

# Flempton cum Hengrave Parish Council

Chair: Cllr. Janet Davies

Clerk: Ginny O'Hegarty clerk@flemptoncumhengraveparish.gov.uk www.flemptoncumhengraveparish.gov.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 10<sup>th</sup> November 2025 commencing at 18:30 at Fornham St Martin Village Hall, The Street IP31 1SP.

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/questions 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.flemptoncumhengraveparish.gov.uk/parish-council/agendas-and-minutes](http://www.flemptoncumhengraveparish.gov.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 consider any applications for co-option to the vacancies on the Parish Council.
4. To approve and adopt the minutes from the meetings held on 29<sup>th</sup> September 2025 and 21<sup>st</sup> October 2025.
5. To receive the **County Councillor** report from Cllr. Rebecca Hopfensperger.
6. To receive the **District Councillor** report from Cllr. Susan Glossop.
7. Public open session up to 15 minutes - questions and issues on matters arising from the agenda and from the villages.
  
8. **To receive updates from Councillors on the following matters:**
  - a. Bury Road fire damaged properties: Cllr Davies/Cllr Glossop
  - b. Mill Road fire damaged properties: Cllr Davies/Cllr Glossop
  - c. Trees and hedges impacting the highway at (i) Hengrave Hall; (ii) Grange Farm; and (iii) Bury Road, Flempton: Clerk
  - d. CityFibre update on repair work to the Triangle and Flempton Green: Clerk
  - e. (i) Update on potential site for additional solar-powered VAS unit: Cllr Bambury and Cllr Lindsay  
(ii) Update on replacement batteries for the Hengrave VAS unit: Clerk
  - f. Council to consider and approve the revised costings for renovation and cleaning of the war memorial: Cllr Bambury
  - g. Update on repairs to the thatch of Hengrave bus shelter: Clerk
  - h. Speeding and road safety:
    - (i) Council to note the Grange Farm Barns report has been submitted to Cllr Chris Chambers, Cabinet Member for Transport Strategy, Planning and Waste at Suffolk County Council.
    - (ii) Update regarding working with other Parish Councils on speeding issues.
  
9. Finance and Governance Update
  - i. To **NOTE** the following payments:

Details	Payee	Amount	Payment
Bank service charge (September 2025)	Lloyds Bank	£4.25	Direct Debit
September salary inc WFH allowance and use of own devices allowance	Parish Clerk	£339.12	Paid bank transfer
Nest Pension (September 2025)	Nest Pension	£12.68	Direct Debit
October salary inc back pay to 01/04/2025 as per NJC award, WFH allowance and use of own devices allowance	Parish Clerk	£402.36	Paid bank transfer

Bank service charge (October 2025)	Lloyds Bank	£4.25	Direct Debit
Nest Pension (October 2025)	Nest Pension	£12.68	Direct Debit
Ansvar Insurance premium	Business Services at CAS Limited	£493.43	Paid bank transfer

ii. To **APPROVE** the following payments:

Details	Payee	Amount	Payment
Email hosting and support 01/11/25 – 31/10/26	Parish Council Websites	£314.64	Bank transfer
The Triangle – Grass Cutting	West Suffolk Council	£418.01	Bank transfer
Data Protection Fee	ICO	£47.00	Direct Debit
Payroll Service Mar-Sep 2025	SALC	£57.60	Bank transfer
Printer Paper	Parish Clerk	9.99	Bank transfer
Website hosting	Suffolk Cloud	£120.00	Bank transfer
Venue hire (x2 @ £30)	Flempton Golf Club Limited	£60.00	Bank transfer
War memorial renovation: 50% of cost to supply and fit new stone cross and shaft	Abbeygate Masonry Ltd	£2,759.40	Bank transfer

iii. To receive bank balances correct to 31<sup>st</sup> October:

Community Account (Current)	£939.31
Commercial Instant Access Account (Savings)	£21,640.23
<b>Total</b>	<b>£22,579.54</b>

iv. Council to approve bank reconciliation for September/October 2025.

v. Council to note submission of VAT reclaim for period November 2025 – October 2025.

vi. Council to consider contributing £48.44 +VAT towards Clerk training course fees of £155 +VAT (ILCA and Budgeting).

vii. Council to consider renewal of Grounds Maintenance Contract with West Suffolk Council in the amount of £361.52 +VAT

viii. Council to consider contributing £2 per month towards £5 data tariff for shared Council phone used by the Clerk, in place of the £10 per month currently paid for use of personal devices.

10. Council to consider and adopt Updated Standing Orders 2025.

11. Council to consider signing up to the Civility and Respect Pledge.

12. Planning: Council to consider and comment on the following **planning applications** and any additional applications received after publication of the agenda where the consultation period expires before the next scheduled Parish Council meeting:

Application Number	Location	Details
DC/25/1585/LB	Grange Farm, Keepers Cottage, Bury Road, Hengrave IP28 6LX	Application for listed building consent (a) single storey extension to outbuilding; (b) catslide porch; (c) raised patio; (d) log burning stove and twin wall flue pipe <b>Consultation expiry date extended to 14/11/2025</b>
DC/25/1695/LB	2 Grange Farm Barns, Bury Road, Hengrave IP28 6LW	Application for listed building consent – formation of four glazed openings in internal brick wall

13. Correspondence:

Date Received	From	Subject
28/10/2025	SALC	SALC "Super-Forum" - A focus on "devolution" Online event: 2nd December 2025 7.00-8.30pm Councils are invited to send in their questions on devolution ahead of the forum via an online form <b>by Friday 21st November 2025</b>

28/10/2025	WSC	Consultation on Proposed Changes to the West Suffolk Local Council Tax Reduction Scheme 2026 to 2027. Responses to the consultation to be submitted <b>by 25 November 2025</b>
22/10/2025	SALC	Norwich to Tilbury - Nationally Strategic Infrastructure Project (NSIP) - opportunity to register as an interested party <b>by 27<sup>th</sup> November 2025</b> Workshop dates
27/10/2025	NHS	Urgent Care Dental Service
19/09/2025	GoCompare	Request for the Council to provide website link to GoCompare's guide on preparing for a flood and protecting property: - <a href="https://www.gocompare.com/home-insurance/guide/flood-damage-repair-and-prevention/">https://www.gocompare.com/home-insurance/guide/flood-damage-repair-and-prevention/</a>
20/10/2025	WSC	Postal vote reapplication by 31 January 2026 <a href="https://www.gov.uk/apply-postal-vote">https://www.gov.uk/apply-postal-vote</a>
14/10/25	WSC	Financial Inclusion Service <a href="http://www.westsuffolk.gov.uk/cost-of-living">http://www.westsuffolk.gov.uk/cost-of-living</a>
01/10/25	WSC	Community Governance Review

14. Date of next meeting. The next Council meeting will take place on Monday 12th January 2026 at 6:30pm, Fornham St Martin Village Hall, The Street IP31 1SP.
15. Close of meeting.