

## Approved Minutes from Parish Council Meeting

Monday 8th July 2024, 18:30, The Stables, Flempton House, Flempton

### Present:

**Cllr Janet Davies (Chair), Cllr David Hudson (Vice Chair) and Cllrs Dave Bambury, Gill Martin, Jean Lindsay, Ken Borrow.**

**District Cllr Susan Glossop, Clerk Justin Hook and no members of the public.**

## Agenda Items

1. Chairman's welcome, opening remarks and to receive apologies for absence  
Cllr Davies welcomed the new Clerk. The Chair has spent time with the Clerk sharing files and information, touring both villages, and is looking forward to a professional and compliant administration. As Responsible Financial Officer, the new Clerk has begun to take control of Councils finances.  
Cllr Davies recently attended SALC AGM and found it very useful.  
**Action: Clerk to arrange access for all Councillors to SALC portal.**  
Apologies received from Cllr Speed and County Cllr Rebecca Hopfensperger.
2. (i) To receive members Declarations of Interests - **None received.**  
(ii) Council to consider any new written requests for dispensation and/or requests which have been received - **None received.**
3. To approve & adopt the minutes from the Council meeting held on 20th May 2024  
Cllr Hudson proposed to approve the minutes, Cllr Borrow seconded, unanimous decision.
4. Review of actions from previous meeting if not covered on the agenda  
All actions covered in agenda.
5. To receive County Councillor's report from Cllr. Rebecca Hopfensperger.  
None received.
6. To receive District Councillor's report from Cllr. Susan Glossop  
Cllr Glossop has a person who may be interested in becoming a Councillor.  
**Action: Clerk to obtain details and make contact.**  
Cllr Glossop has already made contact with new MP Nick Timothy and believes his experience in office will be an advantage.  
Cllr Glossop reiterated the importance of the Local Plan in terms of the new governments plans for house building.
7. Public open session up to 15 minutes - questions and issues on matters arising from the agenda and from the villages  
No members of the public present.
8. To receive updates from Councillors on the following matters:
  - a. Grant for tools for churchyard maintenance  
Cllr Lindsay advised to liaise with PCC Treasurer John Sadler.  
**Action: Clerk to follow up payment of grant agreed in principle in a past meeting.**  
Cllr Davies observed ivy on the church walls and alerted Mark Prina to this and the general poor state of the churchyard.  
**Actions: Cllr Davies to arrange follow up meeting with Mark Prina/church. Clerk to check with Cllr Speed if any updates on gates.**
  - b. Meeting with The Links residents  
Cllr Glossop advised no news from Havebury, but on last visit a couple of weeks ago, it was looking better. SCC own the site, some properties owned privately, some by Havebury. Council acting to try and resolve. No resolution at present.

- Action: Clerk to liaise with Cllr Hopfensberger for a meeting date.**
- c. Bury Road fire damaged properties  
 Suggestion that one Councillor to take responsibility to collate all information on both fire damages sites and report to Council as necessary. Cllr Bambury agreed to take responsibility.  
 Mixed information about status of sale.  
**Action: Cllr Glossop to confirm with Conservation Officer and report back and also establish if there is a 'main contact' for Bury Road site.**  
 Cllr Davies reported group of teenagers in the lane and outbuildings causing mischief. Incident reported to police and CCTV footage shared.  
 Site safety and security remains a concern.  
**Action: Cllr Bambury to liaise with owners to discuss 'keep out' signs or similar.**
- d. Mill Lane fire damaged properties  
 General feeling was that Mill Lane is waiting to see what happens to Bury Road site. Reports that certain residents want to hold on to parts of the land. Concerns raised over rubbish in front gardens and the environmental health impact.  
 Cllr Bambury to be main contact for all information exchange, and report to Council as necessary.
- e. Village sign restoration  
 Cllr Davies has finished cleaning the sign, applied protective tape, and is ready for it to be re-attached to the pole. Possible date identified, weather permitting.  
 Cllr Borrow has bought new bolts, sanded the pole and is repairing the plinth.
- f. Pruning of trees on The Green  
 Cllr Speed confirmed via email work is to be carried out in August.  
 Council require clarity on what work is being done, by whom, the cost and what permissions are in place.  
**Action: Clerk to liaise with Cllr Speed for clarity and obtain fresh quotes for the work.**
- g. Entrance gates to villages  
 Cllr Speed advised by email work is to begin w/c 12th August.  
 Council concerned over visibility of a works order, exact location and detail.  
**Actions: Cllr Hudson to mark out locations, Clerk to check emails and clarify with Cllr Speed if required.**  
 It was also noted that the Bus Stop job is not complete, with missing signage.  
**Action: Clerk to investigate.**
- h. Repairs to the track on The Green  
 Works have been delayed due to bad weather - new dates expected to be 15-16th July.  
 Cllr Hudson has been quoted £80 to repair the engineering bricks to the time capsule.  
**Actions: Cllr Hudson to obtain official quotation for the time capsule repairs. Clerk to investigate the original inscription text, so that it can be repaired also.**
- i. Hengrave Hall overhanging trees  
 Nothing appears to have been done further to a written request for action from the Parish Council sent in April. Dead trees identified opposite Lark Cottage, Fairview and Gage House.  
**Action: Clerk to follow up with Hengrave Hall.**  
 Cllr Hudson confirmed that he has secured funding for repairs to the Lark Path from Flempton to Culford Stream. Some minor works to be completed by volunteers when work starts in September. Talks ongoing for path from Flempton Bridge to Hengrave to complete a loop.

