

Minutes of a hybrid meeting of Fressingfield Parish Council held in Sancroft Hall, Fressingfield on Tuesday 5th September 2023 at 7.30pm.

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

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

- 1 Welcome Cllr DW chaired the meeting and welcomed everyone.
- 2 Apologies There were none. The council was informed that County Councillor Bobby Bennet (bobby.bennett@suffolk.gov.uk) is taking over some of the duties of County Cllr Peter Gould for the near future.
- 3 Declarations of interest There were none
- 4 Lobbying There had been none.
- 5 Minutes of the previous meeting
 - 1 It was resolved that the minutes of the full council meeting on 18th July 2023 are correct.
- 6 The public forum. The council was given details and opinions about the comprehensive and detailed short, medium and long term plan of Fressingfield Playing Field Management Committee (FPFMC). A discussion with councillors helped clarify the priorities of the plan and how further involvement of parishioners could be organised. This had been previously circulated to the council. There was a continued discussion about how the council will support the committee in its development of this valuable parish asset. (Cllr Lindsay joined the meeting during this discussion.)
- 7 The council reviewed the Parish Infrastructure Improvement Plan. Councillors designated some elements of the plan as 'completed for now' and moved them to the archive section of the plan (e.g. Improving the children's play area, improving the village street lights). Some elements were no longer relevant and were removed from the plan (e.g youth parliament). The remaining elements were amended and re-evaluated. The council appreciated the comments and information given by a member of the FPFMC. Once the revisions are written up, the plan will be placed on the council pages of the parish website. Cllr DW to write-up revisions to the plan.
- 8 Planning Applications
 - 1 DC/23/02702 Full Planning Application - Conversion of and alterations to existing workshop/store into annex/holiday lets, Widgeham Barn, Laxfield Road, Fressingfield. IP21 5PYFressingfield Parish Council has no objection to the plans for this development. However, the council is concerned that Suffolk County Council, as the highways authority, has not yet commented on the plans. For a similar application, DC/23/02505, the highways authority advised on very specific requirements for the splays of the access road onto the B1116. The

Date of the meeting: 06/09/2023

116

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parish council believes a consistent approach is necessary to maintain safety on the roads and to be fair to any applicants involved in the planning.

- 2 DC/23/04041. Variation of Condition 2 of Planning Permission DC/20/01820. Amendment to design of Plot 8: Fenestration/stack removal/brick type.

The parish council recommends approval of this application

9 Finance

- 1 Cllr SB 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 September reconciliation statement was circulated to councillors prior to the meeting. Cllrs RT and GD confirmed that the balances shown on the reconciliation statement match those on the bank statements for 31/08/2023
- 4 The council accepted the reconciliation statement. The council agreed to transfer £6,800 from the investment account to the current account.
- 5 RFO report. This report is available on the parish website. The council decided to include whether to buy additional solar powered SIDs on to its next agenda.
RFO to collect information on cost and practicalities of installing new solar powered SIDs
- 6 The council agreed to revisions of the finance regulations, in particular, the regulations which define the responsibilities of the finance committee. The council agreed that the finance committee will have the prime responsibility to monitor the income and expenditure of the community infrastructure levy (CIL). These revised regulations are on the council pages of the parish website.
Finance Committee to monitor CIL account and report back to the council twice a year.

10 Reports from

- 1 The Chair. This report is available on the council pages of the parish website. The council decided to discuss its powers relating to the use of sky lanterns on its property. **Council to lobby the MP over this matter. Clerk to clarify the council's powers for next meeting.**
 - 2 The clerk. This report is available on the council pages of the parish website.
- 11 The council decided to make the following changes to the dates of the meetings in October.
- | | | |
|-------------------------------|----------------|--------------|
| Planning Committee moved from | 3/10 to Wed | 11/10 at 7pm |
| Finance Committee moved from | 10/10 to Thurs | 19/10 at 2pm |
| Full Council moved from | 17/10 to Tues | 31/10 at 7pm |

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Current Account Closing balance statement no 112 (31 August) £3,259.60
 Payments and receipts for approval not on statement 110

Payment for...	Period covered by payment	Amount
Street lights maintenance	September	29.64
remuneration	September	1,205.60
Organising local election	May	157.89
PAYE and NIC	Q2	680.60
External audit	2022-23	504.00
Payment card purchases		18.17

		2,595.90
Receipts		
Cleansing grant	Q1	609.57
		609.57
		£1,986.33
		balance = £1,273.27

Instant Access Account	Closing balance on	statement no	97 (31 August)	£78,786.16
New receipts to acknowledge				
None				
			0.00	
New payments for approval				
None			0.00	
			balance =	78,786.16

Total in both accounts £80,059.43

Ringfenced reserves				
Neighbourhood Watch		280.00		
Playground				
Fressingfield Community Fund		2,417.12		
Fressingfield Good Neighbours Scheme		850.00		
Neighbourhood CIL		490.29		
			£4,037.41	
Contingencies				
Emergency		15,000.00		
Assets (capital)		7,000.00		
Reserve		2,000.00		
			£24,000.00	
			Total ringfenced	£28,037.41

Balance of available funds on 05/09/2023:	£52,022.02
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 maintain current account balance close to £8,000 = **£6,800**