



Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 19 December 2023 at 7pm

Present Parish councillors Hilary Day, Garry Deeks, Tom Lindsay, Nick Stolls and Rachael Troughton.

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

- 1 Cllr Stolls chaired the meeting, welcomed everyone, and passed around mince pies!
- 2 Apologies for absence Apologies from Cllrs D Warne and S Balmer were accepted.
- 3 Members' declarations of interest There were none.
- 4 Any lobbying of councillors 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 council meeting on 05/12/2023 are correct
 - b finance committee meeting on 12/12/2023 are correct
 - 2 Actions and progress since the last meeting not covered in reports
 - a Councillors were informed how the Parish Infrastructure and Investment Plan had been updated
- 6 The public forum No members of the public were present.
- 7 A report from Cllr Hadingham (BMSDC) had been previously circulated. Parish councillors thanked LH for the report. Councillors have found that the new format helps them move quickly around the internet to find particular articles. LH informed the council that the district council's precept will not increase next year; that all the district council's reserves have now been spent; and that it will be increasing substantially [57%] the cost to parish councils for emptying waste bins.
- 8 Finance
 - 1 Cllr GD 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 of these payments to be completed after the meeting by Cllrs NS and TL.**
 - 3 The December's reconciliation statement was circulated to councillors prior to the meeting. Cllr HD confirmed that the balances shown on the reconciliation statement match those on the bank statements for 30/11/2023.
 - 4 The council accepted the reconciliation statement for November.
 - 5 Cllr NS gave a report on the finance committee meeting held on 12/12/2023. More information on the decisions taken are available in the minutes of the meeting.
Following a discussion about these minutes and the reasons behind the recommendations, the council decided to adopt the budget revision for 2023-24. The council discussed the effect the appointment of a new clerk and RFO, and the steady stream of neighbourhood community infrastructure levy (CIL) would have on 2024-25 budget and beyond. There was also a discussion about how best to use money set aside in the budget for grants and donations.

It was agreed to discuss at the next meeting 1) how to advertise to local groups the council's grants scheme; 2) which groups can benefit from council donations; and 3) how to survey parishioners on future projects that will make the most effective use of CIL funding.

The council agreed a budget for 2024-25. The council then agreed on a precept of £36,845 to support this budget. It will mean that the parish precept for a house in the band D tax group will rise by £3.97 for the year to £83.31.

9 Reports from

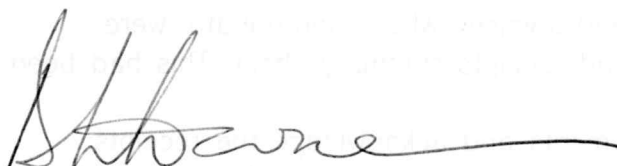
- 1 The Chair: This was previously circulated. The report is available by following [this link](#).
- 2 The clerk: This was previously circulated. The report is available by following [this link](#). [Cllr Hadingham had been in contact with MSDC Enforcement team, and a stop instruction on using Priory Road as an access route has been given to the developer of the housing estate being built. Constructors traffic is to use the New Street entrance which must be kept clear of mud. This is effective immediately, and residents should see the results as from 2nd January.] Clerk to contact MSDC enforcement to clarify if the developer will be instructed to make good on damage to Priory Road caused by lorries.

10 Cllr NS confirmed that the next meeting will be a hybrid meeting on Tuesday 16th January 2024 in Sancroft Hall beginning at 7pm.

11 Confidential matters

- 1 It was agreed, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, that the public be excluded from the meeting for the confidential business specified below.
- 2 Staffing matters – this is minuted on a separate sheet.

There being no other business, the meeting closed at 8.40pm

 chair

Item 11.2 B confidential
and filed separately.

Confidential



Fressingfield Parish Council - Reconciliation Statement

Current Account Closing balance statement no 115 (30 November) £9,419.96
 Payments and receipts for approval not on statement 114

Payment for	Period covered by payment	Amount
Maintenance - playing field	Nov 22-23	800.33
Maintenance - play area	Nov 22-23	571.2
Maintenance - cemetery	Nov 22-23	1004.09
Wreath for Remembrance Sunday		50
Two solar powered SIDs		724.2
Build new cemetery fence and gate		1947.4
Refund from Coop Funeral services		158
Street lights maintenance remuneration	December 26/11/2023 - 23/12/2023	28.64
remuneration	December	261.78
Pay card purchases	December	1,155.80
Income tax and employers NIC	Q3	56.04
Expenses inc Annual HWA	Q3	813.38
Managing the website	April - 30 November	331.00
Grit salt		764.05
Annual mapping subscription	Jan 24 - December 24	47.70
Annual donation	2023-24	80.00
Annual donation	2023-24	707.00
Annual donation	2023-24	140.00
Annual donation	2023-24	140.00
Annual donation	2023-24	603.00
Annual donation	2023-24	780.00
Grant for performance costumes		600.00
		<u>6,519.39</u>
Receipts:		
Internal trans		15,000.00
VAT rebate	Q1	220.41
VAT rebate	Q2	215.29
		<u>15,435.70</u>
		<u>£8,916.31</u>
		balance = <u>£18,336.27</u>

Instant Access Account Closing balance on statement no 100 (30 November) £89,844.99

New receipts to acknowledge
None

New payments for approval:
Internal transfer 15,000.00

balance = 74,844.99

Total in both accounts £93,181.26

Ringfenced reserves

Neighbourhood Watch	280.00
Playground	0.00
Fressingfield Community Fund	2,417.12
Fressingfield Good Neighbours Scheme	850.00
Neighbourhood CIL	26,503.00
	<u>£30,050.12</u>

Contingencies

Emergency	15,000.00
Assets (capital)	7,000.00
In-year	1,000.00
	<u>£23,000.00</u>
	<u>Total ringfenced £53,050.12</u>

Balance of available funds on 31/10/2023:

balance available at September reconciliation	£40,131.14
balance available at August reconciliation	£44,584.34
balance available at July reconciliation	£51,965.03
balance available at June reconciliation	£29,268.44
balance available at May reconciliation	£35,558.62
balance available at April reconciliation	£37,310.07

Recommended transfer from current account to instant access account to maximise interest and maintain current account balance close to £8,000 = **-£8,400**

Shorne