

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 19 July 2022 at 7.30pm

Present Parish councillors Garry Deeks, Philip Eastgate, Tom Lindsay, Nigel Lucker, Trevor Orchard, Nick Stolls, Rachael Troughton and Di Warne.

Also in attendance 4 members of the public and Andy Parris, clerk to the council and responsible financial officer (RFO).

- 1 Cllr DW chaired the meeting and welcomed everyone.
- 2 Apologies for absence District Councillor Lavinia Hadingham and County Councillor Peter Gould were unable to attend.
- 3 Members' declarations of interest There were none.
- 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 full council meeting on 17/05/2022 are correct
    - b finance committee meeting on 14/07/2022 are correct
  - 2 Actions and progress since the last meeting not covered in reports

The Queen's platinum jubilee celebrations. The council agreed that the celebrations were a great event – varied, relaxed and enjoyed by many people in the parish and visitors. The photographer of the Diss Express said of the many he had attended, Fressingfield's was the best! The council congratulated the organising committee for its wonderful job.
- 6 Mrs Hilary Day was co-opted onto the council. She signed her acceptance form and joined the council there and then.
- 7 The public forum The problems caused by large vehicles using narrow by-roads was raised by two parishioners. These were illustrated with photos of farm vehicles having to drive on verges and damaging hedges as their width was too wide for the road.
- 8 Problems caused around the parish by large vehicles using narrow roads, especially at harvest time were discussed. Councillors noted that this was impossible to avoid in some areas of the parish as there was no alternative and economic route for vehicles to take. However, it was agreed to involve County Councillor Gould in discussions with Suffolk Highways Authority (SHA) about the problems of Wood Lane. The way by which roads can be designated a quiet lane would be clarified. The clerk confirmed that SHA had agreed to put 'unsuitable for HGV vehicle' signs at either end of Church Street for the duration of the work on Harleston Road. **Clerk to request PG's involvement with traffic problems.**
- 9 The council had a presentation on the development of the old stable block adjacent to Sancroft Hall. These included details of the public consultation, some initial ideas that have come from that, and a proposed timetable for the next 12 months.
- 10 Reports from
  - 1 Cllr Hadingham (BMSDC) provided a written report.
  - 2 Cllr Gould (SCC) a written report was sent after the meeting.

## 11 Finance

- 1 Once the RFO had explained a particular payment on the list, Cllrs DW and NL were able to confirm 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 of these payments was completed after the meeting by Cllrs TL and NS.]
- 3 The June reconciliation statement was circulated to councillors prior to the meeting. It was accepted, subject to Cllrs NL and PE confirming that the balances shown on the reconciliation statement match those on the bank statements on 31 May. [Cllrs NL and PE confirmed the balances were correct on 21/07/22.]
- 4 Cllr NS presented a report from the finance committee meeting of 14/07/22. [Minutes of the meeting are on the website.] He gave details of the internal audit to the council. It was agreed to amend the current practices in accordance with advice in the report. e.g. posting details of larger value purchases on the website and adopting new email addresses with the .gov.uk suffix. The finance committee wished to record its thanks to the clerk/RFO for his diligence and the work put into the council's finances during the past year which was reflected in a very positive report from the internal auditor. The full council agreed with this statement. **Clerk to arrange new email addresses.** The council agreed to make changes to the Finance Regulations, section 11.1 paragraph h. Limits are increased from £300 to £1,000 and from £3,000 to £5,000. The council agreed to adopt the regulations with these changes. [The amended regulations are on the council website.]  
There was an extensive discussion about which groups were entitled to receive a parish council grant.  
It was agreed that the council should meet with members of Fressingfield Playing Field Management Committee to clarify the relationship between it and the parish council, and to discuss a recent grant application. **Matthew Newman and DW to arrange.**  
The staff management policy was reviewed. It was decided it needed no changes. The next review will be in July 2024.  
The committee recommended that the cemetery charges be increased to bring them in line with local councils. The council decided that these changes will be introduced in January 2023.

