

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 20 December 2022 at 7.30pm

Present Parish councillors Stuart Balmer, Hillary Day, Garry Deeks, Tom Lindsay, Nigel Lucker, Trevor Orchard, Nick Stolls, Rachael Troughton and Di Warne.

Also in attendance 4 members of the public and Cllr Lavinia Hadingham, Babergh and Mid Suffolk District Council (BMSDC)

- 1 Welcome: Cllr DW chaired the meeting and welcomed everyone. She informed the meeting that the clerk and responsible financial officer (RFO) would not be attending the meeting.
- 2 Apologies for absence: There were none.
- 3 Members' declarations of interest: Cllr NS informed the meeting that he was involved with the redevelopment of the Old Stables. Although this wasn't on the agenda, as Chair of the finance committee he felt it important that his connection with this significant development should be formally recorded.
- 4 Notification of lobbying: All councillors had received emails about finance and the setting of the precept.
- 5 Minutes of the previous meetings:
 - 1 It was resolved that the minutes of the
 - a full council meeting on 22/10/2022 are correct
 - b planning committee meeting on 01/11/2022 are correct
 - c planning committee meeting on 06/12/2022 are correct

Clerk to arrange for minutes to be put on the website
 - 2 Actions and progress since the last meeting not covered in reports:

Several councillors and the clerk had attended a briefing on the community infrastructure levy (CIL). Councillors now have a clearer view of how the district CIL and local CIL are connected. Early communication with BMSDC will help the parish council make best use of the substantial sums from CIL. The Chair explained how, by including CIL money, the Parish Infrastructure Investment Plan (formerly the Parish Improvement Plan) will give a clearer description of how plans will be funded and how they relate to any additional CIL money from the district council.

Cllr NS will update the parish council's document on CIL
- 6 The public forum: Questions were raised about the condition of the roadway and asking for clarification on who has the responsibility for any repairs that may be needed. [It was later explained that Fressingfield Playing Field Management Committee (FPMC) has this responsibility.] Information was also sought on two matters relating to the council's budget revision and draft budget for 2023-2024. A second parishioner asked about the £50,000 of funding being sought to pay for revamping the children's play area. Also, whether any strings were attached to the £20,000 that had already been obtained from BMSDC. The chair of FPMC explained that grants need to be spent by the end of the financial year. DW explained that the FPMC not the parish council was responsible for this project.

Andrew Vessey is the village recorder. He gave a summary of what he does in this role. An annual resumé of his observations is sent to the county archives office. [This report could be presented to parishioners at the annual parish meeting.]
- 7 Report from Cllr Hadingham (BMSDC): This report was previously circulated and is available on the parish council's webpages.

Date of the meeting:20/12/22

8 Finance:

- 1 Cllrs HD and SB confirmed that the payment and receipt 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.
Online authorisation of these payments to be completed after the meeting by Cllrs NS and TL
- 3 The December reconciliation statement was circulated to councillors prior to the meeting. Cllrs RT and DW confirmed that the balances shown on the reconciliation statement match those on the bank statements for 30/11/2022
- 4 The council accepted the reconciliation statement for December.
RFO to attach the reconciliation statement to minutes
- 5 Report from the Chair of the Finance Committee The last finance committee meeting focused on expenditure and income on individual lines of the budget as well as looking at the budget forecast and plans. The strategic aspect of the work means the committee is able to present a draft budget for 2023-24. This two-fold approach of budget monitoring and planning is what the full council requires from the committee. Cllr NS explained in detail how the revision of the budget plan incorporates those changes that the council has agreed since April and also will meet the council's needs for the next three months. The revision includes an increase by the rate of inflation to donations for organisations based outside the parish but which serve the parish. e.g. East Anglian Air Ambulance.

The council agreed

- a. to add an inflation factor to these donations each year
- b. to make grant payments of £10,000 to PFMC (using money from CIL), £600 to the Sports and Social Club. The grant to PFMC will depend on the progress of the project. It was agreed to meet with the committee on 3 January to discuss this.
- c. The council agreed to use CIL funds to cover the costs of transferring and then maintaining the parish website.

The council decided to explore the ways by which parishioners will be involved in decisions about how CIL money will be spent.

The council agreed to accept the budget revision, in principle, and to confirm it after a few details had been explained fully by the RFO.

RFO to clarify items on the budget revision.

Cllr NS was thanked for his thorough analysis and accuracy of the budgeting process

9 Reports from:

- 1 The Chair. The report was circulated earlier.
- 2 Cllr TO reviewed the current position regarding improving road signs around the parish. The parish has been awarded a grant of £4,000 from County Councillor Peter Gould's locality budget. This means the funds are available for the project for new or improved road signs on Stradbroke Road, around the entrance to School Lane, on Harleston Hill, near the junction of Buckingham Hill and Gulls Green Lane, and on New Street. The parish council decided to push ahead with this project up to a maximum of £10,000. DW thanked TO for his work on this matter. **TO to obtain a quotation from Suffolk County Council.**

T.O. also reported that a speed indicator devices (SIDs) have a significant effect on the speed of traffic coming into the village. On Cratfield Road, over a two-week period, the average speed with the SID turned on was 28mph. However, with the SID turned off it was 34mph. Figures for the effectiveness in other parts of the village will be presented to the council early next year.

TO and TL to collect and collate the data from the SIDs.

- 3 The clerk. The report was circulated earlier.

Clerk to obtain the price of a grit bin for the bottom of Church Street.

10 Parish Improvement Plan: A draft summary sheet has been attached to the Parish Improvement Plan. It has also been re-named as the Parish Infrastructure and Investment Plan (PIIP). This name links in with terms used by BMSDC when discussing the use of CIL funds. The plan gives more details of each project and how much progress has been made by using a colour coding. There are large amounts of CIL funds due to the parish in the near future. Councillors discussed the importance of community involvement in laying future plans. The council briefly discussed how the review of the neighbourhood development plan could be linked into this consultation.

11 Matters brought by the chair or councillors: It was agreed that the next meeting will be on Tuesday 3 January 2023 beginning at 7pm. This is earlier than usual so that business can be dealt with, before a private meeting is held with members of Fressingfield Playing Field Management Committee. This is scheduled for 8pm.

Clerk to confirm details with PFMC

12 Confidential Item: Under the Public Bodies (Admissions to meetings) Act 1960

- 1 The council agreed to close the meeting to the public.
- 2 Confidential staff items were discussed.

This item is minuted separately.

The meeting closed at 9.35pm.

Signed:

Chair

Date

Dates of next meetings

- 1 Hybrid council meeting

Tuesday 3 January 2023 at 7pm