

Flempton cum Hengrave Parish Council

Draft Minutes from Parish Council Meeting

Monday, 29 September 2025, 18:30, at The Cottage, Flempton Golf Club, Flempton IP28 6EQ

Present: Cllrs. Janet Davies (Chair), Dave Bambury, Ken Borrow, Jean Lindsay, Gill Martin, Graham Walker, County Cllr. Rebecca Hopfensperger and District Cllr. Susan Glossop
Also present Clerk Ginny O'Hegarty, no members of the public

Agenda Items

1. **Chair's welcome**, opening remarks and to receive apologies for absence.
The Chair, Cllr Davies, opened the meeting and thanked everybody for attending. **No apologies received.**
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 consider any applications for co-option to the vacancies on the Parish Council. **None received.**
4. To approve and adopt the minutes from the Council meeting held on 14th July 2025. Council resolved to approve and adopt the minutes. The Chair signed them.
5. To receive the **County Councillor** report from Cllr. Rebecca Hopfensperger. Cllr. Hopfensperger provided an update on local government reorganisation noting that Suffolk County Council had endorsed the One Suffolk proposal. The Government will review the business cases and decide which ones will be taken forward for public consultation. As regards the Links, Cllr. Hopfensperger informed the Council that a street furniture licence at a cost of £150 may be applied for in order to install planters on the grass to prevent the parking of vehicles. A chained fence was dismissed as an alternative option due to potential issues with its ongoing maintenance and a hard standing for parking is not feasible due to the number of utilities below ground level. As the land belongs to Suffolk County Council and there is a risk of damage to the utilities due to vehicles parking on the grass, Council requested written confirmation of the action that Suffolk County Council are going to take, when it will be scheduled, whether or not they expect to fully fund it and what, if any, the expectation of a financial contribution from the Parish there might be.
6. To receive the **District Councillor** report from Cllr. Susan Glossop. Cllr. Glossop informed Council that three unitaries would comprise West Suffolk, Mid Suffolk and Ipswich and noted there is some support for two unitaries. Cllr. Glossop had contacted the Post Office due to ongoing severe postal delays and had been informed the delays were caused by staff shortages. Cllr. Glossop is continuing to follow up with CityFibre regarding branches they have left behind in ditches between Hengrave and Flempton, as well as the pole which has been erected and obscures the Church. Council discussed the ongoing speeding issues on the A1101 and Cllrs. Bambury and Walker volunteered to participate in a community speed watch project.
7. Public open session up to 15 minutes - questions and issues on matters arising from the agenda and from the villages. **None received.**
8. **To receive updates from Councillors on the following matters:**
 - a. Bury Road fire damaged properties. Progress regarding the sale of the plots is ongoing.
 - b. Mill Road fire damaged properties. Discussions regarding these properties is continuing.
 - c. Trees and hedges impacting the highway at (i) Hengrave Hall; (ii) Grange Farm. An email had been sent on behalf of the Council to the owner of Hengrave Hall and letters had been sent to the owners of properties at Grange Farm whose land abuts the highway requesting the hedges be cut back once the bird nesting season is over. As the hedges have not been cut back and are still impacting the highway, follow-up correspondence will be sent by the Clerk.
 - d. CityFibre update on repair work to the Triangle and The Green. Quotes had been received to reshape, reseed and replant the Triangle, and to supply and spread gravel at The Green. The quotes will be forwarded to CityFibre to agree and settle before the work commences.
 - e. Update on additional solar-powered VAS equipment. Council discussed the site proposed by Highways for a new solar-powered VAS unit and concerns were expressed regarding how effective the unit would be given the overhanging trees. Cllr Lindsay proposed an alternative location and an inspection will be undertaken by Cllrs. Lindsay, Bambury and Walker. Cllr Davies noted the batteries for the Hengrave VAS unit are not holding a sufficient charge and the Clerk was asked to investigate the cost of lithium batteries as an alternative.
 - f. Update on design proposal for renovation of war memorial. Cllr Bambury provided an update on the costings and details of the proposed design and height of the cross. Councillors will visit the site to check and agree the proposed height before reverting to the stonemason for revised costings if a taller

cross is considered to be more in keeping with the original.

- g. Update on repairs to thatch of Hengrave bus shelter. The work is expected to commence in early October.
- h. (i) Council approved the submission of version 7 of the Grange Farm Barns report to SCC Highways and the Clerk was asked to prepare and circulate a draft covering letter taking into consideration letters previously drafted by Cllrs Davies and Walker.
(ii) Council discussed a letter received regarding working with other Parish Councils on speeding issues. It was noted that the Highways Authority is responsible for road safety and the setting of speed limits and it would involve a change in legislation for Parish Councils to be given more power in this regard. Council agreed that although it was broadly in support of working with other Parish Councils to address the issues of speeding, the Clerk should enquire what the work would entail and what the commitment would be. An awareness campaign was suggested, highlighting the actions pedestrians can take to make themselves more visible.

9. Finance update

i. Council **noted** 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. Council **approved** the following payment:

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. Council received bank balances correct to 31st August:

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

iv. Council approved the bank reconciliation for July/August 2025.

10. Council considered and adopted:

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

11. Insurance: Council considered and approved the insurance renewal quote from Ansvar Insurance in the amount of £493.43 against the updated asset register.
12. Internal Audit 2025/26: Council considered and approved the Clerk's recommendation to instruct Vicky Waples as Internal Auditor, cost circa £190 plus mileage.
13. Council discussed the Council's potential liability to contribute towards local elections and declined to hold an election reserve.
14. Council discussed and declined applying for a bank payment card to be used for online purchases to avoid the use of personal payment cards.
15. Council ratified the implementation of the local government services pay agreement 2025 for the Clerk (sole employee of the Council) backdated to 1st April 2025.
16. Council was pleased to confirm the Clerk had successfully completed their probation period.
17. Council decided not to purchase a poppy wreath as one of the Councillors has historically provided one and wishes to continue to do so.
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. **None received.**
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. Council decided against erecting any signs along the highway but agreed that if the resident wished to provide a guide on how to help hedgehogs generally the Council will consider it for inclusion on the website.
 - 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 noted the change of date of the September 2026 meeting from 14th to 28th September 2026 as well as the May 2026 meeting from 11th to 18th May 2026.
21. The next meeting will be held on Monday 10th November 2025 at 6:30pm, The Cottage, Flempton Golf Club, Flempton IP28 6EQ.
22. The meeting closed at 20.45.