

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 16th May at 7.30pm

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

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

- 1 Cllr DW, as outgoing chair, welcomed everyone to the meeting. She explained that this was the annual meeting of the parish council. Therefore a new Chair, council structure and other representative roles had to be agreed, as well as normal council business.
- 2 All councillors signed a declaration of acceptance of their office as a member of the council.
- 3 Cllr DW was elected, unopposed, as the Chair of the council for the coming year and signed a declaration accepting this office.
- 4 Apologies for absence There were none from parish councillors. District Councillor Lavinia Hadingham had notified the clerk that she would be late.
- 5 Members' declarations of interest There were none
- 6 Notification by councillors of any lobbying related to an agenda item There had been none
- 7 Minutes of the previous meetings
 - 1 It was resolved that the minutes of the
 - a hybrid meeting on 04/04/2023 are correct
 - b finance committee meeting on 20/04/2023 are correct
 - 2 Actions and progress since the last meeting not covered in reports
 - a Cllr TL explained that the information about excessive speeding downloaded from the Speed Indicator Devices (SIDs) will be helpful in requesting the next level of police involvement with this problem.
- 8 The public forum The council was given an explanation of the Men's Shed movement and details of how one is being set up in Goodwin Hall on New Street. The council discussed with committee members of Fressingfield Men's Shed the many benefits for parishioners of an active shed group in the centre of the village. It was made clear that despite the name, Fressingfield's Men's Shed will be a group for women and men. The Men's Shed committee members explained the stages of setting up the group. The council agreed that it would provide financial assistance to the group through its normal grants process. The group's committee members were advised on how it could go about this. **Clerk to provide links to the council's web page with details of the grants application process.**
- 9 Appointments: The council decided:
 - 1 to appoint Cllr NS as vice-Chair of the council
 - 2 to appoint Cllrs HD, GD, TL and NS to the finance committee
 - 3 to continue with the whole council acting as the planning committee
 - 4 to appoint Cllr RT to review the effectiveness of the council's internal controls

- 5 The council is extremely grateful for the work of Trevor Orchard when he was a councillor, especially his leadership of the speeding working group. The council has accepted his offer to continue to move the speed indicator devices around the various stations in the village. **He will do this according to a rota drawn up by Cllr TL.** Cllr TL will download and assess the data from the SIDs prior to giving a report to the council. Figures have been recorded on Harleston Hill by the SIDs and by the police camera team showing the average speed of motorists driving over 30mph is 37mph. This shockingly high figure means the police may install automatic number plate recognition (ANPR) cameras as part of the speed reduction project. Cllr TL confirmed for the council that the parish council's SIDs only record speed, not car number plates. The council decided not to re-form the speeding working group until it was clear what actions the police would take given the evidence of speeding collated so far.

Clerk to contact Suffolk Police about a solution to this problem. Clerk to receive details from TO to maintain council's pressure for an ANPR scheme for the village.

- 6 Cllr GD will continue in his role as tree warden.
- 10 Report from Cllr Hadingham (BMSDC). Cllr LH explained that the new district council was still bedding-in and at a district council meeting on 22/05/2023 it would explain more fully to all district councillors how it intended to operate over the next four years. LH agreed to give full details at the next full parish council meeting.
- 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 to be completed by Cllrs NS and TL
 - 3 The April reconciliation statement was circulated to councillors prior to the meeting. Cllrs NL and GD confirmed that the balances shown on the reconciliation statement match those on the bank statements for 30/04/2023
 - 4 The council accepted the reconciliation statement for April. The council agreed to transfer £33,200 from the current account to the investment account.
 - 5 Finance Committee Report: Cllr NS informed the council that the committee can confirm that the final quarter of expenditure in 2022-23 held no surprises and that the end of year summary circulated to councillors shows this. The committee had discussed how the full council should approach the accounting of neighbourhood CIL (NCIL) funds. **RFO to revise the existing NCIL worksheet so it links funds to building developments more clearly.**
Cllr NS informed the council that:
 - a. The committee had scrutinised the annual governance and accountability return (AGAR) section 2 and it was accurate. The council approved the AGAR section 2, and it was signed by the Chair (DW).
 - b. The committee had scrutinised the end of year statement. This had been made available to the full council before the meeting. On the committee's recommendation, the council accepted the end of year summary statement.

- 6 The RFO explained how the council could make the process of paying for known commitments more straight forward and ensure that payments are made on time. The council agreed to make the following standing orders and direct debits: monthly standing order to Pearce and Kemp for streetlight maintenance, an annual direct debit to the Information Commissioner's Office (in February), monthly direct debits of variable amounts for Lloyds Bank for the multipay credit card (around 17th of the month) and a new direct debit to Npower for the electricity supply to the streetlights (annually in April for the previous year's usage). The council agreed to accept a list of payments which would need to be paid in advance each month. This list has become necessary due the re-structured schedule of meetings. The council noted that the year in summary shows a dramatic difference 2022/23 compared to 2021/22, on some lines of the budget. This is because the council now keeps most of its funds in an investment account and moves it to the current account, as necessary. This action meant the council earned £677 in interest in the last financial year.

