discuss signage around the village
It was agreed to discuss the impact of speed indicator devices at the next meeting.
Cllr TO to circulate options and costs before the meeting

- 2 The clerk. The clerk's report was previously circulated. This included information about recent planning applications. On request, the clerk had investigated statements on a recent flyer from SAFE, posted to each home. These concerned the school and medical centre. The clerk confirmed that the school is not at its capacity. Also, the medical centre would be able to manage an increase in numbers due to new housing in the village. This is contrary to what is claimed on the SAFE leaflet. **Clerk to raise these inaccuracies with SAFE**

It was agreed to post a flyer to everyone in the village with information about the roadworks in New Street.

Clerk to produce the flyer. Clerk and Cllrs NS, NL and SM to distribute them.

The council reviewed part of the risk assessment for Sancroft Hall meetings. As a result, the council decided to reduce the distance between people from 2 metres to 1 metre.

- 10 The council discussed the success of having a stall at the community produce markets. It was decided to continue with this at any future produce market, and monthly at the coffee morning held in Sancroft Hall on Tuesday mornings.
Cllr NS to arrange. Other councillors to join in.

- 11 Matters brought by the chair or councillors

For inclusion on a future agenda

- I BT attending a surgery to help solve computer network problems
- II The parish emergency plan
- III The Queen's platinum jubilee celebrations for 2022.

- 12 It was agreed that the dates of the next meetings will be:

- I Planning committee (if needed) Tuesday 7 September at 7.30pm
- II Full council Tuesday 28 September at 7.30pm

The meeting closed at 9.25 pm.

Signed:

Chairman

Date

| Date of council meeting | Full council meeting on 17/08/21 | | |
|--|--|------------|---|
| Current account and savings account statements | | issued on | 31/07/2021 |
| Current Account | balance cf on statement no. | 79 | £28,645.57 |
| <u>Previously agreed payments not yet on statement</u> | | | |
| BACS M Hammond | Cemetery maintenance extras | £320.00 | |
| BACS SALC | Internal audit | £292.80 | |
| SO Staff | salary | £661.40 | |
| | | | £1,274.20 |
| <u>New payments to be authorised</u> | | | |
| SO Pearce and Kemp | Street lights maintenance | £29.64 | |
| SO Staff | salary | £170.40 | |
| SO Staff | salary | £661.40 | |
| BACS T Livingstone | Website costs for Fressingfield Community Fund | £233.63 | |
| BACS Fressingfield PCC | Hire of Sancroft Hall | £175.00 | |
| Bacs T Lindsay | PC banners | £73.54 | |
| | | | £1,343.61 |
| <u>Receipts since statement no. 079</u> | | | |
| receipts since the statement | MSDC cleansing grant | £521.24 | |
| | | | £521.24 |
| Total | | | £26,549.00 |
| Instant Access Account | balance cf on statement no. | 72 | £27,684.83 |
| No activity in the account since this statement | | | |
| | | | £27,684.83 |
| | | | £54,233.83 |
| <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 |
| | | | <u>£29,147</u> |
| | | | £25,086.71 |
| | | | balance available in June reconciliation £26,371.27 |
| | | | balance available at start of financial year £19,723.20 |