



Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 20 February 2024 at 7pm

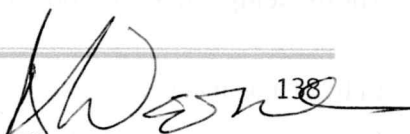
Present Parish councillors Stuart Balmer, Hilary Day, Garry Deeks, Tom Lindsay, Nick Stolls, Rachael Troughton and Di Warne

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

- 1 Cllr Warne chaired the meeting and welcomed everyone to the meeting.
- 2 Approval for absence All councillors were present.
- 3 Members' declarations of interest There were none.
- 4 Any lobbying of councillors related to an agenda item Cllr NS had received emails regarding the siting of a dog waste bin on Gules Green Lane which had been circulated to all councillors.
- 5 Minutes of the previous meetings
 - 1 It was resolved that the minutes of the
 - a hybrid council meeting on 16/01/2024 are correct
 - b planning committee meeting on 06/02/2024 are correct
 - c finance committee meeting on 14/02/2024 are correct
 - 2 Actions and progress since the last meeting not covered in reports
 - a Cllr GD gave a summary report on the Sustainability Saturday meeting in Sancroft Hall on 17/02/2024. A full report will be placed on the council's website shortly. Around 40 people attended. Contributions included things that can be done at home, in the parish and beyond (e.g. approaches to gardening, reviving the water butt scheme and what types of housing is needed in the parish) to help tackle problems relating to sustainability.
GD to collate reports from the meeting to be published on the website.
 - b The clerk explained that Suffolk Highways Authority has not given any information about changing posts for the speed indicator devices (SIDs) so that solar powered SIDs can be installed. **Clerk to chase this with SHA.**
- 6 The public forum Comments were made about the positive first steps that had been made in discussing the issue of sustainability during Saturday's meeting. (See 5.2 a) The residents also felt that a next step would be to make the purpose of any future meetings clearer, especially how the results of any discussions would help with the neighbourhood development plan (NDP) review.
The parish council was urged to keep speeding vehicles at the forefront of its interest and actions.
- 7 A report from Cllr Hadingham (BMSDC) had been previously circulated. Parish councillors thanked LH for the report. She was asked to find out more about the funding available to the parish council under a district council scheme (The Suffolk Climate Action Community Match Funder).
- 8 Finance
 - 1 Cllrs HD and 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.

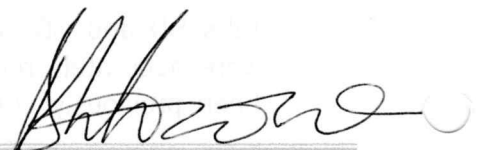
Date of the meeting: 20/02/2024

Clerk to the council: Andy Parris. clerk.fresspc@gmail.com 01379 586745


138
5/2/24

- 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 January reconciliation statement was circulated to councillors prior to the meeting. Cllrs SB and RT confirmed that the balances shown on the reconciliation statement match those on the bank statements for 31/01/2024.
 - 4 The council accepted the reconciliation statement for January.
 - 5 Cllr NS gave a report on the finance committee meeting held on 14/02/2024. The council learned of the details in the external audit report for 2022-23. This includes clear advice on how to record transfers between the council's bank accounts and how this should not be included on section 2 of the annual governance and accountability report. (AGAR). More information on the decisions taken are available in the minutes of the committee meeting. (Follow [this link](#) to read the minutes of the meeting.)
The council thanked the RFO for the work he has done during the year so that council's funds are responsibly managed. Councillors are confident that when they are either planning or taking action, they have the necessary level of funds. The council agreed that the statement of internal controls accurately describes its procedures. This statement includes just one change from last year relating to actions that can be taken by the Chair and Vice-Chair in an emergency, based on recommendations from the clerk. The council accepted that the amended asset log has been updated and is accurate.
 - 6 Cllr RT confirmed that she has completed a review of the system of internal controls. The council accepted her report.
 - 7 The RFO drew the council's attention to the fact that each month the reconciliation statement contains a list of ring-fenced items. This includes income from the community infrastructure levy (CIL). Each time an item or services are bought using CIL, the ring-fenced amount will be reduced.
- 9 Reports from
- 1 The Chair: This was previously circulated. The report is available by following [this link](#). The council discussed how best to advertise the annual parish meeting. This will be on Tuesday 16 April, 7pm in the Baptist Chapel on School Lane.
TL, HD and the clerk to publicise.
 - 2 The clerk: This was previously circulated. The report is available by following [this link](#). **NS to investigate possible solutions to complaints about the bin for Gules Green Lane**
- 10 The council agreed to make the following changes to its meetings in April: Finance Committee meeting moved from Tuesday 9th April to Thursday 18th April at 2pm and a full council meeting to be held on Thursday 25th April at 7pm.
Clerk to publicise the changes.
- 11 Grant application. Councillors discussed an application for a grant from Fressingfield Playing Field Management Committee. Some paperwork was incomplete. The committee asked for the missing documents before it makes a final decision. This will be done on Tuesday 5th March.

There being no other business, the meeting closed at 8.55pm



Fressingfield Parish Council - Reconciliation Statement

Current Account Closing balance statement no 119 (31 January) £11,415.59
 Known payments and receipts not on statement 119

Payments			
Recipient	Payment for ...	Period covered	Amount
Pearce and Kemp	Street lights maintenance	February	29.64
Information Commissioner's Office	Registration	upto Feb 2025	35
Cathy Tooley	remuneration	21/01/24 - 17/02/24	235.18
A Parris	remuneration	February	846.80
Lloyds Bank (inc Adobe)	Pay card purchases	February	0
Glasdon	Grit bin and shovel	0	188.83

£1,335.45

Receipts			
Payer	Particulars of receipt	Period covered	Amount
HMRC	reclaimed vat	Q3	1,452.81
BMSDC	Cleansing allowance	Q2	609.57
BMSDC	Cleansing allowance	Q3	609.57

£1,336.50

balance = £12,752.09

Instant Access Account Closing balance on statement no 102 (31 January) £70,828.80

New receipts to acknowledge		
None		0.00
New payments for approval		
None		0.00

balance = £70,828.80

Total in both accounts £83,580.89

Ringfenced reserves		
Neighbourhood Watch	280.00	
Playground	0.00	
Fressingfield Community Fund	2,417.12	
Fressingfield Good Neighbours Scheme	850.00	
Neighbourhood CL	19,704.47	
		<u>£23,251.59</u>
Contingencies		
Emergency	17,000.00	
Assets (capital)	0.00	
In-year	1,000.00	
		<u>£18,000.00</u>
		<u>Total ringfenced £41,251.59</u>

Balance of available funds: £42,329.30

balance available at December reconciliation	£39,539.99
balance available at November reconciliation	£46,929.67
balance available at September reconciliation	£44,584.34
balance available at August reconciliation	£51,965.03
balance available at July reconciliation	£29,268.44
balance available at June reconciliation	£35,558.82
balance available at May reconciliation	£37,310.07
balance available at April reconciliation	£37,310.07

Recommended transfer from instant access account to current account to maximise interest and maintain current account balance close to £10,000 = -£2,800

[Handwritten Signature]

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