

# Flempton cum Hengrave Parish Council

## Minutes of Parish Council Meeting

Monday, 9 March 2026, 18:30, at Fornham St Martin Village Hall, The Street IP31 1SP

**Present: Cllrs. Janet Davies (Chair), Dave Bambury, Ken Borrow and Gill Martin**  
**Also present Ginny O'Hegarty and Vanessa Whitworth (Clerks),**  
**County Cllr. Rebecca Hopfensperger, District Cllr. Susan Glossop, 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. The Chair had attended SALC's Strategic Away Day which focused on two main topics: (1) the future of micro councils with precepts around £10,000; and (2) the future of parish councils with devolution and local government reorganisation and the role of neighbourhood councils.

No apologies had been received. Cllr Lindsay was absent.
2. **Declarations of Interest in items on the agenda and dispensation requests**

No councillors declared an interest in any items on the agenda and no dispensation requests were received.
3. **To consider any applications for co-option to the vacancies on the Parish Council**

None received.
4. **Approval of minutes of meetings held on Monday, 12<sup>th</sup> January 2026 and 17<sup>th</sup> February 2026**

It was resolved that the minutes would be approved. The Chair signed them.
5. **County Councillor** Rebecca Hopfensperger reported on the following:
  - Norfolk County Council had withdrawn from devolution and the government had announced everything will now be delayed until after the May elections.
  - As regards local government reorganisation, an announcement is expected on 26<sup>th</sup> March as regards the new structure for Suffolk.
  - Cllr Hopfensperger announced that this would be her last meeting as boundary changes meant that Flempton cum Hengrave was no longer within her allocation.
6. **District Councillor** Susan Glossop reported on the following:
  - Information had been sent out regarding changes to refuse collections over the Easter period.
  - Letters had been sent to residents regarding the new recycling scheme which will start in June.
7. **Public open session.** No members of the public were present.
8. **To receive updates from Councillors on the following matters:**
  - a. Update on appointment of new Clerk. The Council welcomed Vanessa Whitworth as the new Clerk. Handover training with the current Clerk was in progress and would be completed by 13<sup>th</sup> March.
  - b. Bury Road fire damaged properties. Comments were still awaited from Historic England. Cllr Glossop referenced some correspondence received from the Planning Officer and will share it with the Clerk.
  - c. Mill Road fire damaged properties. No further progress to report.
  - d. The Links. Suffolk County Council (SCC) are putting forward proposals regarding enforcement and will contact Cllr Hopfensperger or the Parish Council direct if this is during the moratorium period. SCC are also putting together quotes for enforcement barriers. Cllr Hopfensperger will follow up.
  - e. Lark Valley path repairs. Cllr Hopfensperger confirmed that repair work to the Lark Valley path will be undertaken and claimed back from those responsible for the damage. Council raised concerns regarding a large amount of litter in the river. Cllr Hopfensperger will report it.
  - f. Trees and hedges impacting the highway at (i) Hengrave Hall; and (ii) Grange Farm. Cllr Davies had submitted reports via the Highways' reporting tool advising of the dangers associated with the overhanging trees and hedges on the highway. Responses to the reports had been received from Highways advising that the works are not currently considered significant enough to warrant action. See Item 13 below.
  - g. Update on repair work to the Triangle and Flempton Green. Replacement gravel had been laid at The Green but due to poor weather conditions the potholes would not be fixed until they are empty of water. The Clerk will follow up with the gravel contractor to arrange a date for his return when the weather is warmer.
  - h. Update on replacement batteries for the Hengrave VAS unit. A replacement battery has been purchased and installed.

- i. Update regarding reduction of foliage around the war memorial. Cllrs Davies and Bambury will carry out a site visit to ascertain what needs to be done.
- j. Update on the Grange Farms report submitted to Cabinet Member Chris Chambers in October 2025. Several requests for updates had been submitted but no response had been received since December. Cllr Hopfensperger advised that part of the process is required to be decided by the Cabinet Member but he will no longer hold the post in a week's time.
- k. Community Governance Review. An informed decision cannot be made until there is more clarity on local government reorganisation.

9. **To consider actions to be taken regarding the following matters:**

- a. Replacement of damaged fencing on The Green, Flempton. Two sections of fence are damaged and two sections are rotten. The Clerk will obtain quotes for four replacements, and will also obtain a quote for the same style of fencing for The Triangle.
- b. Suffolk Bus Service Improvement Plan call for proposals. Cllr Hopfensperger will investigate whether an electronic timetable with real time data of when buses are due to arrive would be covered under the criteria for funding. Councillors also identified a need for a bus service to Bury St Edmunds which operates past 6pm, and a late bus service for people returning from Bury St Edmunds in the evenings.
- c. Rubbish littering the grounds of Flempton Church. Cllr Bambury will draft a letter to the Parochial Church Council regarding the issues of litter, general grounds maintenance, and overgrown ivy.
- d. Potential kerbing of The Triangle and ascertain associated costs. See Item 9.a above.

10. Finance and Governance Update

- i. Council approved the following payments authorised between meetings:

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

Cllrs Bambury and Martin signed the Payments Schedule.

- ii. It was resolved 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

Cllrs Bambury and Martin signed the Payments Schedule.

- iii. Bank balances correct to 28<sup>th</sup> February were received:

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

- iv. Cllr Davies and the Clerk verified and signed the bank reconciliation for January/February 2026.
- v. Council noted the updates to the Audit Action Plan.
- vi. Council approved the renewal of domain name flemptoncumhengravepc.org.uk for one year from 17 March 2026 at a cost of £14.40 including VAT.
- vii. Council considered and approved the following virements 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 room cost.

11. Council considered and resolved to adopt the following:

- 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. No planning applications had been received.

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. There being no further business the meeting closed at 19:47.