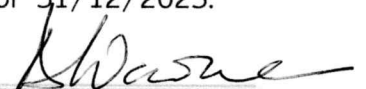


Minutes of a hybrid meeting of Fressingfield Parish Council held in Sancroft Hall, Fressingfield on Tuesday 16 January 2024 at 7pm.

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

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

- 1 Welcome Cllr DW chaired the meeting and welcomed everyone.
- 2 Apologies Cllr N Stolls gave his apologies for being absent from the meeting. These were accepted.
- 3 Declarations of interest Cllr RT declared an interest in item 07.1 on the agenda. Cllr SB declared an interest in item 07.2 on the agenda. It was agreed that they would not vote on these items.
- 4 Lobbying Councillors had not received any lobbying connected to an agenda item.
- 5 Minutes of the previous meetings
 - 1 It was resolved that the minutes of the full council meeting held on 19/12/2023 are correct
 - 2 Actions and progress since the last meeting not covered in reports. Cllr GD informed the meeting that the Sustainability Saturday, originally planned for January 20th has been postponed to Saturday 17th February.
- 6 The public forum No members of the public were present
- 7 Planning Applications
 - 1 DC/23/05646 The variation of Condition 2 (approved plans & documents) to vary the external appearance of plots 10, 11 & 12 on development SW of School Lane. The council decided to recommend approval of this application.
 - 2 DC/23/05676 Replacement render, fenestration and internal alterations at Tithe Barn, Laxfield Rd, Fressingfield IP21 5PY. The council decided to recommend approval of this application.
 - 3 DC/23/05873 Tree works in conservation area - Fairwood House, Church Farm Green, Fressingfield, IP21 5ST. The council decided to recommend approval of this application.
 - 4 DC/23/05400 Installation of trickle vents to existing double-glazed units, exterior insulation and cladding to the rear elevation, demolition of flat roofed UPVC porch/utility room and construction of rear extension. - Seaton Church Street Fressingfield IP21 5QB. The council decided to recommend approval of this application.
- 8 Finance
 - 1 Cllrs SB and RT 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 to be completed by Cllrs TL and NS.**
 - 3 The January reconciliation statement was circulated to councillors prior to the meeting. Cllrs DW and GD confirmed that the balances shown on the reconciliation statement match those on the bank statements for 31/12/2023.



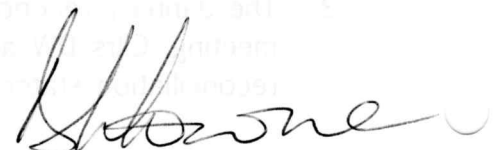
- 4 The council accepted the reconciliation statement for December. This includes the transfer of £3,800 from the current account to the investment account.
- 5 RFO report. This had been previously circulated and can be read by following [this link](#). The council agreed that in future it will pay the website manager for two hours a week, on a quarterly basis. However, the next payment will be for four months.

The council discussed how best to advertise its scheme for providing grants to parish groups. In addition to existing information on the website, information will be placed in Six Sense.

The council discussed how to use donations to support organisations inside and outside the parish. It decided that in the next financial year, three non-ecclesiastical charities based in the parish would be added to the list of recipients. They are 1st Fressingfield Scouts, Fressingfield Playing Field Management Committee and The Fressingfield Shed. The donations would be to help the groups continue with their activities in the community. The regional charities which receive regular donations from the parish are East Anglian Air Ambulance, Borderhoppa, Community Advice Bureau, East Anglia Children's Hospices and Waveney Foodbank. **RFO to prepare revised 2024-25 budget plan for February meeting.**

- 9 Report from the clerk This had been previously circulated and can be read by following [this link](#). The new page on the parish website makes it easier for anyone to report concerns or problems to either the district or county council. Follow [this link](#) to see how to report fly tipping, street light or road problems, flooding etc. Councillors agreed that advertising the annual parish meeting will begin in February. **SB to confirm venue. Clerk to contact parish groups. TL to prepare advertising materials.** Part of that meeting will include a request to residents to suggest how best to use the community infrastructure levy (CIL) that the council holds. The parish benefits from this levy to the tune of 10s of thousands of pounds. It is the result of house building on School Lane and New Street. The council had been invited to nominate someone to join the committee of Fressingfield Sports and Social Club. The council has decided that having official membership on the committees of independent parish groups is inappropriate and impractical. The exception to this is Fressingfield Playing Field Management Committee. **Clerk to inform the sports and social club secretary.**
- 10 Review of the Neighbourhood Development Plan The council decided to contact the specialist involved in helping draw up the neighbourhood development plan (NDP), to help review the plan. This review will need to be conducted over the next 18 months. It will reflect changes in the parish in the last five years, plus any changes in aspirations for the parish. **Clerk to arrange a meeting with Andrea Long, NDP specialist.**
- 11 Next meetings It was confirmed that the next council meetings will be on 06/02/24 (planning meeting), 14/02/24 (finance meeting) and 20/02/24 (full council). The annual parish meeting will be on Tuesday 16th April.

There being no further business, the meeting closed at 9pm.



20/2/24.

Fressingfield Parish Council - Reconciliation Statement

Current Account	Closing balance	statement no 118	(31 December)	£12,929.26
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Known payments and receipts not on statement 114

Payments			
Recipient	Payment for....	Period covered	Amount
Staff	remuneration	Nov 23- Dec23	261.78
Staff	remuneration	December	1155.8
HMRC	PAYE + NI	Q3	813.38
Staff	expenses	Q3	331.00
Staff	website		764.05
Parish Online	Annual mapping subscription	Jan 24 - December 24	90.00
Air Ambulance	Annual donation	2023-24	707.00
Borderhoppa	Annual donation	2023-24	140.00
Citizens Advice	Annual donation	2023-24	140.00
EACH	Annual donation	2023-24	603.00
Waveney Foodbank	Annual donation	2023-24	780.00
Fressingfield Players	Grant for performance costumes		600.00
Pearce and Kemp	Street lights maintenance	January	29.64
Staff	remuneration	24/12/23 - 20/01/24	235.38
Staff	remuneration	January	846.60
Lloyds Bank	Pay card purchases	January	68.85
			£7,566.48
Receipts			
FPC IA account	maximise interest		8,400.00
			8,400.00
			£833.52
			balance = £13,762.78

Instant Access Account	Closing balance on	statement no 101	(31 December)	£75,428.80
New receipts to acknowledge				
None				
			0.00	
New payments for approval				
internal transfer			8,400.00	
			-8,400.00	
			balance =	£67,028.80

Total in both accounts **£80,791.58**

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

Balance of available funds: **£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 = **-£3,800**

D. Shawne

20/2/24