

# Flempton cum Hengrave Parish Council

## Minutes from Parish Council Meeting

Monday, 14 July 2025, 18:30, at Brookes School, Flempton Road, IP28 6QJ

**Present: Cllrs. Janet Davies (Chair), Dave Bambury, Ken Borrow, Jean Lindsay, Gill Martin, Graham Walker 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. The Chair had attended SALC's AGM and 75<sup>th</sup> anniversary celebration which included a discussion about a Wildlife Neighbourhood Plan. An officer would be prepared to visit and offer advice about this which the Parish Council considered to be of interest.  
 Apologies were received from County Cllr Rebecca Hopfensperger.  
 The Chair advised that Cllr Borrow had decided to step down as Vice Chair and thanked him for his contribution. Cllr Walker was elected unanimously as the new Vice Chair.
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 approve and adopt the minutes from the Council meetings held on 12<sup>th</sup> May 2025 and 11<sup>th</sup> June 2025. Council resolved to approve and adopt the minutes. The Chair signed them.
4. To receive the **County Councillor** report from Cllr. Rebecca Hopfensperger. Cllr. Hopfensperger had submitted the report prior to the meeting. Council is awaiting an update regarding The Links.
5. To receive the **District Councillor** report from Cllr. Susan Glossop. Details of a number of activities were highlighted including Wellbeing Walks with Feel Good Suffolk, a Jobs and Skills fair which took place in Mildenhall, and people being encouraged to shop at markets across West Suffolk.
6. Public open session up to 15 minutes - questions and issues on matters arising from the agenda and from the villages. **None received.**
7. **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. The remaining chimneys will be taken down imminently.
  - c. Trees and hedges impacting the highway at (i) Hengrave Hall; (ii) Grange Farm. Work is on hold at Hengrave Hall until September due to the bird nesting period. Letters had been sent to the owners of the properties at Grange Farm whose land abuts the highway requesting the hedges be cut back once the bird nesting season is over. As one of the owners has advised the Clerk that their boundary line stops just before the bin collection area, further investigation as to ownership for some of the hedges will be undertaken.
  - d. CityFibre update on repair work to the Triangle and The Green. The Clerk met with the contractor who laid the gravel at The Green and is awaiting a quote for forwarding to CityFibre. An offer from the contractors to replace the bulbs at the Triangle had been received. Council advised that in addition to replanting, the Triangle needed to be reseeded/returfed and reshaped. Council instructed the Clerk to obtain a quote for the work for forwarding to CityFibre. Cllr Glossop advised that branches had been left in ditches in Flempton where poles had been erected. Cllr Glossop is already in correspondence with CityFibre regarding these poles as one of them obscures the Church and needs to be moved.
  - e. Update on additional solar-powered VAS equipment and to consider the costs. Cllr Walker will check the visibility from one of the neighbouring driveways to the proposed site in Flempton for the additional VAS unit before submitting the documentation requesting the formal site inspection. It was agreed to defer a discussion regarding the position of a further VAS unit near Grange Farms until the September meeting.
  - f. War memorial. Cllr Bambury provided an update on proposed costings. As regards the design, Council agreed that the cross should be restored to the original design but shorter. Cllr Bambury will request to scale drawings and details of the exact stone proposed by the stone mason for discussion at the September meeting.
  - g. Hengrave bus shelter. Quotes to re-ridge, re-dress and re-wire the thatch were considered and it was resolved to award the contract to Austen Byford with the work to commence later this summer.
  - h. Review of 30mph speed limit report for Grange Farm Barns and next steps. Cllrs Walker and Bambury

So signed and approved at the meeting of 29th September 2025

had prepared and submitted a detailed report to Cllrs ahead of the meeting to which Cllr. Hopfensperger had submitted an email in response which was read out in her absence. It was agreed that the report would be updated further for consideration at the September meeting before being submitted to the Portfolio Holder after which a safety officer from Highways and Suffolk County Council would be invited to meet with the Parish Council.

#### 8. Clerk's report

Due to lack of internet access at the meeting the Clerk was unable to provide the report, the details of which are included below:

- Community Payback Scheme (<https://www.gov.uk/nominate-community-payback-project>): suggestion received for keeping the Lark Valley pathway from Fornham All Saints to Hengrave clear of nettles and general vegetation
- Beyond the Precept: Exploring Alternative Income Sources (online ticketed event to uncover alternative sustainable income sources that parish and town councils can tap into – 24th September, 12-1.15pm, from £35 +VAT) (<https://www.nalc.gov.uk/events/beyond-the-precept-exploring-alternative-income-sources.html>)
- NALC has advised that the government has backed a proposal to reintroduce remote and hybrid council meetings
- Available from NALC's website, [the all-new digital edition of Local Councils Explained](#) a guide for anyone involved in parish and town councils, offering instant access to practical advice, model procedures, and the latest legislation
- West Suffolk Council: Parish councils may wish to lead on a Neighbourhood Plan to shape housing growth in their area. To date, the council has formally adopted the Freckenham Neighbourhood Plan, Great Barton Neighbourhood Plan, Hargrave Neighbourhood Plan, Newmarket Neighbourhood Plan and Worlington Neighbourhood Plan. In addition, there are currently eleven other communities who have started work and are at varying stages of this process. West Suffolk Council is keen to work with parish councils and communities to investigate their local housing needs. Further information may be obtained by emailing [housing.development@westsuffolk.gov.uk](mailto:housing.development@westsuffolk.gov.uk)
- NALC has partnered with Action with Communities in Rural England (ACRE) to launch a new survey designed to help parish and town councils enhance their flood resilience. The short survey will capture what information and support parish and town councils need to better plan for flooding. Survey closes on 29th August 2025. [https://www.smartsurvey.co.uk/s/ACRE-NALC-survey-planning-for-flood-resilience/?utm\\_source=Weekly+NEWS+BULLETIN&utm\\_medium=Email](https://www.smartsurvey.co.uk/s/ACRE-NALC-survey-planning-for-flood-resilience/?utm_source=Weekly+NEWS+BULLETIN&utm_medium=Email)

