

Flempton cum Hengrave Parish Council

Chair: Cllr. Janet Davies

Clerk: Justin Hook | clerk@flemptoncumhengraveparish.gov.uk

www.flemptoncumhengravepc.org.uk

NOTICE IS HEREBY GIVEN, that all members of the Parish Council are hereby summoned to attend the next meeting of Flempton cum Hengrave Parish Council on Monday 11th November 2024 commencing at 18:30 at Brookes School, Flempton Road, IP28 6QJ.

The Council, members of the public and press are welcome to attend and may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Members of the public will be invited to give their views/question to the Parish Council on issues on the agenda, or raise issues for consideration or inclusion at future meetings during the open public session before the meeting, this will be limited to 15 minutes duration but may be extended at the discretion of the Chairman.

To view associated papers/information please use the following web link:
www.flemptoncumhengravepc.org.uk/parish-council/agendas-and-minutes/

Agenda Items

1. Chairman's welcome, opening remarks and to receive apologies for absence
2. (i) To receive members Declarations of Interests.
(ii) Council to consider any new written requests for dispensation and/or requests which have been 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
4. To receive County Councillor's report from Cllr. Rebecca Hopfensperger
5. To receive District Councillor's report from Cllr. Susan Glossop
6. Public open session up to 15 minutes - questions and issues on matters arising from the agenda and from the villages
7. To receive updates from Councillors on the following matters:
 - a. Meeting with the Church re: churchyard - Cllr Davies
 - b. Parking at The Links - meeting with SCC, Highways & Havebury - Cllr Davies
 - c. Bury Road fire damaged properties - Cllr Bambury
 - d. Mill Road fire damaged properties - Cllr Bambury
 - e. Pruning of trees on The Green - Clerk
 - f. Entrance gates to villages - Clerk
 - g. Hengrave Hall overhanging trees - Cllr Davies
 - h. Bus stop, signs and timetables - Cllr Bambury/Clerk
 - i. Village newsletter/update - Cllr Borrow/Cllr Davies
 - j. Repairs to time capsule on The Green - Clerk
 - k. Councillor vacancies - Cllr Davies
 - l. Notice & information board on The Green - Clerk
 - m. .gov.uk domain & emails - Clerk
8. To receive Clerks report
9. Finance update
 - i. To consider and 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
Total Payments	£1,689.78

- ii. To receive bank balances correct to 31st October (unless stated otherwise)

Current	£1,999.71
Savings	£20,015.39
Total	£22,015.10

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

- iv. Council to discuss Lloyds plans to charge a maintenance fee of £4.25 per month as of 14th January 2025 for their new Community Account

10. 2025/26 budget and precept

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

£10k precept equates to a £2.62 increase (4%) for a band D property in the parish.

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

Council to discuss payment of ICO fee by direct debit (£35 per annum as opposed to £40 per annum BACS or cheque).

12. Internal Audit 2024/25

Council to discuss Clerks recommendation to instruct Vicky Waples as Internal Auditor, cost circa £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

14. Asset register

Council to review & adopt updated asset register.

15. Insurance

Council to review insurance renewal quote from CAS for £435.98 against the updated asset register to ensure correct level of cover.

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.

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

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.

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.

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.

20. Accreditation

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

21. Civility & Respect Pledge

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

See: <https://www.slcc.co.uk/news-publications/civility-respect-pledge/>

22. Lithium-ion batteries

Council to discuss continuing support of both bills regarding lithium-ion battery safety.

23. Grass cutting contract

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

24. Correspondence

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

Responses 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.

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.

The following items are confidential and therefore the meeting will be closed to members of the public

27. Clerks probation & pay

Council to discuss confirmation 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).