

## **Draft FULL Minutes from Parish Council Meeting**

Monday 11th November 2024, 18:30, Brookes School, Flempton Road, IP28 6QJ

*These draft minutes will be approved at the Parish Council meeting on 13th January 2025.*

### **Present:**

**Cllr Janet Davies (Chair), Cllr David Hudson (Vice Chair) and Cllrs Dave Bambury, Jean Lindsay, Gill Martin and 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 everybody to the new location and thanked Brookes School for their hospitality and support. Cllr, Andrew Speed has formally resigned for the Parish Council and was thanked for his service both as Cllr and Chair and for his generosity in hosting Council meetings and the support of his business operation.

Cllr Davies attended the SALC West Suffolk Forum on the 17th September and it was a good opportunity to hear other Councils issues. She was also appointed as Vice Chair to the West Suffolk Forum and as a board member to the main SALC board.

Cllr Davies also attended her first SALC board meeting on 9th October and was nominated to attend the NALC AGM on November 7th.

A 5% increase in NALC fees will likely be cascaded down to smaller organisations such as SALC and Parish Councils will also feel the pressure of planned increases to employers NI contributions.

Cllr Davies spoke to the National Police Crime Commissioner at the AGM and asked about Police representation at PC meetings. She confirmed that Parish Councils should continue to ask for Police representatives to attend meetings.

Concern was raised over the number of crime incidents in the area and lack of reporting at the meeting.

**Action: Clerk to sign up to receive crime reports and share with Cllrs.**

**Action: Council to write to Suffolk Crime Commissioner, Tim Passmore to request more regular attendance of Police representatives at PC meetings.**

The SALC 75th year AGM is to be held at the Athenaeum in June 2025.

### 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 two sets of minutes from the Council meeting held on 9th September and the extraordinary meeting held on 21st October 2024

**Council resolved to approve and adopt the two sets of minutes. The Chair and Vice Chair signed them.**

### 4. To receive County Councillor's report from Cllr. Rebecca Hopfensperger

**None received.**

### 5. To receive District Councillor's report from Cllr. Susan Glossop

Report received and shared with Cllrs.

Cllr Glossop reported various information had been circulating re: the Carols on the Green event.

**This was covered later under item No. 24.**

She also felt that the wall between the Bus Shelter and Thatch End is deteriorating badly and creating a safety issue for pavement users.

**Action: Clerk to obtain pictures of deteriorating wall and write to owner asking for the wall to be repaired.**

**Action: Cllr Glossop to share contact details of owner.**

Cllr Glossop said that there is potential help available to anyone struggling due to the lack of the winter fuel payment. Cllrs were advised to signpost residents to Cllr Glossop.

6. 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.**

7. To receive updates from Councillors on the following matters:

- a. Meeting with the Church re: churchyard - Cllr Davies

The Churchyard is looking tidier. 2 new gateposts have been installed and the gates rehung.

- b. Parking at The Links - meeting with SCC, Highways & Havebury - Cllr Davies

A meeting was held on 30th October between the PC (Chairman and Clerk), SCC, Highways and Havebury with Cllr Glossop and Cllr Hopfensperger present. The grass area being parked on is SCC land and they have concerns that the significant vehicle damage to the grass and surface rutting, is having a negative impact on the services buried beneath. Cllr Hopfensperger is raising a customer service request to look at solutions regarding access to the grass area. SCC will notify residents as appropriate.

- c. Bury Road fire damaged properties - Cllr Bambury

David Harris' purchase of property No. 3, 4 and 6 is thought to be nearing completion, but the status of No. 5 is unknown.

- d. Mill Road fire damaged properties - Cllr Bambury

A meeting was held with majority of owners on 11th November. Residents were asking if mortgage help and advice would still be available from Cllr Speed.

**Action: Cllr Bambury to speak to Cllr Speed.**

Council raised concerns over deterioration of the site and specifically the gable end and risk of collapse. Cllr Glossop continues to liaise with the Conservation Officer and will speak to Enforcement as it is now deemed a significant health and safety risk.