#### 9. Finance update

i. To **NOTE** the following payments:

Details	Payee	Power	Net Amount	VAT Amount	Payment
Bank service charge (March 2025)	Lloyds Bank	LGA 1972 s.111(1)	£4.25	£0.00	Direct Debit – Community a/c
Bank service charge (April 2025)	Lloyds Bank	LGA 1972 s.111(1)	£4.25	£0.00	Direct Debit – Community a/c
Bank service charge (May 2025)	Lloyds Bank	LGA 1972 s.111(1)	£4.25	£0.00	Direct Debit – Community a/c
May 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
Audit fee	V Waples	LGA 1972 s.111(1)	£220.25	£0.00	Paid bank transfer – Community a/c
Bank service charge (June 2025)	Lloyds Bank	LGA 1972 s.111(1)	£4.25	£0.00	Direct Debit – Community a/c
Nest Pension – April and May combined	Nest Pension	LGA 1972 s.112(2)	£25.36	£0.00	Direct Debit – Community a/c
June salary inc WFH allowance and use of own devices allowance	Parish Clerk	LGA 1972 s.112(2)	£623.95	£0.00	Paid bank transfer – Community a/c

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

Details	Payee	Power	Net Amount	VAT Amount	Payment
Nest Pension - June	Nest Pension	LGA 1972 s.112(2)	£27.04	£0.00	Direct Debit – Community a/c
Councillor training courses	SALC	LGA 1972 s.111(1)	£132.00	£26.40	To be paid by bank transfer – Community a/c
HMRC Tax & NI (Q1)	HMRC	LGA 1972 s.112(2)	£173.63	£0.00	To be paid by bank transfer – Community a/c
Clerk expenses (ink cartridges, stamps)	Parish Clerk	LGA 1972 s.111(1)	£51.42	£7.56	To be paid by bank transfer – Community a/c

Council approved the invoices and payments.

iii. To receive bank balances correct to 30<sup>th</sup> June:

Community Account (Current)	£1,390.78
Commercial Instant Access Account (Savings)	£24,188.50
<b>Total</b>	<b>£25,579.28</b>

iv. Council to approve bank reconciliation for May/June 2025. Council confirmed approval.

10. To consider and approve the income v expenditure budget analysis as at 30 June 2025. Council reviewed and approved the budget analysis.

11. To consider and approve the proposed virements of funds from the Working Reserve Fund:

- a. £200 from Working Reserves to Clerk's salary budget line
- b. £300 from Working Reserves to Clerk training as new budget line

Council considered and approved the transfers.

12. To consider and approve the proposed virements below regarding this year's budget:

- a. £130 from SALC subscription to Admin Expenses budget line
- b. £50 from Audit to Admin Expenses budget line

Council considered and approved the transfers.

13. Report on attending Parish and Town Council Forum. Cllr Walker noted the Forum was reasonably well attended but considered in excess of two hours would be needed for the meeting to be constructive.

14. To consider the budget and approval for the purchase of a Council owned laptop for use by the Clerk and review of file sharing options. Council approved a budget of £600 for a Council owned laptop, mouse, software security and Microsoft Office package.

15. To consider approval for Clerk Basics Training Course. Council considered and approved the Clerk's request for training. The course comprises three sessions, each session £33 plus VAT (total cost £118.80 to be shared between Flempton cum Hengrave parish Council (62.5%) £74.25, and Westhorpe Parish Council (37.5%) £44.55.

16. Planning

To consider and comment on the following **planning application**:

Application Number	Details	Location
DC/22/0361/HH	Householder planning application - a. retention of gates b. retention of front boundary wall c. alterations to wall to include addition of flint panels and replacement copings. <b>Deadline for comments: 25.07.2025</b>	The Old Post Office Bury Road Flempton Suffolk IP28 6EG

Council supported the application.

17. To consider any applications for co-option to the vacancies on the Parish Council. None received.

18. 2026 Parish Council meeting dates: 12 January, 9 March, 11 May (AGM and Annual Parish Meeting), 13 July, 14 September, 9 November. Council noted the dates which will be added to the website.

19. The next meeting will be held on Monday 15th September 2025 commencing at 6:30pm, Brookes School, Flempton Road, IP28 6QJ.

20. The meeting closed at 20.35.

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