



Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 18 July 2023 at 7pm

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

Also in attendance 4 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 DW chaired the meeting and welcomed everyone. She reminded councillors that former councillor Nigel Lucker had resigned. The council decided to send a letter of thanks, on behalf of the council and the parish, for the sterling work he had done during the 3½ years that he had been a councillor. Besides his thoughtful contributions during meetings, this has included devising and setting up the Fressingfield Good Neighbours Scheme (FGNS) and bringing the emergency plan close to being finalised. He will continue his association with the FGNS and will put the finishing touches to the emergency plan.

2 Apologies for absence There were none.

3 Members' declarations of interest None at this time.

4 Notification by councillors of lobbying related to agenda items There had been none.

5 Minutes of previous meetings

1 The council resolved that the minutes of the

a hybrid meeting on 6<sup>th</sup> June will be correct once the position of new bins on the playing field is clarified (i.e. they will be located at the junction of Laxfield Rd and the roadway leading to the playing field.)

b finance committee meeting on 13<sup>th</sup> July not available at this meeting.

2 Actions and progress since the last meeting not covered in reports:

Cllr TL explained in detail what effect the speed indicator devices (SIDs) have on traffic speed. There was a discussion about the different types of SIDs that

are available and how these fit in with schemes of using number plate recognition cameras.

(Suffolk Police currently runs these schemes.) The council agreed in principle to buy a third SID.

**Clerk to supply costed examples of choices available.**

6 The public forum 1 The council heard about the most recent meeting in Fressingfield's Shed and the national movement called Men's Sheds. This was to support an application for funding from the shed committee. It was emphasised that Fressingfield's shed is not a men's shed: it is open to men and women!

7 The council discussed how best to support the Fressingfield Shed. The council questioned shed committee members about its predicted expenditure and income. There was a discussion about how the committee planned to get funding for the second and successive years. It heard how Community Action Suffolk has two employees dedicated to the shed movement. Fressingfield Shed has already called on this expertise. The council decided to meet the cost of renting Goodwin Hall (the shed!) for one year. (Cllr GD declared an interest and did not vote.) This would be £2,040 and would be drawn from the council's neighbourhood community infrastructure levy (NCIL). The council feels that this large NCIL donation will give the committee breathing space in which to look for funding for the longer term. As The Fressingfield Shed cannot expect such a large donation in future years, the council advised that the process of securing funding for 2024 onwards should begin now.

8 Reports from

- 1 Cllr Hadingham (BMSDC). Her report is on the parish council's web pages.
- 2 Cllr Gould (SCC). Cllr PG was unable to attend. His report has been posted on the parish council's web pages.
- 9 Public Forum 2 Two residents explained details of the planning application DC/23/02505.

10 To consider planning application DC/23/02505. This application is to convert a derelict barn into a cottage to use as a holiday let. The council voted to recommend that the district council gives approval for the application.

11 Finance

- 1 Cllrs DW 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 of these payments was completed after the meeting by Cllrs TL+NS.
- 3 The July reconciliation statement was circulated to councillors prior to the meeting. Cllrs SB and HD confirmed that the balances shown on the reconciliation statement match those on the bank statements for 30<sup>th</sup> June 2023.
- 4 The council accepted the reconciliation statement for July.
- 5 The Chair of the finance committee (Cllr NS) recommended that the council's Finance Regulations are fit for purpose and so need no changes. The council decided that no changes need to be made to the finance regulations. With regards to the finance committee's terms of reference, the committee made the following recommendations for changes and additions:
  - a The committee will consist of four members.
  - b The committee will draw up an additional two years of draft budgets when it presents the annual draft budget in December for the full council to consider. (i.e. draft budgets for the subsequent three years).
  - c The committee will have the responsibility to monitor NCIL, income and expenditure. It will provide the full council with a quarterly report relating
  - d NCIL income and expenditure to the Parish Infrastructure and Improvement Plan (PIIP).
  - e The council agreed to make these changes.

The committee recommended a minor change to the council's risk assessments. This is the inclusion of a statement describing how the council takes the maximum possible advantage of its interest account. The council agreed that, with this change, the risk assessment document was an accurate description of the way in which the council works.

Cllr NS confirmed that budget plan had been reviewed against the payments and receipts for the first quarter. The committee can report that there are no issues from its analysis.

Cllr NS went through salient points in the internal audit report for 2022-23. He noted that there were a few recommendations for changes to procedures. (e.g. ensuring information about any item bought by the council costing over £500 is publicised.) The council agreed that the clerk/ RFO had done an efficient and professional job throughout 2022-23. He ensured that the council had the information it needed to develop and implement its plans and has managed the council's finances to support these plans. This has meant that the council's actions always fell within the law and any relevant guidance from district and county councils and from central government. This professionalism has resulted in the council receiving a positive report from the internal auditor.

