



Fressingfield Parish Council

<http://fressingfield.suffolk.cloud/parish-council>

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 21 February 2023 at 7.30pm

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

Also in attendance Cllr Lavinia Hadingham, Babergh and Mid Suffolk District Council (BMSDC) and Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 Cllr DW chaired the meeting and welcomed everyone.
- 2 Apologies for absence There were none from parish councillors. County Councillor Peter Gould's long-term absence was discussed.
- 3 Members' declarations of interest Cllrs DG and NS declared an interest in item 8.6, a grant application from Fressingfield Community Gardeners.
- 4 Notification by councillors 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 the
 - a hybrid meeting on 03/01/2023 are correct
 - b planning committee meeting on 07/02/2023 are correct
 - c finance committee meeting on 09/02/2023 are correct
 - 2 Actions and progress since the last meeting not covered in reports
 - a Cllrs HD and NL reported how a small group has been able to plan a variety of activities and events to celebrate the coronation of King Charles III. (Weekend of May 5 -7). [Follow [this link](#) for more details.] These will be widely publicised around the parish. The council agreed in principle to support the celebrations with a grant of up to £750. **Cllr HD will arrange the method of making payments with the clerk.**
The council also agreed in principle to buy a new marquee (6m x 12m), up to a cost of £1685.
The council will confirm this level of commitment, on both items, at its next meeting. Clerk to reserve a marquee with supplier.
How to manage the use of the marquee will be discussed with Fressingfield Playing Field Management Committee.
 - b Information from the speed indicator devices (SIDs). After a presentation to clarify how the figures were collected, and a brief explanation of what the figures indicate, councillors agreed to review the figures more fully before any decision is made on future actions. **Cllr TL to make the figures available to the council.**
 - c Playing Field Management Committee Report. Cllr GD is a trustee on this committee. He reported to the council about progress on the development of the children's play area, plans to repair the roadway to the playing field and coronation celebrations. This report will be placed on the council's webpages.
- 6 The public forum No members of the public were present.
- 7 Report from Cllr Hadingham (BMSDC). This report is available [here](#) on the parish council's website.

8 Finance

- 1 Cllrs HD and SB 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.
Online authorisation to be completed by Cllrs NS and TL
- 3 The January reconciliation statement was circulated to councillors prior to the meeting. Cllrs NL and GD confirmed that the balances shown on the reconciliation statement match those on the bank statements for 31/01/2023
- 4 The council accepted the reconciliation statement for January. The council agreed to transfer £5,700 from the investment account to the current account.
- 5 The Finance Committee Report. The statement and review of the council's internal controls had previously been made available to the council. The document describes the council's continuous approach to ensuring that its business is conducted in accordance with the law and proper standards. It explains how public money is safeguarded and properly accounted for, and is used economically, efficiently and effectively. Cllr NS explained the procedures for reviewing these internal controls. He thanked Cllr RT for her role in this. The council agreed to adopt the statement and review as a true description of its procedures.

The council acknowledged that the risk assessments and assets register had been reviewed by the finance committee.

On the recommendation of the finance committee, the council agreed to ask the Suffolk Association of Local Councils to provide an internal auditor for 2022-23.

On the recommendation of the finance committee, the council decided to adopt changes to the financial regulations. (Paragraphs 4.2 and 6.18)

On the recommendation of the finance committee, the council decided to adopt changes to the grants and donations policy. (Introduction and paras 6, 8 and 9)

6. A grant application. Cllrs NS and GD withdrew from this item. The council decided to make a grant of £700 to Fressingfield Community Gardeners for publicity for the Open Gardens weekend in June. [More details about the weekend can be found [here](#) on the parish website.]

9 Reports from

- 1 The Chair: Cllr DW reported on a liaison meeting with officers from BMSDC and a meeting at Wakelyns. Her report is available [here](#) on the parish council's pages of the parish website
- 2 The clerk: The clerk's report includes information about fly-tipping, a new dog waste bin and the annual parish meeting. The report is available [here](#) on the parish council's pages of the parish website

- 10 The council discussed details for the parish council election on Thursday 4 May including the nomination procedures. A summary of the election procedures is available [here](#) on the parish council's pages of the parish website, or from the clerk.

The meeting closed at 9.40pm.

Signed:

Chair

Date

Current Account

	Closing balance on statement no 103 (31 January)	£4,584.10
<u>Payments and receipts for approval</u>		
<u>Payment for ...</u>	<u>Period covered by payment</u>	<u>Amount</u>
Street lights maintenance	February	29.64
Staffing costs	February	1,119.00
Bench on Cratfield Rd	N/A	915.55
Monthly charge for multipay card	January	377.20
Street lights maintenance	March	29.64
Staffing costs	March	989.80
PAYE and NI	Q4 2023	802.70
		<u>4,263.53</u>
<u>Receipts from ...</u>		
None		
		<u>0.00</u>
		<u>£320.57</u>

Instant Access Account

	Closing balance on statement no 90 (31 January)	£66,051.09
<u>Payments</u>		
internal transfer	January	5,700.00
		<u>5,700.00</u>
<u>New receipts to acknowledge</u>		
None		
		<u>0.00</u>
		<u>£60,351.09</u>

Total in both accounts	<u>£60,671.66</u>
------------------------	-------------------

Ringfenced reserves

Neighbourhood Watch	280.00	
Playground	1,600.00	
Fressingfield Community Fund	2,417.12	
Fressingfield Good Neighbours Scheme	850.00	
CIL	2,486.00	
Playarea	10,000.00	
		<u>£17,633.12</u>
Contingencies		
Emergency	15,000.00	
Assets (capital)	7,000.00	
In-year	950.00	
		<u>£22,950.00</u>

Total ringfenced	<u>£40,583.12</u>
------------------	-------------------

Balance of available funds on 31 January:	<u>£20,088.54</u>
--	-------------------

balance available at December reconciliation	£35,814.65
balance available at September reconciliation	£40,446.14
balance available at June reconciliation	£29,375.62
balance available at May reconciliation	£30,292.78
balance available at start of financial year	£12,973.27

Recommended transfer from instant access account to current account to maintain current account balance	£5,700
---	---------------