

# Flempton cum Hengrave Parish Council

## Minutes from Parish Council Meeting

Monday 12 May 2025, 18:40, at Brookes School, Flempton Road, IP28 6QJ

**Present: Cllrs Janet Davies, Dave Bambury, Ken Borrow and Graham Walker,  
District Cllr Susan Glossop, County Cllr Rebecca Hopfensperger**

**Also present: Clerk Ginny O'Hegarty, no members of the public**

### Agenda Items

1. **Election of Chairman**  
Cllr Davies was elected unanimously as the Chair.
2. **Election of Vice Chairman**  
Cllr Borrow was elected unanimously as the new Vice Chair.
3. **To receive apologies and to approve the reason for absence**  
Apologies were received from Cllrs Hudson, Lindsay and Martin and their reasons for absence were accepted. In addition, it was noted that Cllr Hudson would be resigning following this meeting.
4. (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.**
5. **To approve and adopt the minutes from the Council meeting held on 10<sup>th</sup> March 2025**  
Council resolved to approve and adopt the minutes. The Chair signed them.
6. **To receive the County Councillor report from Cllr. Rebecca Hopfensperger**  
Updated the Council on timeline for business cases submitted for one council for Suffolk.  
Information provided about elections of a mayor covering Suffolk and Norfolk in May 2026 and new shadow authority elections.  
Discussion about Parish Councils potentially taking on more responsibilities with increased funding.  
**The Links:** Plans were still being formulated and costed.
7. **To receive the District Councillor report from Cllr. Susan Glossop**  
Updated the Council that the flint wall in Flempton has been repaired and work to fix potholes near Flempton Green will be carried out this week.  
Cllr Glossop noted that several telegraph poles had been erected in a conservation area without any prior consultation by the contractor with residents. This has been addressed with the Planning Department and Conservation Officer and ongoing communications were taking place.
8. **Public open session up to 15 minutes** – questions and issues on matters arising from the agenda and from the villages. **None received.**
9. **To receive updates from Councillors on the following matters:**
  - a. Update on recruitment of a new Clerk. Cllr Davies noted Ginny O'Hegarty's arrival as the new Clerk and that induction and training had taken place.
  - b. Bury Road fire damaged properties. The rear wall which was cracking had been temporarily shored up with wood. Progress regarding the sale of the plots is expected within the next few months.
  - c. Mill Road fire damaged properties. The chimneys of 17 and 16 remain very dangerous. Correspondence is continuing to be sent to the owners by Building Control, if a satisfactory response is not received, the matter will be escalated to the Magistrates Court.
  - d. Hengrave Hall overhanging trees. Work is on hold until September due to the bird nesting period.
  - e. Bus timetables. Cllr Bambury had looked into the costs of an electronic timetable which proved to be prohibitively expensive. Cllr Walker offered to continue to print the timetables.

- f. Copy for Lark Valley Magazine. Cllr Davies will submit an article on behalf of the Parish Council.
  - g. Notice & information board on The Green. The notice board has been varnished.
  - h. CityFibre update on repair work to Triangle and Mill Road. Communications are continuing with CityFibre regarding repair work to The Triangle, Mill Road and now also Flempton Green. The Council have suggested laying replacement gravel where bare patches have been left at Flempton Green with the cost being passed on to the contractor. A response is awaited.
  - i. Update on additional solar-powered VAS equipment. A quote had been obtained from ElanCity and paperwork needs to be submitted regarding site suitability. Cllr Walker and the Clerk will work together to progress this.
  - j. War memorial. Update on proposal for cleaning and restoration. Cllr Bambury will take this project forward following Cllr Hudson's resignation. Cllr Davies to request details from Cllr Hudson for forwarding on to Cllr Bambury.
  - k. Thatch inspection for Hengrave bus stop. Quotes are in the process of being obtained.
  - l. Trees planted on the river Lark bank between Hengrave and Duck Sluice Weir. Cllr Hudson has reported this to the Environment Agency.
10. Clerk's report
- a. Policies. The Clerk confirmed the Financial Regulations 2024, Complaints Policy and an Events Policy have been placed on the Parish Council website.
  - b. Councillor training courses. A two-part Councillor basics training course is offered by SALC aimed at new councillors to learn about the key aspects of their role, and existing councillors to refresh their knowledge. The Clerk will distribute details and book places for those who wish to complete the training.
  - c. SALC survey. The date for completing the SALC survey regarding devolution and local government reorganisation has been extended to 25 May. Cllr Davies will complete this on behalf of the Council.
  - d. Miscellaneous reports. Updates on matters of interest including a neighbourhood policing plan and heritage revival fund.  
Cllr Walker will take over attending the Active Travel Forum meetings from Cllr Hudson.
11. Planning
- Council to discuss the following planning applications:
- DC/25/0687/TCA – Trees in a conservation area - Silver Maple crown reduction by up to 2.75 metres, crown lift to 3 metres above ground level. Expiry 15<sup>th</sup> May. **Supported by the Council.**
- DC/25/0648/HH – Householder planning application – a. installation of carport and art studio b. alterations to existing cart lodge. Expiry 16<sup>th</sup> May. It was noted that an air source heat pump had been added to the application description on 8<sup>th</sup> May. **No Comment by the Council.**
- DC/25/0649/LB – Application for listed building consent - installation of carport and art studio b. alterations to existing cart lodge. Expiry 16<sup>th</sup> May. It was noted that an air source had been added to the application on 12<sup>th</sup> May. **No Comment by the Council.**
12. Finance update
- i. To consider and approve payment of the following accounts and invoices:

Payee & details	Total
J Davies – Interim Clerk Expenses	£112.16
West Suffolk Council rebate for gates project not actioned	£800.00
SALC Payroll Services (Oct 2024 – Mar 2025)	£28.00
SALC Membership Subscription (2025/26)	£161.28
V O'Hegarty – Clerk's Salary (Apr 2025)	£275.92

V O'Hegarty – Clerk's Expenses	£15.84
S C Brown – restoration of notice board at Flempton Green	£265.00
Total Payments	£1,658.20

The Clerk noted the previous payments total had been miscalculated at £1,339.27 and that the correct total was £1,658.20 as noted above. Council approved invoices and payments.

- ii. To receive bank balances correct to 30<sup>th</sup> April (unless stated otherwise)

Community account (current)	£3,190.24
Commercial account (savings)	£24,159.24
Total	£27,349.48

- iii. Council to approve bank reconciliation for March/April 2025. Council approval confirmed.

13. Correspondence: Email regarding damage on and around Flempton Green following City Fibre's recent works. This was covered at 9h above.

14. Date of next meeting

The next Meeting will be held on Monday, 14<sup>th</sup> July 2025, commencing at 18:30, Brookes School, Flempton Road, IP28 6QJ.

..... Sign & Date

..... Print name

Chair

Signed as confirmation that they are a true record.