



Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall, Fressingfield on Tuesday 04 June 2024 at 7pm.

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

Also in attendance Steve Blackman-Cross, clerk to the council and responsible finance officer (RFO) and Lavinia Hadingham, MSDC Ward Member for Fressingfield.

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- 1 Cllr DW chaired the meeting and welcomed everyone.
 - 2 Apologies for absence. These were received from Cllr C Engel. The reason for his absence was approved by the council.
 - 3 Members' declarations of interest. Cllrs NS and HD – Fressingfield Sounds CIC - Grant Application.
 - 4 Notification by councillors of lobbying related to agenda items. None.
 - 5 **The Public Forum:**
One member of the public attended.
 1. The point raised was about keeping local youngsters engaged and having prospects for the future within the parish. Affordable housing was mentioned. Cllr DW acknowledged the representation, advising that it would be useful to include in the NDP Review.
 2. The first NDP review meeting will be in September, and it is anticipated that the group will meet monthly.
Cllr NS and SB mentioned that young people do have a voice and should be encouraged to come to the NDP review meeting to discuss their views as part of the working group,
 - 6 **District and County Councillors – reports and questions**
 1. LH, MSDC report, has now been sent to the PC, Cllr RT enquired about building development in Weybread, LH, advised this was in progress.
 - 7 Resolve that the minutes of previous full council meeting are correct
All agreed, Proposed TL, seconded RT
 - 8 **Matters from these meetings not covered elsewhere on the agenda**
 1. Husting's update – 4 candidates had been confirmed representing Green, Labour, Reform and SDP parties. Cllr GD gave an update and overview of the meeting schedule.
 2. NDP Review - To ensure our NDP remains both robust and relevant, a working group will be set up to work on the review. We are contacting all groups and societies in the parish to publicise this information.
 3. Cllr NS attended a CIL process and planning course and will circulate details to councillors.
 4. Cllr DW acknowledged receipt of CIL spending ideas received from parishioner's which is on the parish website. Some could be funded by other means, such as highways agencies, MSDC and lottery grants. It was decided to commit the CIL funding to a substantial project with a legacy for the parish.
An example of this would be the renovation/rebuild of the social club. A meeting of the Playing field committee and parish councillors will be arranged to discuss this. No decisions have been made yet.
 5. Website – There has been concern raised about accessing links/information. There are too many layers to easily navigate to specific articles. The clerk will be meeting with the website manager to explore this further.
 - 9 **Planning**
Current planning applications from MSDC were reviewed, but an update is required – The clerk to obtain & report back to council
 - 10 **Finance**
 1. Cllrs HD and TL were not able to confirm that the vouchers and invoices, where appropriate, were accurately recorded on the payment and receipts summary sheet due to a clerical error.
 2. The payment and receipt vouchers to be approved at the next finance meeting
 3. The reconciliation of bank statements will be reconciled for the next financial meeting as the end of month bank statement was not available prior to this meeting.
 4. RFO report –
 - 4.1 To discuss Fressingfield Sounds Grant Application – This was discussed and a grant of £750.00 was proposed by RT and seconded by DW, all agreed.



Fressingfield Parish Council

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- 4.2 PNR statement & vouchers to be revisited due to clerical misunderstanding.
- 4.3 Bank accounts will be reconciled & presented at the next finance meeting
- 4.4 The CIL Spending Ideas is now on the website
- 11 **MSDC Joint Local Plan** – Draft Supplementary Planning Documents (SDP's)
The council had no comments and accepted these.
- 12 **Feedback on SALC training** – Cllr CE to report at next meeting.
- 13 **Receive reports from**
 - 1. The Chair – Nil to report.
 - 2. The Clerk
 - 2.1 Register of members' Interests needs to include place of residence at section DPI 5.
 - 2.2 SALC Audit – Further documentation required to be submitted : payment & receipts from 2023, and 3 x documents – In hand.
 - 2.3 Two policies for review in June –
Neighbourhood Development Plan = Full council working group Ongoing
Emergency plan (FPC) - Full council TBA
- 14 **Urgent matters brought to the meeting**
 - 1. Cllr RT reported that an attempted 'break-in' occurred on her property, in the early hours. It has been reported to the rural crime team – farms are advised to be vigilant and report suspicious activity.
 - 2. Cllr, NS reported that the path from the bus shelter to John Shepherd Road was very overgrown and now posed a health and safety risk. The Clerk advised a letter had already gone to the landowner. A second letter will be sent giving 48 hours to rectify before local contractors are employed to clear any overgrowth and the invoice will be passed on.
- 15 **To confirm dates of next meetings:**
 - 1. Finance Committee – 02 July 2024
 - 2. Full Council and Planning – 16 July

Signed: *Steve Blackman-Cross*



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Action points from 25/04/2024

Agenda Item	Action	Who
5.2 b	Monitor availability of grants for NDP review	NS
7.2	Online authorisation of payments and internal transfer	NS TL
7.3	Add approved documents to internal audit file	RFO
8.3	Buy equipment for Church Street gritters	clerk
8.4	Ensure smooth transition for new clerk	Clerk and SB-C
9.1	Contact MSDC re-housing survey	clerk
9.3	Invite John Parden to June meeting	clerk
9.4	Organise general election hustings	GD
9.5	Raise omissions from road sign project with SHA	clerk

Ongoing action points

Original meeting	Action	Who
03/2024	Develop ideas for improved communication from and to the council	HD and CE
12/2023	Does permissive footpath onto Buckingham's Hill require a barrier?	councillors
12/2022	Update PC documents on CIL	NS
01/2022	Circulate the final draft of the emergency plan	GD
12/2021	Discuss with landowner planting of trees on Harleston Hill	GD