

# Flempton cum Hengrave Parish Council

Chair: Cllr. Janet Davies

Clerks: Ginny O'Hegarty and Vanessa Whitworth [clerk@flemptoncumhengraveparish.gov.uk](mailto:clerk@flemptoncumhengraveparish.gov.uk)  
[www.flemptoncumhengraveparish.gov.uk](http://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 9<sup>th</sup> March 2026 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 12<sup>th</sup> January 2026 and 17<sup>th</sup> February 2026.
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. Update on appointment of new Clerk: Cllr Davies
  - b. Bury Road fire damaged properties: Cllr Davies/Cllr Glossop
  - c. Mill Road fire damaged properties: Cllr Davies/Cllr Glossop
  - d. The Links: Cllr Hopfensperger
  - e. Lark Valley path repairs: Cllr Hopfensperger
  - f. Trees and hedges impacting the highway at (i) Hengrave Hall; and (ii) Grange Farm: Cllr Davies
  - g. Update on repair work to the Triangle and Flempton Green: Clerk
  - h. Update on replacement batteries for the Hengrave VAS unit: Cllr Davies
  - i. Update reduction of foliage around the war memorial stories for Lark Valley Magazine: Cllr Bambury/Cllr Davies
  - j. Update on the Grange Farms report submitted to Cllr Chris Chambers: Clerk
  - k. Community Governance Review: Cllr Davies
  
9. **To consider actions to be taken regarding the following matters:**
  - a. Replacement of damaged fencing on The Green, Flempton: Clerk
  - b. Suffolk Bus Service Improvement Plan call for proposals: Cllr Davies/Cllr Hopfensperger
  - c. Rubbish littering the grounds of Flempton Church
  - d. Potential kerbing of The Triangle and ascertain associated costs
  
10. Finance and Governance Update
  - i. To **NOTE** the following payments:

Details	Payee	Amount	Payment
Nest Pension (December 2025)	Nest Pension	£13.08	Direct Debit
Bank service charge (January 2026)	Lloyds Bank	£4.25	Direct Debit

January salary inc WFH allowance	Parish Clerk	£340.12	Paid bank transfer
PAYE	HMRC	£20.00	Paid bank transfer
Nest Pension (January 2026)	Nest Pension	£13.08	Direct Debit
Flempton Green repairs	Doug Theobald	£390.00	Paid bank transfer
Donation	Citizens Advice West Suffolk	£100.00	Paid bank transfer
February salary inc WFH allowance	Parish Clerk	£276.52	Paid bank transfer
Bank service charge (February 2026)	Lloyds Bank	£4.25	Direct Debit
VAS battery	P Randall	£58.72	Paid bank transfer

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

Details	Payee	Amount	Payment
Hall hire (17 February 2026)	Risby Village Hall Charity Trust	£6.00	Bank transfer
Hall hire (12 January 2026)	Fornham St Martin Village Hall	£30.00	Bank transfer
Domain name renewal (17/03/26-17/03/27)	BWP Creative Limited	£14.40	Bank transfer
Clerk expenses meeting refreshments	V O'Hegarty	£3.79	Bank transfer
Clerk expenses meeting refreshments	V Whitworth	£4.09	Bank transfer

iii. To receive bank balances correct to 28<sup>th</sup> February 2026:

Community Account (Current)	£950.08
Commercial Instant Access Account (Savings)	£11,629.25
<b>Total</b>	<b>£12,579.33</b>

iv. To approve bank reconciliation for January/February 2026.

v. To note updates to Audit Action Plan

vi. To consider renewal of domain name (flemptoncumhengravepc.org.uk) for one year from 17 March 2026 at a cost of £14.40 including VAT

vii. To consider and approve the proposed virement of funds:

- a. £10.00 from Admin Expenses budget line to Website & Emails to reflect domain name renewal
- b. £1.00 from Admin Expenses budget line to ICO Membership to reflect increase in cost
- c. £3.00 from Admin Expenses budget line to Meeting Rooms to reflect additional meeting cost

11. Council to consider and adopt:

- a. Information Technology Policy
- b. Website Accessibility Statement
- c. Reserves Policy
- d. Risk Assessment Register
- e. Internal Control Statement
- f. Publication Scheme
- g. Privacy Notice
- h. Filming and Recording at Meetings Policy
- i. Subject Access Request Policy

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

13. Correspondence:

<b>Date Received</b>	<b>From</b>	<b>Subject</b>
18/02/2026	Suffolk County Council	Report ref: 39488 – 30mph sign obscured by vegetation Response: not currently considered to warrant action
18/02/2026	Suffolk County Council	Report ref: 39489 – Dead and overhanging trees in danger of falling onto carriageway Response: not currently considered to warrant action
18/02.2026	Suffolk County Council	Report ref: 39487 – Hedges and trees parallel to pavement need cutting back as they force pedestrians to the edge of the pavement where the speed limit is 50mph Response: Not currently considered to warrant action
17/02/2026	West Suffolk Council	Invitation to participate in the Barningham Neighbourhood Plan – consultation closes 31 March 2026 at 17:00
11/02/2026	West Suffolk Council	Public Space Protection Order Review 2026

14. Date of next meeting. The next Council meeting and the AGM will take place on Monday 18<sup>th</sup> May 2026 at 6:30pm, Fornham St Martin Village Hall, The Street IP31 1SP.

15. Close of meeting.