

Flempton cum Hengrave Parish Council

Minutes from Parish Council Meeting

Monday, 10 November 2025, 18:30, at Fornham St Martin Village Hall, The Street IP31 1SP

Present: Cllrs. Janet Davies (Chair), Dave Bambury, Ken Borrow, Jean Lindsay
Also present Clerk Ginny O'Hegarty, 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. Apologies were received and accepted from Cllr Martin.
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 meetings held on 29th September 2025 and 21st October 2025. Council resolved to approve and adopt the minutes. The Chair signed them.
5. To receive the **County Councillor's** report. Cllr Hopfensperger's report will be presented at the next meeting.
6. To receive the **District Councillor's** report. Cllr Glossop informed the Council that the ditches which had been filled with discarded branches have been cleared but the pole which had been erected and obscures the Church cannot be moved. The date for commenting on the planning applications at 3-6 Bury Road is 25th November. Representatives from several Parish Councils had attended a meeting with Suffolk County Councillor Chris Chambers, the Cabinet member for Transport Strategy to discuss ongoing speeding issues. Four peahens had been abandoned in Flempton, a number of agencies had been involved but the issue of catching them and transporting them to an alternative location is ongoing.
7. Public open session up to 15 minutes - questions and issues on matters arising from the agenda and from the villages.
 - (i) Councillors discussed the **harvesting of willow** near the riverbank in Hengrave with bonfires being lit to clear the debris and significant damaged caused to the hardcore path. A meeting between the landowner and SCC Highways took place on 10th November and the Clerk was asked to request an update.
 - (ii) Concerns were raised regarding **overgrowing ivy** on the wall of land in Flempton, and an **overgrown hedge** across the footpath adjacent to the A1101. The Clerk was asked to write to the landowners requesting the foliage be cut back.
 - (iii) A concern regarding the height of the **footpath near the bridge** was discussed as the footpath is not the same height as the road which is dangerous for vehicles. Cllr Glossop will investigate.
 - (iv) A light had been seen at night in no. 5 Bury Road which is unoccupied which will be brought to the attention of the developer.
8. **To receive updates from Councillors on the following matters:**
 - a. Bury Road fire damaged properties. Planning applications to demolish the existing buildings and replace with new dwellings have been submitted.
 - b. Mill Road fire damaged properties. No further progress to report.
 - c. Trees and hedges impacting the highway at:
 - (i) Hengrave Hall – Cllr Davies will meet with a representative from Hengrave Hall to assess the work;
 - (ii) Grange Farm – homeowners had been contacted twice but as no responses had been received, the issues will be reported to SCC Highways; and
 - (iii) Bury Road, Flempton – the work to cut back the hedge had been completed.
 - d. Update on repair work to the Triangle and Flempton Green. Quotations for repairs had been approved by the contractor and upon receipt of funds, dates will be arranged for the repair works to commence. The Clerk was asked to investigate the costs for a high kerb to be sited around the edge of The Triangle.

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- e. (i) Update on potential site for additional solar-powered VAS unit. It was noted that VAS units had been seen mounted on speed signs in a neighbouring village. The Clerk was asked to investigate whether the units are solar-powered and whether any special permission was required.
(ii) Update on replacement batteries for the Hengrave VAS unit. The Clerk provided costings on lithium batteries. Cllr Davies will check whether the battery will fit or whether additional cables will be required.
- f. Council to consider and approve the revised costings for renovation and cleaning of the war memorial. Council resolved to approve the costs of £4,465 +VAT for a new stone cross and cleaning of the plinth. Council will arrange for the overhanging trees and hedges surrounding the war memorial to be cut back.
- g. Update on repairs to the thatch of Hengrave bus shelter. As work had not yet been started, the Clerk was asked to follow up with the thatcher regarding a date for work to commence.
- h. Speeding and road safety:
 - (i) Council to note the Grange Farm Barns report has been submitted to Cllr Chris Chambers, Cabinet Member for Transport Strategy, Planning and Waste at Suffolk County Council. An acknowledgment had not yet been received and the Clerk was asked to follow up with Cllr Chambers.
 - (ii) Update regarding working with other Parish Councils on speeding issues. The Council agreed to participate and Cllr Lindsay volunteered to act as the Council's representative.

