
Minutes of the Fressingfield Parish Council meeting held on Tuesday 20 October 2020 at 7.30pm. This was a 'Zoomed' meeting.

Present: Cllrs Alex Brockhurst, Garry Deeks, Philip Eastgate, Tom Lindsay, Nigel Lucker, Trevor Orchard, Nick Stolls (from 7.50pm), Rachael Troughton, Neil Venton and Di Warne (Chair).

Also in Attendance: Cllr Lavinia Hadingham (Mid Suffolk District Council), Cllr Guy McGregor (Suffolk County Council), Andy Parris, clerk to the council and responsible finance officer (RFO). There were no members of the public present.

- 1 The Chair welcomed everyone to the meeting.
- 2 Apologies for absence There were none.
- 3 Members' declarations of interest There were none.
- 4 Minutes of the previous meeting
 - 1 It was resolved that the minutes of the previous meetings (the full council meeting on 15/09/20 and then the planning committee meeting on 06/10/20) are true records of the meetings.
 - 2 Actions and progress since the last meeting: These are in the Chair's and clerk's reports.
- 5 Reports from
 - 1 County councillor. GMcG gave information about support for care homes, a hardship fund for families in the county and the difficult financial outlook for 2021-22. He confirmed that there had been no financial benefit after school transport was reorganised in September; that the council had set up a hotline to support headteachers to interpret and implement Covid-19 regulations; and that Andrew Reid, the county council cabinet member for highways, transport and rural affairs was in Eye recently to see problems caused by HGVs in this part of Suffolk.
 - 2 District councillor. LH believes it is unlikely that there will any consideration of the planning applications for Post Mill Lane and John Shepherd Road until November at the earliest. She reported that, surprisingly, there has been no progress with the parish council's complaint about the district council's planning department. LH clarified how councillors can get details of the numbers of coronavirus cases locally. This type of information is important for schools.
- 6 Finance
 - 1 The minutes of the finance committee meeting (08/10/20) were accepted by the committee as being a true record.
 - 2 Vouchers for payments due had been checked by 2 councillors against invoices. The council agreed that these be paid. Online authorisation of these payments was completed after the meeting.
 - 3 October's reconciliation statement was presented to councillors prior to the meeting. This was accepted by the council. There were no questions relating to this statement.


DW

- 4 The RFO reported that the deadline for the external auditor's report has been moved to November 30 due to Covid-19 complications. An estimate for the replacement of the War Memorial for insurance purposes has been received. It means that the value for the council's assets is in the range of the current insurance cover. It was agreed that different members of the council will check invoices against the summary voucher than those who make the online authorisations for payments. These councillors then recommend payments for approval to the council. AB, GD, NL and NV will be this new group of checkers. TL will join PE and NS as councillors who will authorise the payments, after approval at a council meeting.

Clerk to make arrangements for new procedures.

The council agreed to the purchase of a new laptop at £842.49 net. This would be eligible for a 20% trade-in for the council's current laptop. **RFO to order new laptop.**

- 5 NS explained that the finance committee had reviewed income and expenditure over the 2nd quarter. The RFO was able to explain where odd lines of the budget plan appeared to vary from the expected. The Excel workbook used by the RFO enables the committee to do this. The committee has decided to review cemetery charges in March 2021, whilst noting that current charges are significantly lower than other cemeteries in the locality. It was agreed to discuss donations to organisations outside the parish at the next full council meeting. Last year, the donations were:

East Anglian Air Ambulance	£500
North Suffolk Citizens Advice Bureau	£100
BorderHoppa	£100
Suffolk Preservation Society	£ 30
Royal British Legion	£ 50

All councillors to consider whether to make donations to organisations outside the parish which benefit residents. If so, to what groups and for how much?

- 7 The merits and difficulties of updating the village welcome pack were discussed. This had been given to new residents in the past. The issues of how we know who has arrived, how the welcome packs are distributed and what goes into them, were all discussed. Current problems of face to face contact and whether it was right to ask local businesses to offer discounts or vouchers for the packs was also discussed. It was agreed to put issuing a welcome pack on hold but pass a responsibility to councillors to welcome new residents.

Clerk to update the details in the welcome letter, for future use.

8 Reports

- 1 The Chair: Thanks were given to Andrew Vessey who has resigned from the council. A letter of thanks and appreciation of the work he had done as a councillor and as a member of the steering group for the neighbourhood development plan will be sent to Andrew. **DW to write.**

There are 3 vacancies on the council. It was felt best to seek parishioners to be co-opted before contacting the district council to start a formal call for candidates.

Councillors to sound out possible candidates for co-option. Clerk to clarify for councillors the rules on eligibility.

DW
DW

The Chair informed councillors about different matters regarding trees including the fact that hedgerows on Laxfield Rd had been cut. There had been another flooding incident on Low Rd that Anglian Water had dealt with quickly. Some residents close to the old manse site are making representations to the appeals inspectorate.

