

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 18 October 2022 at 7.30pm

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

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

- 1 Cllr DW chaired the meeting and welcomed everyone. She thanked Cllr RT for chairing the meeting on 04/10/22 in the absence of Cllrs DW and NS.
- 2 Apologies for absence were received from Cllrs Eastgate and Lucker. The council voted to accept the reasons for absence.
- 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 hybrid meeting on 02/08/2022 are correct
 - b planning committee meeting on 06/09/2022 are correct
 - c planning committee meeting on 04/10/2022 are correct
- 6 The public forum There were no members of the public present at the meeting.
- 7 Reports from
 - 1 Cllr Hadingham Babergh Mid Suffolk District Council (BMSDC) This was available to the council before the meeting and can be read online.
 - 2 Cllr Gould Suffolk County Council (SCC) A report from Cllr PG was sent to councillors after the meeting and can be read online.
- 8 Finance
 - 1 Cllrs DW and TO 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. The RFO explained that the payment to HMRC had been made before the meeting to ensure the deadline for payment was met. The council discussed the new insurance policy that is effective from 01/10/22. This is a policy with a new insurer, arranged by Community Action Suffolk. The council noted that the investment account is now paying interest.
 - 2 The council agreed to make these payments and acknowledged the receipts. **Online authorisation of the payments to be completed by Cllrs TL and NS**
 - 3 The September reconciliation statement was circulated to councillors prior to the meeting. Cllr RT confirmed that the balances shown on the reconciliation statement match those on the bank statements for 30/09/2022
 - 4 The council accepted the reconciliation statement for September. This includes a decision to transfer £17,200 from the current account to the investment account.
 - 5 RFO report. This was circulated prior to the meeting. The council agreed to order a new flagpole and arrange for its installation as per the quotation from Harrison Flags. The council also decided to replace stolen garden tools and that the clerk would store them.

RFO to clarify why CIL payments for the new homes on School Lane are to be paid in four instalments of £7,114.75. The CIL guidance from BMSDC indicates it would be in two instalments.

- 9 To clarify the relationship between the parish council and the playing field management committee Different opinions were discussed about exactly what responsibility each of these groups has for the overall maintenance and development of the playing field. Cllr DW explained that the parish council is the custodian trustee of the playing field, and the management committee has the sole responsibility to manage the playing field. The councillors agreed that the meeting with the playing field management committee later in the month will clarify further who is responsible for what. Councillors agreed that a clear and positive relationship between the two will help maintain and improve social and leisure facilities in the parish. The RFO explained that the council can give financial support to projects and developments to provide recreational facilities for parishioners. **Clerk to confirm who owns the land and what exactly is the role of a custodian trustee.**
- 10 To prioritise repairs and improvements to road signs in the parish Cllr TO reported to the council that only slow progress has been made with SCC in costing improvements to road signs around the parish. The list includes new signs and road markings around the junction of School Lane and Stradbroke Road, village signs on Stradbroke Road, Harleston Road and Cratfield Road, correcting the dangerous bend sign near the junction of Gules Green Lane and Cratfield Road, and signs on Weybread Road warning drivers that they are approaching a 30mph speed limit. The council was informed that a newly appointed community engineer will make working with the different departments at SCC easier. Cllr TO will arrange a meeting with this engineer and county councillor Peter Gould. A grant for this work from Cllr PG will mean that the overall price will be reduced. **Cllr TO to arrange to meet the community engineer and Cllr PG.**
Cllr TO informed the council that he will arrange a meeting of the speed reduction working group soon. The council discussed the evidence of traffic speeds coming into the village from Weybread. This was taken from the speed indicator device (SID). The council agreed that the next stage will be to compare data of traffic speeds on this road and others coming into the village with the SID turned on and when the SID is turned off. **Cllr TO and TL to make these adjustments.**
- 11 Reports from
- 1 The Chair: The report was previously circulated to councillors. She highlighted that parish council contacts with Anglian Water seem to have ensured that the disruption caused by the latest road closure is kept to the minimum. It was agreed to buy identification lanyards for councillors attending the community produce markets.
 - 2 The clerk: The report was previously circulated to councillors. The clerk explained how it is unlikely that tree preservation orders will be applied in the future unless a tree is under threat. This means that TPOs will not be put on trees in case there might be an undefined threat in the future.
- 12 The council reviewed its Complaints Policy. It agreed to make a couple of minor typographical and linguistic changes, and to add a new section on how to manage repetitious enquiries.
- 13 Matters brought to the meeting for inclusion on a future agenda. The council agreed to discuss celebrations of the coronation of King Charles, at a future meeting. The council was informed that there will be a garden festival on 16 and 17 June 2023. More details to follow.

The meeting closed at 9.55pm.



Current Account Closing balance on statement no 98 (30 September) £17,098.03

Payments and receipts for approval not on BS 98

Payment for ...	Period covered by payment	Amount
Website training		85.00
Blackbin sacks		47.74
Repair to notice board in Church St		166.00
Timber to repair bus shelter		76.46
Street lights maintenance	October	29.64
Clerk/RFO salary	October	704.20
PAYE and NI	Q2	600.17
Annual insurance premium	01/10/22 - 30/09/23	697.98
		<u>2,407.19</u>
Receipts from ...		
MSDC	CIL School Lane	7,114.75
Royal Sun Alliance	Insurance claim flagpole + tools	1,361.97
		<u>8,476.72</u>
		<u>-£6,069.53</u>
		<u>£23,167.56</u>

Instant Access Account Closing balance on statement no 86 (30 September) £59,912.09

Previously approved payments

None

0.00

New receipts to acknowledge

None

0.00

0.00

59,912.09

Total in both accounts on 30/06/22 £83,079.65

Ringfenced reserves

Neighbourhood Watch	280.00	
Playground	1,600.00	
Fressingfield Community Fund	2,417.12	
Fressingfield Good Neighbours Scheme	850.00	
	13,486.39	
		<u>£18,633.51</u>
Contingencies		
Emergency	15,000.00	
Assets (capital)	7,000.00	
In-year	2,000.00	
		<u>£24,000.00</u>
		<u>Total ringfenced £42,633.51</u>

Balance of available funds on 31 May: £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 close to £6,000 = **-£17,200**

** ∴ transfer £17,200 from CA acc to IA acc !

