

# Flempton cum Hengrave Parish Council

Chair: Cllr. Janet Davies

Clerk: Ginny O'Hegarty 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 29<sup>th</sup> September 2025 commencing at 18:30 at The Cottage, Flempton Golf Club, Flempton IP28 6EQ.

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 Council meeting held on 14<sup>th</sup> July 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: Clerk
  - d. CityFibre update on repair work to the Triangle and Flempton Green: Clerk
  - e. Update on additional solar-powered VAS equipment: Cllr Walker
  - f. Update on design proposal for renovation of war memorial: Cllr Bambury
  - g. Update on repairs to thatch of Hengrave bus shelter: Clerk
  - h. Speeding and road safety:
    - (i) Council to consider and approve the Grange Farm Barns report for submission to SSC Highways
    - (ii) Update regarding working with other Parish Councils on speeding issues
9. Finance update
  - i. To **NOTE** the following payments:

| Details   | Payee        | Power             | Net Amount | VAT Amount | Payment                            |
|---|--------------|-------------------|------------|------------|------------------------------------|
| Bank service charge (July 2025)   | Lloyds Bank  | LGA 1972 s.111(1) | £4.25      | £0.00      | Direct Debit – Community a/c       |
| July salary inc WFH allowance and use of own devices allowance  | Parish Clerk | LGA 1972 s.112(2) | £339.12    | £0.00      | Paid bank transfer – Community a/c |
| Councillor reimbursement for purchasing a Council owned laptop and related equipment for use by the Clerk | J Davies     | LGA 1972 s.111(1) | £492.47    | £98.50     | Paid bank transfer – Community a/c |
| August salary inc WFH allowance and use of own devices allowance  | Parish Clerk | LGA 1972 s.112(2) | £339.12    | £0.00      | Paid bank transfer – Community a/c |

|                                   |              |                   |        |       |                              |
|-----------------------------------|--------------|-------------------|--------|-------|------------------------------|
| Bank service charge (August 2025) | Lloyds Bank  | LGA 1972 s.111(1) | £4.25  | £0.00 | Direct Debit – Community a/c |
| Nest Pension (August 2025)        | Nest Pension | LGA 1972 s.112(2) | £12.68 | £0.00 | Direct Debit – Community a/c |

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

| Details               | Payee | Power             | Net Amount | VAT Amount | Payment                       |
|-----------------------|-------|-------------------|------------|------------|-------------------------------|
| Clerk training course | SALC  | LGA 1972 s.111(1) | £61.88     | £12.38     | Bank transfer – Community a/c |

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

|   |            |
|---|------------|
| Community Account (Current)                 | £1,682.34  |
| Commercial Instant Access Account (Savings) | £22,217.05 |
| Total                                       | £23,899.39 |

iv. Council to approve bank reconciliation for July/August 2025

10. Council to consider and adopt:

- a. Updated Standing Orders 2025
- b. Updated Financial Regulations 2025
- c. Financial Risk Assessment 2025
- d. Internal Control Statement and Report 2025
- e. Councillor Code of Conduct
- f. Asset Register 2025
- g. Data and Electronic Data Retention Policy 2025
- h. Lawful Basis for Processing Data

11. Insurance: Council to consider insurance renewal quote from Ansvar Insurance in the amount of £493.43 (an increase of £57.45) by 1 October against the updated asset register to ensure correct level of cover.

12. Internal Audit 2025/26: Council to consider Clerk's recommendation to instruct Vicky Waples as Internal Auditor, cost circa £190 plus mileage.

13. Discussion regarding the Council's potential liability to contribute towards local elections and whether to allow a reserve in the region of £2,500 for 2027 elections.

14. Payment Card: Council to consider applying for a bank payment card to be used for online purchases to avoid the use of personal payment cards.

15. Council to ratify the implementation of the local government services pay agreement 2025 for the Clerk (sole employee of the Council) backdated to 1<sup>st</sup> April 2025

16. Council to consider post-probation appointment of Clerk (*confidential*)

17. Council to discuss whether to purchase a poppy wreath for placement on the war memorial prior to Remembrance Sunday.

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

19. Clerk's Report / Correspondence:

- a. Email received from resident regarding the number of hedgehogs killed on the A1101 and whether Council will consider erecting a 'Slow down for hedgehogs' sign and compile a guide on how to help hedgehogs generally in the neighbourhood.
- b. Average Bank D precept charged for 2025/26 is £91.22 an increase of 7.4% on the 2024/25 figure of £85.89 (NALC's annual analysis of tax levels for 2025/26)
- c. Updates to map for former rural district of Thingoe
- d. NALC's Civility and Respect Project Newsletter
- e. Community Emergency Rest Centre Training

20. Council to note the change of date of the September 2026 meeting from 14<sup>th</sup> to 28<sup>th</sup> September 2026.

21. Date of next meeting. The next full Council meeting will take place on Monday 10th November 2025 at 6:30pm, The Cottage, Flempton Golf Club, Flempton IP28 6EQ.

22. Close of meeting.