

**Flempton cum Hengrave Parish Council**  
**Minutes from extraordinary Parish Council Meeting**

Wednesday, 11 June 2025, 18:30, at Brookes School, Flempton Road, IP28 6QJ

**Present: Cllrs. Janet Davies (Chair), Dave Bambury, Gill Martin and Graham Walker**

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

**Agenda Items**

**1. Chair's welcome and opening remarks**

The Chair, Cllr Davies, opened the meeting and thanked everybody for attending.

**2. Apologies for absence**

Apologies were received and accepted from Cllr Borrow and Cllr Lindsay.

**3. Declaration of members' interests**

(i) To receive declarations of interests. None received.

(ii) To consider requests for dispensation. None received.

**4. Minutes of meetings**

To note the minutes of the Council Meeting of 12th May 2025 will be submitted for formal approval at the Council meeting of 14th July 2025.

**5. Public Forum**

To receive comments from the public on the agenda as published – there were no members of the public present.

**6. Audit**

To consider the following as part of the Council's year-end process:

- (i) To receive and approve the Annual Internal Audit Report for the Year ending 31<sup>st</sup> March 2025 – *Paper A* – it was agreed that the report was comprehensive and approved by all.
- (ii) To consider and decide the actions to be taken following the recommendations arising from the Internal Audit Report – all agreed that the Action Plan circulated by the Clerk at the meeting addressed the areas for development as identified by the auditor would be adopted and Council updated on progress throughout the year.
- (iii) To note the Bank Reconciliation for the year ending 31<sup>st</sup> March 2025 – *Paper B* – Cllr Davies and the RFO signed the Bank Reconciliation and all noted the balances carried forward into 2025 of £17,116.05.
- (iv) To consider and approve the Annual Governance Statement for 2024-25 as per Section 1 of the Annual Governance and Accountability Guide (AGAR) – *contained within paper called AGAR* – all agreed the responses to the statements excluding statement 9 which was not applicable. A copy of the AGAR may be viewed on the Council's website under Finances 2024-2025 together with explanations of negative responses.
- (v) To consider and approve the Accounting Statements for 2024-25 as per Section 2 of the AGAR – *contained within paper called AGAR* – the accounting statements for 2024-25 were received and accepted. A copy of the AGAR may be viewed on the Council's website under Finances 2024-2025 together with the analysis of variances.
- (vi) To consider and approve the recommendation that having fulfilled the criteria required, Council considers itself exempt from a Limited Assurance Review – *contained within paper called AGAR* – as the Council was a smaller authority where the higher of gross annual income or gross annual expenditure did not exceed £25,000, and it met the qualifying criteria as set out in the Certificate of Exemption, it was able to declare itself exempt from sending the completed Annual Governance and Accountability Return to the external auditor. Council approved the exemption and instructed the Clerk to ensure that the required documentation be submitted to the external auditor by the due date of 1<sup>st</sup> July and published on the Council's website.
- (vii) Should Agenda Item 6(vi) be so approved, that delegated authority be given to the Chair to sign the Certificate of Exemption exempting the Council from a Limited Assurance

So signed and approved at the meeting of 14th July 2025

- Review for the year 2024-25 – *contained within paper called AGAR* – having been given delegated approval, the Chair signed the Certificate of Exemption.
- (viii) To receive the dates from the RFO of the period for the exercise of public rights and the publication requirements of the Annual Governance and Accountability Guide for the year ending 31<sup>st</sup> March 2025 - *Paper C* – Council noted the dates set by the RFO as being 13<sup>th</sup> June to 24<sup>th</sup> July 2025.

As Council had approved the appointment and estimated costs of Victoria Waples, the internal auditor, at the meeting of 11<sup>th</sup> November 2024, it was RESOLVED to approve payment of the auditor's invoice in the amount of £220.25.

Council noted the hours undertaken by the Clerk in the audit process were over and above the Clerk's normal contracted hours and it was RESOLVED to approve payment for 22 hours and 40 minutes of overtime, plus mileage expenses in connection with the Clerk attending the audit meeting.

Council RESOLVED to invest in a council owned laptop for use by the Clerk in order to strengthen security and improve data protection compliance, as well as research a SharePoint platform for use by the Council as a whole as a secure place to store and share information.

The Chair, Cllr Davies, commended the Clerk and thanked the Clerk on behalf of the Council for her diligent work in relation to the challenge of completing the work required to fulfill the audit criteria and the future action plan to guarantee the Council's full compliance going forward.

**7. Location of VAS systems and Grange Farm Barns issue**

Council discussed the proposed locations of additional solar-powered VAS units and Cllrs Bambury and Walker will check whether one of the existing posts is of the correct diameter (89mm outside diameter with 3.5m above ground) to hold a solar-powered unit. Subject to their findings, it was considered that 1 additional VAS unit and 1 additional post would be required and the site suitability application could be submitted to Suffolk County Council.

Cllr Walker highlighted the hazardous situation of resident traffic emerging from Grange Farm Barns onto the A1101 where the speed limit is 50mph and the entry/exit is close to a blind corner. Cllr Walker also highlighted the dustbin store on the A1101 which is in the 50mph speed area and noted the bins are emptied on a weekly basis with refuse collectors parking on the main road as well as courier companies when making deliveries. Cllr Walker had researched the stopping distances in dry and wet road conditions and noted that only if a car is travelling at 30mph would it be likely to stop in time to avoid a collision. Cllrs Walker and Bambury will prepare a letter to the County Councillor again requesting the 50mph area be reviewed with a view to reducing the speed limit to 30mph given the change in development of Grange Farm Barns over the years to residential.

**8. Date of next meeting**

To note the next Meeting is scheduled for Monday, 14 July 2025 to commence at 18:30 - venue Brookes School, Flempton Road, IP28 6QJ.

**9. Close of Meeting**

There being no other business the Chair declared the meeting closed at 20:40.