

Minutes of the Fressingfield Parish Council meeting held in Sancroft Hall,  
Fressingfield on Tuesday 15 March 2022 at 7.30pm

Present: Councillors Garry Deeks, Philip Eastgate, Tom Lindsay, Nigel Lucker, Trevor Orchard, Nick Stolls, Rachael Troughton, Di Warne

Also in attendance: 1 member of the public arrived during the meeting; Councillor Hadingham, Mid Suffolk District Council (MSDC) arrived during the meeting, Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 Cllr Warne chaired the meeting and welcomed everyone. She made a statement of her shock at the events in Ukraine. The council unanimously supported a statement condemning the invasion of Ukraine by Russia. Councillors were informed that local good neighbours' schemes were seeking information about the settlement of refugees. When details were known, the parish council will be informed. It was recognised that this is likely to be in urban areas to begin with.
- 2 Apologies for absence Received from county councillor Peter Gould (health). As this absence is likely to be prolonged, he has made arrangements for his county council colleagues to cover any essential work during this time.
- 3 Members' declarations of interest There were none.
- 4 Notification by councillors of any lobbying related to an agenda item All councillors had received an email regarding the minutes of the 01/03/22 planning meeting.
- 5 Minutes of the previous meetings
  - 1 It was resolved that the minutes of the meeting on
    - a 15/02/2022, a full council meeting, including the confidential minutes are correct
    - b 01/03/2022, a planning committee meeting, are correct having had a couple of typos corrected

**Clerk to clarify whether confidential minutes should be stored along with other minutes at the Suffolk Archive.**

- 2 Actions and progress since the last meeting not covered in reports
  - a CPR training arranged by the parish council was successful. A second course to be held in the future, possibly in the autumn. Fressingfield Medical Centre made a 25% contribution towards the cost of this course.
  - b Comments to councillors at the surgery during the coffee morning at Sancroft Hall include concern over trees with decaying branches and the view of the village as approached from Harleston.  
Councillors confirmed that any parishioner can make a complaint to the district council about a range of matters ranging from anti-social behaviour through planning matters to missed waste collection. This is done online using this website <https://www.midsuffolk.gov.uk/report/>  
The council expressed its appreciation of work carried out by Cathy and Kevin Tooley when tidying up storm debris on the footpath of Harleston Road.
- 6 The public forum A query from the public led to a general discussion about using the defibrillator, the network of first responders in the parish and how to respond in a medical emergency. The answer is that in a medical emergency, always to dial 999.

## 7 Finance

- 1 Cllrs GD and DW confirmed that the payment and receipt vouchers, inc invoices where appropriate, were accurately recorded on the payment summary sheet. This had been previously circulated to all councillors.  
The clerk advised councillors to only use their official email address for any council business.
  - 2 The council agreed to make these payments. Online authorisation of these payments was completed after the meeting by Cllrs TL and PE.
  - 3 The February reconciliation statement was presented to councillors prior to the meeting. Cllrs TO and RT confirmed that the balances shown on the reconciliation statement match those on the bank statements for 28 February. The RFO explained that the monthly transfer from the investment account to the current account will be recorded separately from the list of payments and receipts on each month's reconciliation statement.
  - 4 After detailed discussion, the council amended and approved its risk assessment document. **RT and RFO to write a finance operation manual.**
  - 5 The council discussed, amended and then approved the review of internal controls. **RFO to clarify how assets should be valued for insurance purposes.**
  - 6 RFO's report is available online. The council agreed to accept the quotation from Pearce and Kemp for the maintenance of the parish council's streetlights for the period of April 2022 to March 2025.
- 8 District Councillor Hadingham had sent a general report at the end of February. This is available online. She also informed the parish council that there has been no progress recently with the proposed development of around 80 homes on the old chicken factory site in Weybread. She will send details to DW about recent applications to the district council for grants for playgrounds.

## 9 Reports

- 1 The Chair. This report is on the website. It is unclear whether the hosting companies for the parishes two websites will provide a service to merge these two websites. The council agreed that professional support be found to do this and then to maintain the new site. **Clerk to bring firm proposal to next council meeting.**
  - 2 The Clerk. This report is on the website. The clerk reported that vandalism and some anti-social behaviour in the area around the bus shelter had been reported to the police. It was decided to wait until after the police investigations before deciding on what repairs to arrange for the bus shelter. The council noted with interest ideas for developing a 'Men's Shed' at Goodwin Hall.
- 10 A draft schedule for reviewing parish council policies was discussed, amended and adopted.
- 11 A draft schedule for parish council meetings for 2022-23 was discussed. This would reduce the number of full council meetings and combine some planning matters into a new full council/planning meeting. These would be held at the beginning of the month. The draft was amended and then adopted. It was agreed to follow this new schedule and see how effective it was in reducing the number of meetings whilst maintaining council's effectiveness. This schedule will be placed on the council's website and notice boards around the village.

- 12 Terms of reference for the newly formed playing field roadway group The draft terms of reference were discussed. It was recognised that information from the group be communicated not just to the council but to parishioners also. The council agreed that the group should work to these terms of reference. They are posted on the council's website. **DW to arrange a zoom setting-up meeting for the group.**
- 13 The process by which new councillors can be recruited was discussed. This included the district council's role, possible elections and the co-option of councillors. Clerk to post notice of vacancies. **Clerk to clarify with MSDC whether the number of seats on the council can be reduced from 13 to 11.**
- 14 Matters brought by the chair or councillors The council was informed that East Suffolk District Council had discounted Framlingham Town Council's neighbourhood development plan when considering a planning application. This is a different approach from that taken by MSDC.
- 15 Dates of the next meetings (all in Sancroft Hall beginning at 7.30pm) were confirmed as:
- |     |  |                   |
|-----|--|-------------------|
| I   | Full council/planning committee combined | Tuesday 5 April   |
| II  | Annual Parish Meeting                    | Tuesday 19 April  |
| III | Finance committee                        | Thursday 21 April |
- 16 Confidential item, under the Public Bodies (Admission to Meetings) Act 1960
- 1 It was agreed to exclude the public for the second part of this item
  - 2 discussion of concerns raised about the parish council  
*[This item is minuted separately.]*

The meeting closed at 10.15pm.

Signed:

Chair

Date