

Fressingfield Parish Council Meeting  
Tuesday 3<sup>rd</sup> Sept 2024 beginning at 7pm Sancroft Hall

**Draft Minutes**

Present : Parish councilors Stuart Balmer, (SB) Hilary Day, (HD) Garry Deeks, (GD) Cindy Engel, (CE) Tom Lindsay, (TL) Nick Stolls, (NS) Rachael Troughton (RT) and Di Warne (DW).  
Also in attendance 1 member of the public. Apologies from Lavinia Haddingham MSDC Councillor

1	Welcome from the Chair and introductions Agreement on management of this meeting 2m	Cllr Di Warne welcomed everyone. Councillors agreed that the vice chair Cllr Rachael Troughton would chair the meeting and Cllr Di Warne would take the minutes.
2	To receive reasons for absence and give approval for absences 3m	There were none
3	To receive members' declarations of interest and requests for dispensation 2m	There was none.
4	To record details of any lobbying relating to agenda items 2m	There were none.
5	To resolve the minutes of previous meetings are correct Revised full council minutes 4 <sup>th</sup> June 2024 Revised full council minutes 9 <sup>th</sup> July 2024 Full council minutes 16 <sup>th</sup> July 2024 (5m)	It was resolved that the revised minutes of the full council meetings held on 4 <sup>th</sup> June 2024 and 9 <sup>th</sup> July 2024 are correct. It was resolved that the minutes of the full council meeting held on 16 <sup>th</sup> July 2024 are correct.
6	Issues updated, not covered elsewhere in agenda: SID poles, telegraph poles, verges on New Street, drainage on Church Street, Peter Gould,	The new SID poles are in place and the cameras are about to be installed. One other camera is being repaired. MSDC are investigating the need to provide prior approval for telegraph poles to be sited in a conservation area. Highways have been contacted to ensure the restoration of verges on New Street. It is unclear who funds this, but is for Highways to manage. The Parish Council will monitor progress on this, including restoration of footpath. <b>Councillor NS to contact Highways and County Councillor Bennett and MSDC Councillor Haddingham</b> about the response from Highways that they do not have the capacity to unblock the drains on Church Street which have the

		<p>potential to cause dangerous icy conditions during the winter months.</p> <p>The Council thanked Councillor RT for the letter of condolence to the family of County Councillor Peter Gould.</p>
7	<p>Public forum – councillors will hear questions or comments from the public on agenda items 15m</p>	<p>There were none. The member of the public came to observe democracy in action.</p>
8	<p>District and County Councillor reports 10m</p>	<p>The council received the reports.</p> <p>The council is keen to encourage the county council to roll out their car electric charging points to rural areas rather than just focusing on urban areas.</p>
9	<p>Finance :</p> <p>Appointment of RFO. Decision on hours and salary</p> <p>To receive a report from the RFO</p> <p>Those already made for July Cllrs HD and RT to confirm invoices and minute references are in order.</p> <p>Invoices to approve ( whole council)</p> <p>To receive a report of earmarked reserves.</p> <p>Grant application</p> <p>Decision on hours and salary for Clerk appointments . (20m)</p>	<p>Councillor RT proposed and councillor GD seconded that Andy Parris be appointed as Responsible Finance Officer. The council voted unanimously to agree the appointment. His appointment is backdated to July 1<sup>st</sup> 2024. The RFO contract is for 14 hours a month. ( half a day a week)</p> <p>The council received the RFO report.</p> <p>Councillors HD and RT confirmed invoices and minute references are in order</p> <p>The council approved the invoices unanimously</p> <p>The council received a report of earmarked reserves.</p> <p>A grant application was rejected as it did not comply with the council policy for grant giving.</p> <p>It was agreed that the clerk would be appointed on a contract for one and a half days a week. This combined with the RFO post plus outsourced services from Scribe and SALC will bring the hours to the budgeted 60 hours a month.</p> <p>The salary for the clerk will be according to experience and paid under the Local Government Salary Scale.</p>
10	<p>Planning applications : Decisions DC/24/03352 and DC/24 03364 tree felling (3m)</p>	<p>Noted that reduction of trees and felling of dead trees was very sensible.</p>
11	<p>Emergency Plan update Cllrs CE RT (5m)</p>	<p>Councillors CE, HD and GD will hold the information for support for residents should there be a catastrophic emergency.</p>
12	<p>Feedback on progress of establishing NDP Steering group and first steps. (DW) (10m)</p>	<p>The first meeting is 10<sup>th</sup> September at the Old Baptist Chapel 7pm . This is not a public meeting but a working group meeting.</p> <p>Nine residents have offered to be on the steering group together with three councillors.</p>

		<p>The agenda was approved by the council and will be posted on the parish council website.</p> <p>Terms of reference were discussed and will be agreed at the first meeting of the group.</p> <p>On 12<sup>th</sup> Sept members of the steering group will walk round the village with the consultants drawing up the design codes for the group to consider.</p>
13	<p>Decision on response to Part two of MSDC Joint Local Plan consultations (5m)</p> <p><i>Have they left anything out?</i></p>	The council had no comments
14	To Receive report from Chair (2m)	Received
15	<p>Review of policies to be scheduled through finance committee: statement of internal control, assets register, risk assessment, financial regulations.</p>	It was agreed the finance policies would be reviewed at the finance meeting in October and recommendations brought to the next full council meeting.
16 &	Urgent matters brought to the meeting ( please inform chair asap).	None
17	Matters for future meetings (5m)	Future items : Wood Lane verges; gritting of Church Street, sign post to scout hut.
18	To confirm dates of next meetings.(2m)	Confirmed dates of next meetings : Finance 1 <sup>st</sup> October, Full council 15 <sup>th</sup> October
The meeting closed at 8 .55pm		

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