

FRECKENHAM PARISH COUNCIL

The Meeting of the Annual Freckenham Parish Council Meeting on
Monday 11th May at 8.00 pm at Freckenham Village Hall

MINUTES

In attendance:

Cllr. Burrows
Cllr. McCoig
Cllr. A Smith
Cllr. S Smith

Also in attendance:

Clerk Naomi Alecock, County Cllr. Busuttill and 3 members of the public.

Annual Business

1. Election of Chairman and receive Chairmans Declaration of Acceptance of Office

Cllr. A Smith was proposed for the position of Chairman by Cllr. Burrows, seconded by Cllr. McCoig. All in favour. The Declaration of Acceptance of Office was signed and Cllr. A Smith was elected Chairman.

2. Election of Vice Chairman and receive Vice Chairmans Declaration of Office

Cllr. Burrows was proposed for the position of Vice Chairman by Cllr. A Smith, seconded by Cllr. S Smith. All in favour. The Declaration of Acceptance of Office was signed and Cllr. Burrows was elected Vice Chairman.

3. Apologies for absence & approval of reasons tendered

Cllr. Tucker sent apologies due to being on holiday. It was **RESOLVED** to **ACCEPT** his apologies. Proposed by Cllr. McCoig, seconded by Cllr. Burrows. All in favour.

4. Declaration of interest and dispensations

There were no declarations of interest or dispensations.

5. Appointment of Councillor Representatives on outside bodies

It was **RESOLVED** to appoint the following Councillors to the following outside bodies:

- SALC – Cllr. McCoig
- Shores Charity – Cllr. S Smith
- Village Hall Committee – Cllr. Burrows

Proposed by Cllr. A Smith, seconded by Cllr. S Smith. All in favour.

6. To confirm Councillor responsibilities for 2026/27

It was **RESOLVED** to appoint the following Councillors to the following working groups:

- Risk assessments – Cllr. S Smith

- Speedwatch – Cllr. Tucker (following confirmation from Cllr. Tucker)
- Recreational field – Cllr. A Smith

Proposed by Cllr. Burrows, seconded by Cllr. A Smith. All in favour.

7. To approve the accounts for the year ending 31st March 2026

The audited 2025/26 receipts and payments summary was presented showing receipts of £20,995.52 and payments of £24,507.35. It was noted that the payment for the SID is skewed in the accounts due to there not being a budget line and funding being received towards the cost; a line for SID's has been added in the 2026/27 budget and will be reflected in the accounts for 2026/27. It was **RESOLVED** to **ADOPT** the accounts as presented for the year ending 31st March 2026. Proposed by Cllr. McCoig, seconded by Cllr. S Smith.

8. To approve the Annual Governance Statement 2025/26 (Section 1)

The Section 1 – Annual Governance Statement of the Annual Return was presented. It was **RESOLVED** to authorise the Chairman and Clerk as the Proper Officer to sign the document. Proposed by Cllr. A Smith, seconded by Cllr. Burrows. All in favour.

9. To approve the accounting statements for 2025/26 (Section 2)

The Section 2 – Accounting Statements of the Annual Return was presented. It was **RESOLVED** to authorise the Chairman and Clerk as the Proper Officer to sign the document.

Due to the receipts and payments being under £25,000, the Clerk advised that the Council is exempt from an external audit and the Certificate of Exemption of the Annual Return was presented. It was **RESOLVED** to authorise the Chairman and Clerk as the Proper Officer to sign the document. Proposed by Cllr. Burrows, seconded by Cllr. McCoig. All in favour.

10. To approve the Internal Auditor for 2026/27

The Clerk presented 3 quotes for a 2026/27 Internal Auditor and expressed her preference for a face-to-face audit rather than a remote one. It was **RESOLVED** to **APPOINT** Legra Internal Audit Service at a cost of £200.00 and mileage at 45p a mile. Proposed by Cllr. A Smith, seconded by Cllr. McCoig. All in favour.

11. To review and adopt the Standing Orders

It was **RESOLVED** to adopt the standing orders with no changes. Proposed by Cllr. A Smith, seconded by Cllr. S Smith. All in favour.

12. To review and adopt the Financial Regulations

It was **RESOLVED** to adopt the financial regulations with no changes. Proposed by Cllr. A Smith, seconded by Cllr. Burrows. All in favour.

13. To review the Internal Controls

It was **AGREED** to **DEFER** this item to the next meeting.

14. To receive the calendar of meetings for the 2026/27 civic year

The calendar of meetings for the 2026/27 civic year were presented and **AGREED**.
Proposed by Cllr. A Smith, seconded by Cllr. S Smith. All in favour.