- 2 The clerk: It was agreed to make an application for funding to site electrical car charging points in the village. This would be a step towards the vision for the parish described in the neighbourhood development plan. The decision on the actual site to be made at a later meeting. **Clerk to make the application.**

An article has been placed in Six Sense in which local farmers are thanked for their conscientious approach to cutting hedges. This benefits pedestrians, cyclists, motorists and wildlife. (The positive effect of well-cut hedgerows on large straw carriers was discussed with gusto by councillors. As was the fact that a great deal of the straw carted through the village is not from Fressingfield farms.)

The council's comprehensive responses to central government's consultation on planning have been sent to the National Association of Local Councils. These responses have been praised and used by clerks to other councils. It was decided to send a copy of these responses to local MP Dr Poulter, for his information.

DW to write letter. Clerk to forward letter and consultation responses to DP

Following discussions about the roadway to the Sports and Social Club, it was decided to get advice from a surveyor with suitable experience. **Clerk to contact surveyor**

Care of the cemetery will be placed on the village improvement plan and discussed at the next meeting.

The council accepted a quotation for the repair of the noticeboard on Church Street. **Clerk to arrange for this work to be carried out.**

- 3 Speeding working group: a report was presented to the council of the group's first meeting. So far, the group has discussed the following points aimed at reducing the speed of vehicles in the parish, particularly the village:
- signage needs to be improved and current damaged or missing signs reported to Suffolk Highways
 - agree with Suffolk Police to vary the times and position when the speed van is in the village. The data from the van and the soon to be set up speed indicator devices will be essential when developing innovative ideas for speed reduction.
 - it was decided that setting up a community speed watch programme would not be considered
 - the possibility of pedestrian refuges in New Street

- 9 The village improvement plan This will be reviewed by councillors. It will be an agenda item at the November meeting.

- 10 Confidential item. A verbal report on the clerk/RFO's appraisal was received. The council agreed on the clerk/RFO's salary scale. After discussions of the average number of hours the clerk/RFO has been working over the last two years, it was agreed to increase his contracted hours to 60 a month.

There being no further business, meeting closed at 10.20 pm.

Signed: D.L. Warne
D.L.Warne (Nov 17, 2020 22:12 GMT)

Chair

Date Nov 17, 2020

217

Mr A J Parris, Clerk to Fressingfield Parish Council
The Stooks, Feaveryears Yard, Fressingfield. IP21 5PG

Tel: 01379 586745
email: clerk.fresspc@gmail.com

Date of council meeting	20 October 2020
-------------------------	-----------------

Current account and savings account statements

Nos 066 and 062 issued on 03/10/20

Current Account

£33,809.93

Previously agreed debits not on statement

£33,809.93New payments to be authorised on 20/10/20/20

SO Staff	Salary	166.40
SO Staff	Salary	378.80
BACS CAS Business services	Insurance policy 20-21	399.00
BACS SALC	Planning webinars	60.00
BACS CAS Business services	Additional premium for 19-20	10.00
BACS M Hammond	Grounds maintenance	1,346.60

£2,360.80

Receipts since statement no. 066

£0.00

Total

£31,449.13**Deposit Account**

£26,843.83

No activity in this account since statement no. 062

£26,843.83**Total available from both accounts: £58,292.96**Ringfenced reserves

Neighbourhood Watch	280
Playground	1,600
SIDs	1,479
Fressingfield Community Fund	1,555

£4,914

Contingencies

Emergency	15000
Assets (capital)	7000
In-year	2000

£24,000

Total 'set-aside' sum £28,914**Balance of available funds: £29,378.96**

balance available at September reconciliation

£22,575.28

balance available at August reconciliation

£23,585.51

balance available at July reconciliation

£24,630.54

balance available at June reconciliation

£25,905.29

balance available at May reconciliation

£26,633.28



FullCoun20201020

Final Audit Report

2020-11-17

Created:	2020-11-17
By:	Andy Parris (clerk.fresspc@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6hu8Z6rfHucBb_P-TCCkXAK2zbEUHTA

"FullCoun20201020" History

-  Document created by Andy Parris (clerk.fresspc@gmail.com)
2020-11-17 - 10:04:56 PM GMT- IP address: 2.29.53.241
-  Document emailed to D.L.Warne (dwarne.fresspc@gmail.com) for signature
2020-11-17 - 10:09:18 PM GMT
-  Email viewed by D.L.Warne (dwarne.fresspc@gmail.com)
2020-11-17 - 10:10:30 PM GMT- IP address: 66.249.93.115
-  Document e-signed by D.L.Warne (dwarne.fresspc@gmail.com)
Signature Date: 2020-11-17 - 10:12:28 PM GMT - Time Source: server- IP address: 78.156.65.123
-  Agreement completed.
2020-11-17 - 10:12:28 PM GMT