## 12 Reports from

- 1 The Chair: The Chair's reports are posted on the council website.
- 2 The clerk: The clerk's report is posted on the council website. The clerk is in regular contact with the on-site manager of the roadworks to discuss any specific issues relating from the road closure. **Latest information about the roadworks will be posted on Nextdoor Fressingfield.**  
The council was given details of the fire and road closure on Laxfield Road. The council noted the problems to do with school transport to Sir Thomas Mills, Framlingham. Resolving these problems is matter for the school, parents and Suffolk school transport department.

The council decided against responding formally to a consultation about a new maths school in Cambridge.

Following a discussion, the council acknowledged that handling problems associated with a derelict shed on the playing field is the responsibility of the playing field management committee (PFMC). **Clerk to confirm with PFMC**

It was agreed that a working party would cut back the hedge on the field in the autumn. The scouts could be involved in such a community project. **Clerk to consult with scouts.**

The council agreed to buy a bench, made from recycled plastic, from Realise Futures. It will be placed opposite the old school. **Clerk to order bench**

Various cemetery related matters were discussed. It was agreed to price a fibreglass flagpole to replace the one stolen in June. It was agreed that 20 plus 5-foot oaks to be bought to replace losses in the centenary copse at the cemetery. Estimated cost £8 each. The ditch to the north of the cemetery needs clearing. **Clerk to obtain flagpole quotes. GD to replace oak trees. Clerk to discuss ditches with landowner.**

- 13 It was agreed to put the village improvement plan onto the agenda for full council on 18 October to allow time for more detailed discussion. Finance Committee to review budget plan for the village improvement plan at meeting on 13 October.
- 14 The council briefly discussed a summary of the new code of conduct. Each councillor will fill in a new form for the new category of other declarable interests. These details will be added to the councillors' existing declarations of interests. All councillors to complete an 'other declarable interests' form. Clerk to send the forms to BMSDC
- 15 Matters brought by the chair or councillors Money raised for the Queen's Jubilee Canopy will be used to support participation in the Suffolk Queen's Green Canopy Scheme. Cllr GD to coordinate.

The meeting closed at 10.30pm.

Signed:



Chair

Date

2/8/22

Dates of next meeting

Combined full council and planning

Tuesday 2 August at 7.30pm

Tuesday, 02 August 2022



**Current Account** balance bf statement no 93 (3 June) £5,005.48

Previously approved payments

Payment for ...	Period covered by payment	Amount
Caretaker salary	15/05 - 11/06	193.80
Clerk/RFO salary	June	704.20
Monthly charge for multipay card	June	16.14
Quarterly bank charges		18.00
		<u>932.14</u>

Receipts to acknowledge

	<u>0.00</u>
	<u>£932.14</u>
	<u>£4,073.34</u>

Balance on statement no. 94 (30 June) £4,073.34

**Instant Access Account** balance bf from statement no. 82 (31 May) £60,776.42

Previously approved payments

	<u>0.00</u>
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New receipts to acknowledge

Unity Trust Bank	interest	44.62
		<u>44.62</u>
		<u>44.62</u>
		<u>60,821.04</u>

Balance on statement no. 83 (30 June) £60,821.04

Total in both accounts on 30/06/22 £64,894.38

Ringfenced reserves

Neighbourhood Watch	280.00
Playground	1,600.00
Fressingfield Community Fund	2,417.12
Fressingfield Good Neighbours Scheme	850.00
CIL	6,371.64
	<u>£11,518.76</u>

Contingencies

Emergency	15,000.00
Assets (capital)	7,000.00
In-year	2,000.00
	<u>£24,000.00</u>

Total ringfenced £35,518.76

**Balance of available funds on 31 May:** £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 close to £6,000 = **£2,000**

2/8/22

Section 1: Introduction

Section 2: Methodology

Section 3: Results

Section 4: Discussion

Section 5: Conclusion