**Actions: Clerk/Cllr Bambury to also raise with WSC Conservation Officer, Building Control & Enforcement.**

- e. Pruning of trees on The Green - Clerk

Planning permission granted and works instructed.

**Action: Clerk to create flyer to leaflet residents when a date is confirmed.**

- f. Entrance gates to villages - Clerk

Clerk will update at January meeting.

- g. Hengrave Hall overhanging trees - Cllr Davies

There has been ongoing correspondence and Hengrave Hall assure Council that the matter is in hand.

**Action: Clerk to obtain Andy Moore from Highways' contact details should Council need further support.**

- h. Bus stop, signs and timetables - Cllr Bambury/Clerk

Still missing one timetable. Flag on the Flempton bus stop is dangerously low.

**Action: Clerk to request that the flag pole is increased in height and sign lifted.**

- i. Village newsletter/update - Cllr Borrow/Cllr Davies

Cllr Borrow has made a good start. Ongoing.

- j. Repairs to time capsule on The Green - Clerk

Repairs complete, stone has been cleaned and plaque applied.

**Action: Picture required and Cllr Davies to write a piece for the Lark Valley magazine.**

k. Councillor vacancies - Cllr Davies

Cllr Davies and the Clerk have adapted a form and information from the SALC website for recruiting Cllrs.

Cllr Davies reported that help for Cllr recruitment is a project that SALC will be looking into.

It was suggested that a leaflet could be produced, or a piece included in the proposed newsletter.

l. Notice & information board on The Green - Clerk

**Council resolved to appoint Steve Brown to sand and oil the notice board and information board on The Green in Flempton for £260.**

m. .gov.uk domain & emails - Clerk

All emails appear to be working well. Next step is to get the website moved to the new domain. Ongoing.

8. To receive Clerks report

Clerk reported the purpose of the Councillors Allowance. No councillors felt it was something that they wished to receive.

9. Finance update

i. **Council resolved to approve payment of the following accounts and outstanding invoices:**

Payee & details	Total
J Hook, Clerks salary, September	£243.40
J Hook, Clerks salary, October	£243.40
J Hook, Clerks expenses, September & October	£33.31
HMRC, Clerks Tax & NI (Q2)	£182.40
SALC, payroll services (Jun-Sep)	£36.00
West Suffolk Council, The Triangle, 8 x grass cuts	£407.81
Brunel Engraving Co., plaque for time capsule	£107.48
CAS, Insurance	£435.98
<b>Total Payments</b>	<b>£1,689.78</b>

ii. Council noted bank balances correct to 31st October (unless stated otherwise).

Current	£1,999.71
Savings	£20,015.39
<b>Total</b>	<b>£22,015.10</b>

iii. **Council resolved to approve bank reconciliation for September/October 2024.**

iv. **Council resolved to accept Lloyds Bank maintenance fee of £4.25 per month as of 14th January 2025.**

10. 2025/26 budget and precept

Council to discuss 2025/26 budget which determines the precept.

**Council resolved to request a precept of £10,500 in order to cover the shortfall identified in the budget equates to a £6.02 increase (9.19%) for a band D property in the parish.**

**Action: Clerk to lodge Precept application.**

11. ICO - Information Commissioners Office, data protection fee for organisations

**Council resolved to pay £35.00 ICO fee by direct debit.**

12. Internal Audit 2024/25

**Council resolved to appoint Vicky Waples as Internal Auditor for the 2024/25 audit. Estimated cost £260, plus mileage.**

13. Planning

Council to discuss the following planning applications:

i. **DC/24/1334/HH \*RE-CONSULTATION\***

Well Cottage 6 Bury Road Flempton Suffolk IP28 6EG

Householder planning application - a. shed in front garden b. relocation of access gates with new section of fencing

**Council resolved to uphold the existing objection, under the same grounds.**

14. Asset register

**Council resolved to adopt the updated asset register.**

15. Insurance

**Council resolved to accept the insurance renewal quote from CAS for £435.98.**

Action: Clerk to investigate what cover is offered for volunteering and the use of power tools.