9. Finance and Governance Update

i. The following payments were noted:

Details	Payee	Power	Amount	Payment
Bank service charge (September 2025)	Lloyds Bank	LGA 1972 s.111	£4.25	Direct Debit
September salary inc WFH allowance and use of own devices allowance	Parish Clerk	LGA 1972 s.112	£339.12	Paid bank transfer
Nest Pension (August 2025)	Nest Pension	LGA 1972 s.112	£12.68	Direct Debit
October salary inc back pay to 01/04/2025 as per NJC award, WFH allowance and use of own devices allowance	Parish Clerk	LGA 1972 s.112	£402.36	Paid bank transfer
Bank service charge (October 2025)	Lloyds Bank	LGA 1972 s.111	£4.25	Direct Debit
Nest Pension (September 2025)	Nest Pension	LGA 1972 s.112	£12.68	Direct Debit
Ansvar Insurance premium	Business Services at CAS Limited	LGA 1972 s.111	£493.43	Paid bank transfer

ii. The following payments were approved:

Details	Payee	Power	Amount	Payment
Email hosting and support 01/11/25 – 31/10/26	Parish Council Websites	LGA 1972 s.111	£314.64	Bank transfer
The Triangle – Grass Cutting	West Suffolk Council	LGA 1972 s.111	£418.01	Bank transfer
Data Protection Fee	ICO	LGA 1972 s.111	£47.00	Direct Debit
Payroll Service Mar-Sep 2025	SALC	LGA 1972 s.111	£57.60	Bank transfer
Printer Paper	Parish Clerk	LGA 1972 s.111	£9.99	Bank transfer
Website hosting	Suffolk Cloud	LGA 1972 s.111	£120.00	Bank transfer
Venue hire (x2 @ £30)	Flempton Golf Club Limited	LGA 1972 s.111	£60.00	Bank transfer

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War memorial renovation: 50% of cost to supply and fit new stone cross and shaft	Abbeygate Masonry Ltd	War Memorials (Local Authorities' Powers) Act 1923, as extended by LGA 1948 s.133	£2,759.40	Bank transfer
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iii. The bank balances were received as correct to 31st October:

Community Account (Current)	£939.31
Commercial Instant Access Account (Savings)	£21,640.23
Total	£22,579.54

- iv. Council approved the bank reconciliation for September/October 2025.
- v. Council noted the submission of VAT reclaim for period November 2024–October 2025. Council agreed VAT would be reclaimed twice yearly.
- vi. Council approved a contribution of £48.44 +VAT towards Clerk training course fees of £155 +VAT (ILCA and Budgeting).
- vii. Council considered the renewal of Grounds Maintenance Contract with West Suffolk Council in the amount of £361.52 +VAT. The Clerk was asked to investigate the means by which the grass at The Triangle is cut, whether the number of cuts can be reduced, and whether an alternative contractor could be instructed.
- viii. Council approved a contribution of £2 per month towards £5 data tariff for shared Council phone used by the Clerk, in place of the £10 per month paid for use of personal devices.
10. Council resolved to adopt the updated Standing Orders 2025.
11. Council discussed the Civility and Respect Pledge and asked the Clerk to seek further clarification.
12. Planning: Council considered and supported the following **planning applications**:

Application Number	Location	Details
DC/25/1585/LB	Grange Farm, Keepers Cottage, Bury Road, Hengrave IP28 6LX	Application for listed building consent (a) single storey extension to outbuilding; (b) catslide porch; (c) raised patio; (d) log burning stove and twin wall flue pipe
DC/25/1695/LB	2 Grange Farm Barns, Bury Road, Hengrave IP28 6LW	Application for listed building consent – formation of four glazed openings in internal brick wall

13. Correspondence:

Date Received	From	Subject
28/10/2025	SALC	SALC "Super-Forum" - A focus on "devolution" Online event: 2nd December 2025 7.00-8.30pm Councils are invited to send in their questions on devolution ahead of the forum via an online form by Friday 21st November 2025
28/10/2025	WSC	Consultation on Proposed Changes to the West Suffolk Local Council Tax Reduction Scheme 2026 to 2027. Responses to the consultation to be submitted by 25 November 2025
22/10/2025	SALC	Norwich to Tilbury - Nationally Strategic Infrastructure Project (NSIP) - opportunity to register as an interested party by 27th November 2025
27/10/2025	NHS	Details of the Urgent Care Dental Service will be shared with the Lark Valley Magazine
19/09/2025	GoCompare	Request for the Council to provide website link to GoCompare's guide on preparing for a flood and protecting property was approved: - https://www.gocompare.com/home-insurance/guide/flood-damage-repair-and-prevention/

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20/10/2025	WSC	Details of the postal vote reapplication by 31 January 2026 will be added to the website https://www.gov.uk/apply-postal-vote
14/10/25	WSC	Details of the Financial Inclusion Service will be added to the website http://www.westsuffolk.gov.uk/cost-of-living
01/10/25	WSC	Community Governance Review

14. Date of next meeting. The next Council meeting will take place on Monday 12th January 2026 at 6:30pm, Fornham St Martin Village Hall, The Street IP31 1SP.
15. The meeting closed at 20.10.

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