

Draft Minutes from Parish Council Meeting

Monday 9th September 2024, 18:30, The Stables, Flempton House, Flempton

These draft minutes will be approved at the Parish Council meeting on 11th November.

Present:

Cllr Janet Davies (Chair) and Cllrs Dave Bambury, Jean Lindsay, Ken Borrow.

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 and advised that she will be attending the SALC Forum on 17th September where a representative from the Good Neighbourhood scheme will be speaking.
Apologies received and accepted from Cllr Hudson, Cllr Speed, Cllr Martin, Cllr Hopfensperger and Cllr Glossop.
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 8th July 2024
Council resolved to approve and adopt the minutes, the Chairman signed them.
4. Review of actions from previous meeting if not covered on the agenda
Moving forwards, these to be covered in Cllr updates.
5. To receive County Councillor's report from Cllr. Rebecca Hopfensperger
Nothing to report. Cllr Hopfensperger requested suitable dates for the meeting with Havebury regarding the The Links and reminded the Clerk to forward SCC street furniture licenses for village gates once received, in order to secure funding from locality budget.
6. To receive District Councillor's report from Cllr. Susan Glossop
Cllr Glossop advised all actions from previous meeting were completed.
3-6 Bury Road Hengrave update: Draft sketches for the redevelopment of the site are being prepared by David Harris' architects, after a meeting between David Harris, the Conservation Officer and one of the residents on August 26th.
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 - **COMPLETE**
 - b. Meeting with the church re: churchyard & church gates - Cllr Davies
Cllr Davies had a productive meeting with Mark Prina on August 13th. The Commonwealth War Graves have been identified and are now accessible. Cllr Davies agreed to write an article for the parish magazine.
The volunteer dates to help with churchyard tidying and maintenance are 27th Sep, 4th & 18th Oct, 8th & 22nd Nov, 6th Dec from 9.30am to 12noon.
Action: Cllr Davies to share to WhatsApp groups and website.
The church is keen to get the gate fixed, and ready to liaise with Cllr Speed, but Cllr Lindsay reminded Council that there is due process to follow, which does take time.
 - c. Meeting with The Links residents - Cllr Davies
Cllr Hopfensperger requested suitable dates to set up meeting with Havebury.
Action: Cllr Davies to advise dates to Cllr Hopfensperger.

- d. Bury Road fire damaged properties - Cllr Bambury
Cllr Glossop escalated recent issues to Conservation and Enforcement Officers, who will be in touch with resident.
- e. Mill Road fire damaged properties - Cllr Bambury
Mill Road meeting held on 17th Aug. Cllr Speed supporting residents with mortgages and settlements. Direct contact has begun with potential purchasers. Report received from Lacy Scott for cost of marketing (if required).
Unknown if 10 Mill Road is to be part of the plot, or to be rebuilt separately. Owner is now living away, making the process more difficult.
De-listing has been confirmed.
- f. Village sign restoration - **COMPLETE**
- g. Pruning of trees on The Green - Clerk
Three contractors contacted, only one quote received for £1000+Vat from Wayne Jarvis to trim, reshape and lift crowns on all trees on The Green. Two failing cherry trees to be removed and stumps ground.
Council resolved to accept the quote and for the Clerk to instruct the works to be carried out.
- h. Entrance gates to villages - Clerk
Cllr Davies, Cllr Hudson and the Clerk revisited potential sites for village gates, measured and submitted to SCC with drawings for license application. SCC turned down locations & sign combinations.
Action: Clerk to resubmit the application to replace 2 existing locations signage and add third with gates, but no speed roundels.
- i. Repairs to the track on The Green - **COMPLETE**
- j. Hengrave Hall overhanging trees - Cllr Davies
The Clerk wrote to Hengrave Hall to chase previous correspondence. Hengrave Hall asked the Clerk to arrange traffic lights so works could be carried out. SCC advised that is responsibility of Hengrave Hall's contractors.
Action: Cllr Davies to follow up with Hengrave Hall.
- k. Handover from outgoing Clerk regarding files, electronic files, etc. - Cllr Davies
Cllr Davies reported that the outgoing Clerk has had every opportunity to respond to Council's correspondence on the matter but hasn't. Cllr Davies has returned the files included in those handed over by the outgoing Clerk to the Chair of the correct Council - **CLOSED**
- l. Bus stop, signs and timetables - Cllr Bambury/Clerk
Timetable has since been added to Flempton bus stop, still awaiting bus stop sign.
Action: Cllr Bambury to remove temporary timetables from Hengrave bus stop.
Action: Clerk to continue to follow up with SCC to place the sign on the new Flempton bus stop.
- m. The Triangle, Hengrave - Cllr Davies
Council agreed it was better to postpone this project until potential works to the Mill Road cottages are completed - **CLOSED**
- n. Village newsletter/update - Cllr Borrow/Cllr Davies
Cllr Davies has made a start, Cllr Borrow has gathered some information and ideas from parish magazine.
Council to aim to distribute this prior to discussions regarding the precept.
- o. Repairs to time capsule on The Green - Clerk
Quote received to repair the brickwork to the time capsule of £100+Vat
Council resolved to accept the quote and for the Clerk to instruct the works to be carried out.