The council agreed to use an internal auditor provided by SALC for 2023-24.



The council reviewed a spreadsheet which could be used to monitor the councils NCIL. This means that the council will be able to see what sums of money are due, have been received and have been spent. The council will be able to meet its requirements under the district council's rules on the use of NCIL. The council decided that Cllr NS and the RFO will refine the NCIL spreadsheet prior to its next meeting.

## 12 Reports from

1 The Chair: This is available on the parish council pages on the parish website. The council discussed overgrown footpaths in the parish. There is confusion about who has responsibility for the maintenance of designated footpaths in the parish and whether there is a rota for clearing and cutting them. **Clerk to clarify this for the next meeting.**

After the recent community produce market a few people have expressed an interest in joining the council. **These contacts will be followed up by councillors and the clerk.**

2 The clerk: This is available on the parish council pages on the parish website. The council decided to obtain a.gov.uk domain name for the parish website and .gov.uk email addresses for councillors and the clerk.

3 Cllr GD (as member of the Fressingfield Playing Field Management Committee.) The successful fund-raising strategy has resulted in re-developing the play area. The committee is confident that phase two of this re-development will happen in the near future. The relationship between this committee and the parish council was discussed. The clerk will email the committee, responding to its email; Cllr GD will discuss with the committee a request from the parish council to hold a joint meeting of a few members from each organisation.

The council discussed whether environmental issues should be regularly incorporated into the council's agendas/plans. It decided that the council will wait until intentions and actions from the newly 'greened' district council are made clear to parish councils. Individual councillors or parishioners could follow any projects at county or district council level via these websites.

<https://www.greensuffolk.org/>     <https://www.salc.org.uk/climateforum>

They could ask for an item to be placed on a parish council agenda.

## 13 Matters brought by the chair or councillors.

1 to be discussed tonight (please notify the clerk asap)

The dangers of coming off footpath 55 onto Cratfield Rd/Buckingham's Hill were discussed.

A new resident has some land that may be suitable for some kind of community involvement. It was agreed that Cllrs NS and GD contact the parishioner to arrange a visit to discuss any options.

2 for inclusion on a future agenda:

Possibility of installing public electric car charging points

It was agreed that there would be no meeting in August. The next meeting will be a hybrid meeting on Tuesday 5<sup>th</sup> September 2023 in Sancroft Hall at 7pm.

The meeting closed at 9.45pm.

Signed:

6/9/23

Fressingfield Parish Council Reconciliation Statement June 2023

Current Account Closing balance statement no 110 (30 June) £7,363.13  
 Payments and receipts for approval not on statement 110

Payment for...	Period covered by payment	Amount
Street lights maintenance	July	29.64
remuneration	June/July	990.60
Pay card purchases	July	162.05
internal audit		452.40
contrib towards play area		11,600.00
Street lights maintenance	August	29.64
remuneration	July/August	990.60
Street lights maintenance	September	29.64
remuneration	August/September	990.60
		<u>15,275.17</u>
<b>Receipts</b>		
grant for playarea	internal transfer from IA	11,600.00
		<u>11,600.00</u>
		<u>£3,675.17</u>
balance =		<u>£3,687.96</u>

Instant Access Account	Closing balance on statement no	95 (30 June)	£90,386.16
New receipts to acknowledge			
None			
			<u>0.00</u>
New payments for approval			
grant for playarea	Internal transfer to CA	11,600.00	
			<u>-11,600.00</u>
balance =			<u>78,786.16</u>

Total in both accounts £82,474.12

Ringfenced reserves			
Neighbourhood Watch	280.00		
Playground			
Fressingfield Community Fund	2,417.12		
Fressingfield Good Neighbours Scheme	850.00		
Neighbourhood CIL	23,243.87		
		<u>£26,790.99</u>	
Contingencies			
Emergency	15,000.00		
Assets (capital)	7,000.00		
In-year	2,000.00		
		<u>£24,000.00</u>	
		<u>Total ringfenced</u>	<u>£50,790.99</u>

Balance of available funds on 16/05/2023:	
balance available at June reconciliation	<u>£31,683.13</u>
balance available at May reconciliation	£35,558.82
balance available at April reconciliation	£37,310.07
balance available at April reconciliation	£37,310.07



Recommended transfer from instant access account to current account to maintain current account balance close to £8,000 = **£4,400**

6/9/23