12 Reports from

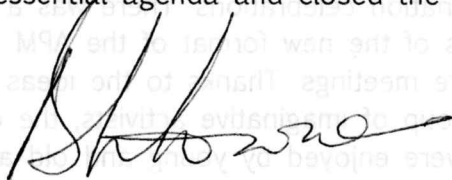
- 1 The Chair: In her report, Cllr DW thanked everyone for their involvement in the annual parish meeting (APM) and the coronation celebrations. There was a discussion on how to build on the success of the new format of the APM so that more parishioners will want to attend future meetings. Thanks to the ideas and energy of Cllrs HD and NL and a small group of imaginative activists, the organised celebrations for King Charles' coronation were enjoyed by young and old across the bank holiday weekend.
Cllr DW thanked the outgoing council for the work involved in taking on their responsibilities during the last four years, well supported by some volunteers and parish employees - the village caretaker, website manager and clerk.
The council decided that through Cllr GD it would continue to develop its relationship with the newly energised Playing Field Trust to ensure that the valuable amenities on the playing field are properly maintained and improved for today's and future residents.
- 2 The clerk: This report dealt with housekeeping matters, essential during the council's annual meeting and the first meeting of a new council.
Councillors will review their training needs before the hybrid meeting in June.
- 3 Fressingfield Community Trust: Cllr GD gave details of how this trust will operate. It will give financial support to individuals, families and groups in Fressingfield who are experiencing financial hardship. The council thanked the trust for making positive steps to support Fressingfield families. It was agreed to continue to support it by holding its funds, ringfenced in the council's account. Councillors heard how the trust will operate and discussed the best way to handle its finances. **RFO to finalise and agree this procedure with Cllr GD and report back to the next meeting.**

- 13 A schedule of meetings for May 2023 – May 2024 was agreed. [This is available here on the parish website.]

- 14 The council reviewed and adopted the following policies and procedures:
1. Councillor's code of conduct
 2. Standing orders
 3. A scheme of delegation
 4. The co-option of councillors
- [Click on each document to read it.]
- 15 The planning application DC/23/02161 was discussed by the council. This will reduce by 30% the crown of a willow tree at Becklands, Low Road, Fressingfield. The council decided to recommend that the district council approves this application.
- 16 Matters brought to the meeting for consideration at its next meeting. Cllr HD asked the council to review the number and position of dog waste bins that are in the parish. It was agreed that she should bring a proposal to improve the current provision to the next meeting on Tuesday 6th June.

There being no further business, the Chair thanked councillors for persevering with such a long but essential agenda and closed the meeting. The meeting closed at 10.05pm

Signed:



Chair

Date

16/6/23

Dates of future meetings

Tuesday	6 th June	Hybrid meeting
Tuesday	4 th July	Planning committee
Thursday	13 th July	Finance Committee
Tuesday	18 th July	Full Council

Current Account Closing balance statement no 107 (30 April) £42,284.16

Payments and receipts for approval not on statement 107

Payment for...	Period covered by payment	Amount
Street lights maintenance	May	29.64
Salaries	May	990.60
Pay card purchases	May	96.16
annual membership	2023 - 2024	442.10
annual hire of Sancroft Hall	2023 - 2024	300.00
Hire of hall for APM		100.00
Hosting website + QEII extras		150.00
electricity for street lights	April 2022 - March 2023	1,081.36
electricity for old chapel street light	April 2022 - March 2023	78.34
Emptying litter and dog mess bins	April 2023 - March 2024	422.21

3,690.41

Receipts
VAT refund Jan - Mar 2023 538.63

538.63

£3,151.78

£39,132.38

Instant Access Account Closing balance on statement no 93 (30 April) £60,653.68

New receipts to acknowledge
None

0.00

0.00

60,653.68

Total in both accounts £99,786.06

Ringfenced reserves

Neighbourhood Watch	280.00
Playground	11,600.00
Fressingfield Community Fund	2,417.12
Fressingfield Good Neighbours Scheme	850.00
Neighbourhood CIL	23,328.87
	<u>£38,475.99</u>

Contingencies

Emergency	15,000.00
Assets (capital)	7,000.00
Reserve	2,000.00
	<u>£24,000.00</u>

Total ringfenced £62,475.99

Balance of available funds on 16/05/2023: £37,310.07

Recommended transfer from current account to instant access account to maintain current account balance close to £6,000 = **£33,200**

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16/6/23
[Signature]