Council resolved a budget of £100 for the Clerk to purchase a stainless steel plaque to go on it.

The Clerk has also asked for quote to sand and treat information board and notice board.

p. Councillor vacancies - Cllr Davies

There are 8 Council seats. 4 are for Flempton, 4 are for Hengrave. 7 seats are currently filled via election. One Flempton seat is currently open and is to be filled via co-option.

Cllr Davies has drafted an information pack and template regarding how to become a Councillor and what is involved.

An interested party has enquired from Hengrave, the Clerk has requested further information and is awaiting a response.

Action: Clerk to follow up with Cllr Hudson and Cllr Glossop regarding potential candidates known to them.

9. To receive Clerks report

End of year financials have been submitted.

Attended overview session on .gov.uk domains.

Cllr Bambury now added to online banking with Lloyds.

Researched new venues, nothing back from Lackford Lakes, Culford School or Larkwood Lakes. Culford and Risby Village Halls both an option, but bit further afield. Visited Brookes School - very accommodating, classroom available just off car park, level access, available free of charge as goodwill gesture for community purposes.

Council resolved to trial using Brookes School for the November meeting.

10. Finance update

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

Payee & details	Total
J Hook, Clerks salary, July	£243.40
J Hook, Clerks salary, August	£243.40
J Hook, Clerks expenses, July & August	£17.73
Timber Force	£1590.00
Timber Force	£240.00
Total Payments	£2334.53

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

Current	£2337.70
Savings	£22,478.66
Total	£24,816.36

iii. **Council resolved to approve bank reconciliation for July/August 2024.**

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

Council agreed to hold this idea until budget set and in place.

v. **Council resolved to approve payment of the Clerk's base salary by Standing Order, in arrears and on the 1st of each month. Extra hours where appropriate to be approved and paid as an additional payment.**

11. 2025/25 Budget

Council noted that the retrospective budget that the Clerk has put together was a good start, and a helpful tool towards setting the next years precept.

Action: Clerk to continue to develop and establish what is Chairs Allowance?

12. Planning

Council to discuss the following planning applications:

i. **DC/24/1069/FUL **deadline for comments 10th September****

7 Mill Road Hengrave Suffolk IP28 6LR

Planning application - a. one dwelling b. outbuilding c. new access

Council shared neighbours concerns over location of drains through the site, and the shallow depth of these drains. Drawings appear inconsistent, showing two drive locations, two garage locations - which is correct? Street view scene doesn't look to be to scale with actual site - appear to suggest larger gaps between properties than in reality, especially significant being an infill plot. Previous application turned down in 2011.

Council resolved to OBJECT this application.

ii. **DC/24/1050/FUL**

Flempton Golf Course Bury Road Flempton Suffolk IP28 6EQ

Planning application - extension to storage building to create new greenskeepers shed (following demolition of existing storage building)

Council resolved to SUPPORT this application.

iii. **DC/24/0841/FUL**

Greyhound Inn The Green Flempton Suffolk IP28 6EL

Planning application - detached car port with link walls and garden room

Council objected on following grounds; proximity to church wall; changing/obstructing views of the church from The Green, detrimental impact in a conservation area.

Council resolved to OBJECT this application.

iv. **DC/24/0842/LB**

Greyhound Inn The Green Flempton Suffolk IP28 6EL

Application for listed building consent - detached car port with link walls and garden room

As above.

Council resolved to OBJECT this application.

13. Asset register

Council reviewed updated asset register and noted a good start, but more work needed before it can be adopted.

Action: Clerk to update asset register and add as an agenda item for the next meeting.

14. Insurance

Council to review insurance renewal quote from CAS for £378.48 to ensure correct level of cover

Council concerned that neither cover is entirely suitable or gives level required - especially for thatched bus stop roof.

Action: Clerk to get tailored quotation from insurance provider.

15. Carols on The Green

Council to discuss request for permission from organisers, including potential opening of Church for toilet facilities. Extra lighting and caps on guy ropes to mitigate H&S concerns. Request for PC funding, potential cost of event £400-500

Council concerned that risk assessments not in place, nor correct insurance, and that toilets, parking and power do remain to be major issues. Council suggested that organisers liaise with the church to hold the event there, where there are facilities and cover for inclement weather.

Council resolved that the carol service not be held on The Green.

Council resolved that a grant of £200 would be available towards the cost, payable to the church, if organisers were to hold a similar event at the church.

16. Correspondence

- i. Resident from The Links looking for clarity over ownership of a small piece of hedging
Clerk checked with Havebury, who didn't claim ownership. Went back to resident, suggesting that they look at their deeds.

17. .gov.uk domain and emails

Council to discuss moving to a .gov.uk domain name with associated email addresses for all Councillors. Costs (incorporating governments £100 funding): £10 for domain registration for 3 years and circa. £25 per month for up to 50 email addresses. New website circa £750

Council resolved to move to a .gov.uk domain name and email addresses.

18. Date of next meeting

The next Meeting will be held on Monday 11th November 2024, commencing at 18:30, in the new location of Brookes School, Flempton Road, IP28 6QJ.

Meeting closed 21:06

..... Sign & date

..... Print name

Chairman

Signed as confirmation that they are a true record.