15. To reaffirm the use of the General Power of Competence for 2026/27

It was **RESOLVED** to use the General Power of Competence for 2026/27. Proposed by Cllr. A Smith, seconded by Cllr. S Smith. All in favour.

Ordinary Business

16. To receive approval of minutes of the meeting held on Monday 9th March 2026 from those members present at the meeting

It was **RESOLVED** to adopt the minutes from the meeting on Monday 9th March 2026. Proposed by Cllr. Burrows, seconded by Cllr. A Smith. All in favour.

17. Public Participation

No members of the public wished to speak.

18. Planning Consultations

There were no planning consultations.

19. Parish Matters

19.1 To discuss the call for sites from WSC for the next Local Plan

It was **NOTED** that there are no sites. Proposed by Cllr. A Smith, seconded by Cllr. S Smith. All in favour.

19.2 To consider the Community Governance Review recommendation

It was **RESOLVED** to make **NO COMMENT**. Proposed by Cllr. A Smith, seconded by Cllr. S Smith. All in favour.

19.3 To discuss feedback from the Parish Pump survey

Only three responses were received from the survey, comments received were discussed.

It was **RESOLVED** to continue funding the Parish Pump. Proposed by Cllr. A Smith, seconded by Cllr. Burrows. All in favour.

It was **RESOLVED** to charge profit making organisations to publish in the Parish Pump. Proposed by Cllr. A Smith, seconded by Cllr. S Smith. All in favour.

There were discussions around having a roving reporter again.

Charges will be discussed at the next meeting.

19.4 To receive an update on a Village Clean Up event

Cllr. Burrows will follow this up with Cllr. Tucker.

20. Financial Matters

20.1 To agree the amended 2026/27 budget at year end

The Clerk stated that £14,388.00 had been carried over from 2025/26 with reserves now being:

Capital Expenditure	£365.00
Street Lighting	£986.00
Contingency	£12,670.00
Sunnica expenses	£367.00

The amended budget was **APPROVED**. Proposed by Cllr. A Smith, seconded by Cllr. McCoig. All in favour.

20.2 To review the earmarked reserves

The Clerk asked if the Council wanted to move some of the unallocated reserves to another earmarked reserve such the play park where we know work will be required. The Clerk was asked to move some of the contingency funds to the play park and speed guns/SIDs budget lines and to present draft at the next meeting.

20.3 To receive the monthly bank accounts

It was **NOTED** that the precept of £22,350.00 has been received leaving a balance of £504.27 in the current account and £36,827.56 in the deposit account.

20.4 To agree payments and expenses

Retrospective approval of invoices (subject to 5.5(a) of the financial regulations)

<u>Date</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
12/03/2026	Bench	£413.15	£82.63	£495.78
18/03/2026	Parish Pump	£286.00	£0.00	£286.00
18/03/2026	New website	£499.00	£99.80	£598.80
23/03/2026	Clerks salary - March	£1,252.31	£0.00	£1,252.31
30/03/2026	6mths payroll	£19.00	£3.80	£22.80
08/04/2026	A Smith expenses	£30.52	£0.00	£30.52
10/04/2026	HMRC tax - Clerks salary	£360.30	£0.00	£360.30
20/04/2026	Lease of playing field	£5.00	£0.00	£5.00
22/04/2026	Clerks salary - April	£301.10	£0.00	£301.10
		£3,166.38	£186.23	£3,352.61

To be approved

01/04/2026	Emptying of dog bins - weekly	£209.04	£0.00	£209.04
01/04/2026	Emptying of dog bins - monthly	£627.12	£0.00	£627.12
01/04/2026	SALC Membership 2026/27	£223.63	£0.00	£223.63
07/04/2026	Website hosting	£120.00	£0.00	£120.00
06/05/2026	Clerk expenses	£82.65	£0.00	£82.65
		£1,262.44	£0.00	£1,262.44

2.20hrs overtime and 5.5hrs untaken holiday at an hourly rate of £21.65 to the Clerk.

It was **RESOLVED** to **APPROVE** the above payments and expenses. Proposed by Cllr. S Smith, seconded by Cllr. A Smith. All in favour.

21. Clerks Report

The Clerk reported that she is still chasing SCC on when they will be removing their SID's so that we can install ours. Cllr. Burrows requested that the SID on Mildenhall Road be left in place until we can replace as it is now working. Our new one will be installed on Fordham Road. The Clerk will contact SCC.

22. Correspondence

A letter from Barley Homes has been received stating that a feasibility study is being carried out on the site on Fordham Road for a residential development.

23. Exchange of information

There was no exchange of information.

24. Date and time of next meeting – Monday 13th July 2026 at 7.30pm in Freckenham Village Hall, Fordham Road, Freckenham, IP28 8JB

The meeting closed at 21.12pm.