Cllr Glossop has a contact who remembers a Hengrave to Flempton path on the opposite side of the bank and has some old maps.

**Action: Clerk to liaise with Cllr Glossop for contact details.**

Cllr Hudson continues to investigate path from Flempton Bridge to Mill House.

- j. Handover from outgoing Clerk, files, electronic files, etc

Apart from the physical ledgers and some mail, nothing more has been received. A request for confirmation that all data has been returned within 7 days of leaving office as per contract has not been responded to.

**Action: Clerk to try and establish list of what is missing, against legal outline for what data ought to be kept on file.**

9. To receive Clerks report

Clerk updated Council on recent works, including setting up online banking, researching Microsoft 365 subscription for storage of documents, applying for the electoral role, setting up of new cash book, chasing bus timetables, establishing a working budget for 2024/25, web updates, noticeboard updates.

**Action: Clerk to update noticeboard and website with new MP details.**

Cllr Hudson asked if Councillor details ought to be published online or on noticeboards. It was agreed that all contact be through the Clerk in the first instance, but also that it was better practice for all Councillors to have official email addresses in order to keep all Council business separate.

**Action: Clerk to investigate.**

10. Finance update

- i. Cllr Davies proposed to approve payment of the following accounts and outstanding invoices, to also include £260.00 to the PCC for maintenance tools and expenses of £16.43 to Cllr Davies and £21.71 to Cllr Borrow for materials to repair the village sign. Cllr Hudson seconded, unanimous decision.

Payee & details	Total
J Hook, Clerks salary, June	£243.40
J Hook, Clerks expenses, June	£36.32
HMRC, Clerks Tax & Ni Q1	£60.80
Suffolk Cloud, clerk@ mailbox & domain	£55.00
<b>Total Payments</b>	<b>£395.52</b>

- ii. Council noted bank balances correct to 30th June (unless stated otherwise)

Current	£3,274.76
Savings	£22,433.99
<b>Total</b>	<b>£25,708.75</b>

- iii. Cllr Bambury proposed to approve bank reconciliation for June 2024, Cllr Martin seconded, unanimous decision.

- iv. Council to discuss alternative options to instant access savings account, to increase interest return, possibly 6 month fixed term account.

Cllr Lindsay proposed to fix a portion of funds for 6 months, Cllr Hudson seconded, unanimous decision.

**Action: Clerk to advise a suitable amount, leaving enough 'working' funds.**

11. End of year submission

**Action: Clerk to submit, now information is in hand.**

12. Future Meeting Dates & Venue

Cllr Bambury proposed to approve bi-monthly meeting dates on the second Monday of the month as detailed. Cllr Lindsay seconded, unanimous decision.

2024 dates: 9th September / 11th November

2025 dates: 13th January / 10th March / 12th May (AGM) / 14th July / 15th September / 10th November

Council were hugely thankful to Cllr Speed for use of The Stables.

Cllr Hudson proposed to continue to meet at The Stables whilst practicable, but for the Clerk to investigate potential other venues, more suited to public involvement. Cllr Bambury seconded, unanimous decision.

13. The Triangle

Council to discuss plan to redefine the triangle, potentially with kerbing to tidy appearance and curtail grass/weed growth.

Cllr Bambury proposed to identify this as a project, Cllr Martin seconded, unanimous decision.

14. Other projects

Cllr Davies noted that lots of volunteering has taken place in Hengrave but that more work is required in Flempton around the time capsule, cleaning road signs, tidying pavements, repairing the noticeboard etc.

**Action: Cllr Hudson agreed to take on responsibility for overhaul of the Flempton noticeboard.**

Cllr Davies suggested a communication to the villagers perhaps in the form of a newsletter, to advise who to report issues to, who is responsible for what in the villages, encouragement for villagers to take responsibility for their own frontages etc.

Cllr Borrow had been thinking along same lines, for a flyer including jobs and tasks, future projects, encouraging volunteering, offering help to those who need it, asking for villagers feedback on what they'd like to see etc.

Suggested project date for delivery in September, post holiday season.

15. Councillor Vacancies

There is currently one, but potentially two vacancies. It was agreed that the first point of contact for recommendations and applications for co-option to be the Clerk. Applicants would then be sent a summary of the role from the Council with a request for a 'mini-CV' to support their application to be considered by the whole PC.

**Action: Clerk to confirm with Democratic Services that the correct notices have been actioned.**

16. Correspondence

i. Verbal complaint re: overhanging bushes on corner of Mill Lane. Clerk made contact with homeowner. Homeowner has since completed trimming back work.

17. Date of next meeting

The next Meeting will be held on Monday 9th September 2024, commencing at 18:30, The Stables, Flempton House, Flempton.

**Meeting closed 21:00**

..... Sign & date

..... Print name

Chairman

Signed as confirmation that they are a true record.