

Minutes of the Fressingfield Parish Council annual meeting held in Sancroft Hall, Fressingfield on Tuesday 17 May 2022 at 7.30pm

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

Also in attendance Andy Parris, clerk to the council and responsible financial officer (RFO). Cllr Peter Gould (Suffolk County Council) joined during the meeting.

- 1 The council elected Di Warne to the position of Chair of the council for the next 12 months. **DW to sign acceptance of office declaration.**
- 2 Cllr DW chaired the meeting and welcomed everyone.
- 3 Apologies for absence from Cllr T Orchard were received and accepted. District Cllr L Hadingham and County Cllr P Gould had given their apologies as they were attending the annual meeting at Weybread. [Cllr PG arrived later in the meeting.]
- 4 Members' declarations of interest There were none.
- 5 Notification by councillors of any lobbying related to an agenda item There were none.
- 6 Minutes of the previous meetings
 - 1 It was resolved that the minutes of the
 - a full council meeting on 05/04/22, including a confidential item, are correct
 - b annual parish meeting on 19/04/22 are correct
 - c finance committee meeting on 05/05/22 are correct
- 7 The public forum No members of the public were present
- 8 Reports from
 - 1 Cllr Hadingham (Babergh Mid Suffolk District Council). A report about recent actions in the district was forward by District Cllr LH to the parish council. [This is on the parish council's website]. The council noted that there was little information in the report relating to Fressingfield and the neighbouring parishes.
 - 2 Cllr Gould (Suffolk County Council) supplied the parish council with the report for the annual parish meeting. He will be available via Zoom if there are issues that need to be raised with him and would be best discussed face to face. He confirmed that he had contacted Suffolk Highways to help obtain firm prices for new road signs, as requested in January by parish councillor TO. Cllr PG has also been helping the council to get clarity on road closures planned for the summer. The parish council emphasised it was important to know the details as soon as possible. **Clerk and PG chase for more information about road closure**
- 9 Appointments
 - 1 Cllr NS was elected as vice-Chair of the council for the next 12 months. **NS to sign acceptance of office declaration.**
 - 2 Membership of the following committees and groups was decided:

finance committee	Cllrs GD, PE, TL and NS.
planning committee	the whole council
drainage working group	Cllrs GD and DW
speeding working group	Cllr TO, and Cllr NL and two members of the public as needed

roadway improvement group Cllrs GD, NS, RT and DW, and AP the clerk.
play area improvement group Cllrs NS and DW, and AP the clerk.

- 3 It was agreed that
 - a Cllr RT would review the council's internal controls
 - b Cllrs GD and DW will be the council's representatives for the playing field management committee (PFMC). There was a discussion about the need for greater communication and involvement between the parish council and the PFMC. **Clerk to contact PFMC**
 - c Cllr GD will continue as the tree warden.

10 Finance

- 1 The report from RFO was previously circulated to the council. It included an explanation of why changes would need to be made to the normal sequence of agreeing certain items of expenditure. This is a result of the new schedule for meetings – reducing the number of full council meetings will mean that known items of expenditure will need to be agreed one or two months in advance of their due dates. Councillors were given [a chart](#) showing how this will work through the year. The council agreed that a reconciliation statement for April and May would be circulated to the whole council in June for queries and formally discussed at the full council meeting in July. **RFO to circulate report in early June.**

It was agreed to replace the bench on Cratfield Road with a similar sized bench on the same site, that the bench will be made from recycled materials with a plaque commemorating the Queen's coronation and her platinum jubilee. It was agreed to order from a Suffolk company, if the price was right. Estimated cost is £1,200. **RFO to confirm selected bench and wording of plaque with DW before ordering.**

It was also agreed that a working party would repair the seating in the bus shelter. **GD to organise the working party.**

The pothole near the bus shelter will be reported to the county council. **Clerk to report damage to footpath.**

A portable flagpole has been bought for civic purposes.

- 2 Cllrs NL and GD confirmed that the payment and income vouchers had been scrutinised.
- 3 The council approved the payments and acknowledged the receipts as listed on the payment and receipt statement for April. **NS and TL to authorise payments**
- 4 Cllr NS briefly fed back on the finance committee meeting held on 5 May. Draft minutes of the meeting had already been circulated to the council. He confirmed that the committee had scrutinised the annual governance and accountability return (AGAR) section 2. The committee recommended that the council accepts and endorses this section of the AGAR. The council approved the AGAR section 2, and it was signed by the Chair (DW).
- 5 The council discussed the grants and donations scheme. This money is given under section 137 of the Local Government Act 1972. It was noted that the maximum that can be allocated under s137 is £8.82 per elector. For 2022-23 this would be £7,690 in Fressingfield. This year, the council allocated £3,600 for grants and £1,530 for donations. The council agreed to various amendments to the scheme. The amended scheme is on the council's website. **Clerk to advertise the scheme for grants.**

11 Reports from

- 1 The Chair: This report was previously circulated to the council. It includes reports on meetings of the drainage group, the children's play area group and the roadway group. These are all on the parish council's website. It was agreed to invite the architect involved in the discussions about the old stables to address the council in July. The council will continue with its 'stall' at the community produce market. **NS to organise stalls throughout the summer/autumn**
- 2 The clerk: This report was previously circulated to the council. Councillors discussed the proposed permanent closure of footpath 57 on the definitive footpath map. The council could see no reason why this footpath should not be removed from the map.
It was decided to contact an expert to give advice on the current condition of the village sign. **Clerk to arrange for inspection of the sign**

12 The following policies were reviewed, amended as necessary and then adopted: the new Local Government Organisation councillors' code of conduct, standing orders, a scheme of delegation and the co-option of councillors. All council policies can be read on [this page](#) of the council's website. It was decided that Cllr DW would prepare a summary of the new code of conduct, in particular the section concerning the declaration of interests. **DW to prepare summary of Code of Conduct**

13 Planning application DC/22/01706. Change of use of land to equestrian use and construction of a 20m x 40m manège. Willow Barn, Pixey Green, Fressingfield IP21 5SX. The parish council decided to advise the district council to approve this application.

14 Matters brought by the chair or councillors

- 1 for inclusion on a future agenda – the co-option of new councillors, emergency plan

15 Confidential item under the Public Bodies (Admission to Meetings) Act 1960

- 1 It was agreed to exclude the public for the second part of this item
- 2 Confidential item discussed

There being no further business, the meeting closed at 9.45pm.

Signed:

Chair

Date

Dates of next meetings

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| 1 | planning committee (if needed) | Tuesday | 7 June at 7.30pm |
| 2 | finance committee | Thursday | 14 July at 7.30pm |
| 3 | full council | Tuesday | 19 July at 7.30pm |