16. Flempton Pool Meadow to Flempton Bridge path creation - Cllr Hudson

Council to discuss proposal to create a footpath linking Flempton Pool Meadow to Flempton Bridge. Works quoted at £1225.

**This item was moved to the January agenda.**

17. VAS equipment

Council to discuss whether or not to extend warranties on VAS equipment. Cost £199 per year, per unit for 3 years.

**Council resolved not to renew the VAS warranties.**

Council to discuss plan for handover of Flempton equipment from Cllr Speed as of January 2025.

Action: Clerk to investigate solar powered option for Flempton VAS.

18. Church gates

Council to discuss potential grant to the PCC towards replacement / reinstatement of the broken church gates. Cost to be shared equally between PC / PCC / Cllr Speed, circa £280 each party.

**Item closed - Church has already undertaken this work themselves.**

19. War Memorial / Remembrance Garden

Council to note that the Clerk purchased a poppy wreath, which Cllr Davies placed on the War Memorial prior to Remembrance Sunday.

Cllr Lindsay reported that the Commonwealth War Graves and the War Memorial were visited on Remembrance Sunday, but that sadly the new wreath that Cllr Davies laid, appeared to have been removed and replaced with an old worn out wreath. Cllr Lindsay placed a new wreath.

Council to discuss proposal to improve the War Memorial area, creating a Remembrance Garden, with a bench, potential planting and the replacement of the metal cross on the War Memorial with a new stone cross. Potential cost £3-£4k.

**This item was moved to the January agenda.**

Action: Clerk to investigate any potential charities/organisations that may be able to offer assistance.

20. Accreditation

Council to consider working towards an accreditation with the Local Councils Award Scheme by NALC.

**Council resolved this was a good idea in principal. Item moved to January agenda to discuss further.**

21. Civility & Respect Pledge

Council to discuss working towards adopting the Civility & Respect pledge.

**Council resolved this was a good idea in principal. Item moved to January agenda to discuss further.**

22. Lithium-ion batteries

**Council resolved to continue to support the bill for lithium-ion battery safety.**

**Action: Clerk to respond accordingly.**

23. Grass cutting contract

Council to discuss WSC quotation to cut the grass on the Triangle. 8 cuts per year totalling £418.01.

Council felt this was expensive and good practice would be to obtain further quotes.

**Action: Clerk to obtain further quotes.**

24. Correspondence

i. Residents from The Green re: Councils response to the Carols on The Green event & Christmas tree.

**Responses sent - CLOSED.**

ii. Potential resident of The Green asking about ownership of The Green.

**Response sent - CLOSED.**

25. CityFibre / Project Gigabit - works to The Green, Flempton

Council to discuss request for a wayleave agreement with CityFibre to facilitate works to The Green for Project Gigabit high speed internet.

**Council resolved to agree in principal, on the basis that The Green will be returned to exactly the same state as before works began.**

**Action: Cllr Hudson/Cllr Bambury/Clerk to go through finer details of the wayleave agreement including locations and specification of the 'chamber.'**

26. Date of next meeting

The next Meeting will be held on Monday 13th January 2025, commencing at 18:30, Brookes School, Flempton Road, IP28 6QJ.

**Meeting closed to the public 20:58**

27. Clerks probation & pay

**Council resolved to confirm the permanent appointment of the Clerk, after completion of a 6 month probation at the end of November 2024.**

Council to discuss revised NALC pay scales, effective 1st April 2024. Clerk's pay scale 18 increased from £15.21 to £15.84 per hour, equating to £63.00 of back pay (5 months) and £63.00 extra to be budgeted for the remainder of the financial year (5 months).

**Council resolved to approve the Clerks pay increase and back pay in line with the revised NALC pay scale.**

**Council resolved to hold a performance review with the Clerk in January 2025 as per the employment contract.**

**Meeting closed 21:11**

..... Sign & date

..... Print name

Chairman

Signed as confirmation that they are a true record.