

FRECKENHAM PARISH COUNCIL

The Meeting of Freckenham Parish Council on
Monday 12th January 2026 at 7.30pm at Freckenham Village Hall

MINUTES

In attendance:

Cllr. Burrows
Cllr. A Smith
Cllr. S Smith
Cllr. Tucker (Chair)

Also in attendance:

Clerk Naomi Alecock, District Cllr. Taylor and 2 members of the public.

1. Welcome

Cllr. Tucker welcomed everyone to the meeting.

2. Apologies for absence & approval of reasons tendered

There were no apologies for absence. Cllr. McCoig was absent.

3. Declarations of members interests and dispensations

Item 11.5 – Cllr. A Smith

4. To receive approval of minutes of the parish council meeting held on Monday 10th November 2025 from those members present at the meeting

It was **RESOLVED** to adopt the minutes from the parish council meeting on Monday 10th November 2025 with no changes. Proposed by Cllr. A Smith, seconded by Cllr. Burrows. All in favour.

5. Public Participation

No members of the public wished to speak.

6. District Councillors Report

Cllr. Taylor advised that he still has some funding available from his locality budget. The new better recycling scheme launches in June.

7. County Councillors Report

Cllr. Stanbury sent his apologies. He did circulate his report which detailed the potential postponement of the SCC elections again. SCC are putting their council tax up by 4.99% for 2026/27.

Cllr. Taylor left the meeting at 7.43pm.

8. Planning Consultations

8.1 To consider the proposed non-material change on the Sunnica application

The proposed non-material change was discussed and it was **RESOLVED** to **NOT COMMENT**. Proposed by Cllr. S Smith, seconded by Cllr. A Smith. All in favour.

8.2 To consider the West Suffolk Affordable Housing Supplementary Planning Document 2026

The West Suffolk Affordable Housing Supplementary Planning Document 2026 was discussed and it was **RESOLVED** to **NOT COMMENT**. Proposed by Cllr. A Smith, seconded by Cllr. Tucker. All in favour.

9. To consider the Community Governance Review consultation from West Suffolk Council

The Community Governance Review was discussed. It was **RESOLVED** to request an increase from 5 to 7 Councillors on the Parish Council. Proposed by Cllr. A Smith, seconded by Cllr. Tucker. All in favour.

10. Parish Matters

10.1 To discuss maintenance of the bus shelter

The condition of the bus shelter was discussed and issues identified such as graffiti, ivy and lighting were noted. It was **AGREED** to request volunteers via Facebook and the Parish Pump to help with the cleaning of the shelter. Cllr. Tucker will have a look in the interim to look at what can be done. It was also **AGREED** to advertise the forming of a working party that can tackle issues like this in the village.

10.2 To discuss quotes for the bench at East View

Cllr. Tucker presented a proposal for a recycled plastic outdoor bench at a cost of £323.29 excl. VAT. It was **RESOLVED** to **APPROVE** this quote. Proposed by Cllr. A Smith, seconded by Cllr. S Smith. All in favour. An application will be submitted to Cllr. Taylor to request funding towards this.

11. Financial Matters

11.1 To consider a quote for a full audit of the website to ensure accessibility

The Clerk reminded the Council that website accessibility needs to be complied with and that a quote from the website provider, Suffolk Cloud, had been received for £70.00 for a full audit of the website and report of findings. Any errors identified and needing correction would be charged at £50.00 per hour.

There was discussion around why the PC are expected to pay an additional charge on top of the hosting charge for an audit to be carried out. The Clerk explained that she had queried this but had been unable to get a definitive answer and given the timescales would recommend going ahead with the quote; she would then confirm if this charge should be included in the contract and will challenge accordingly if necessary.

It was **RESOLVED** to **APPROVE** the quote for a full audit and report; however, any further charges for corrections would need further discussion. Proposed by Cllr. A Smith, seconded by Cllr. Tucker. All in favour.

11.2 To receive the current account cashbook to date

The Clerk presented the current account cashbook to date; this was **NOTED**.

11.3 To receive the deposit account cashbook to date

The Clerk presented the deposit account cashbook to date; this was **NOTED**.

11.4 To receive the monthly bank account balance

It was **NOTED** that there is currently £517.86 in the current account and £20,349.52 in the business account.

11.5 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>
28.11.25	Gipping Press - Parish Pump	286.00	0.00	286.00
05.01.26	Per Pro Services Ltd - Governance review	80.00	0.00	80.00

To be approved

<u>Date</u>	<u>Description</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
21.01.26	ICO data protection fee	£52.00	£0.00	£52.00
04.01.26	A Smith expenses	£126.96	£0.00	£126.96
04.01.26	Clerk expenses	£50.05	£0.00	£50.05

£595.01	£0.00	£595.01
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It was **RESOLVED** to **APPROVE** the above payments and expenses. It was also **RESOLVED** to **APPROVE** payment of 10 hours overtime @ £21.15 to the Clerk in the next payroll for additional time spent on work identified through the governance review. Proposed by Cllr. Tucker, seconded by Cllr. S Smith. 3 in favour, 1 abstention.

12. Governance Matters

12.1 To review and adopt the IT Policy

It was **RESOLVED** to **ADOPT** the IT Policy with no changes. Proposed by Cllr. Tucker, seconded by Cllr. S Smith. All in favour.

12.2 To review and adopt the Freedom of Information Policy

It was **RESOLVED** to **ADOPT** the Freedom of Information Policy with no changes. Proposed by Cllr. A Smith, seconded by Cllr. Burrows. All in favour.

12.3 To review and adopt the Reserves Policy

It was **RESOLVED** to **ADOPT** the Reserves Policy with no changes. Proposed by Cllr. A Smith, seconded by Cllr. S Smith. All in favour.

12.4 To review and adopt the Risk Management Policy

It was **RESOLVED** to **ADOPT** the Risk Management Policy with no changes subject to bank signatories being agreed and appointed at the next meeting to comply with the policy. Proposed by Cllr. A Smith, seconded by Cllr. Burrows. All in favour.

12.5 To review and adopt the internal controls

It was **RESOLVED** to **ADOPT** the internal controls with no changes subject to bank signatories being agreed and appointed at the next meeting to comply with the policy. It was noted that a non-bank signatory will need to undertake the internal control review. Proposed by Cllr. Tucker, seconded by Cllr. A Smith. All in favour.

12.6 To review and adopt the Data Protection Policy

It was **RESOLVED** to **ADOPT** the Data Protection Policy with no changes. Proposed by Cllr. A Smith, seconded by Cllr. S Smith. All in favour.

12.7 To review and adopt the Privacy Notice

It was **RESOLVED** to **ADOPT** the Privacy Notice with no changes. Proposed by Cllr. A Smith, seconded by Cllr. Tucker. All in favour.

12.8 To review and adopt the Media Policy

It was **RESOLVED** to **ADOPT** the Media Policy with no changes. Proposed by Cllr. Tucker, seconded by Cllr. A Smith. All in favour.

13. Clerks Report

The Clerk reported that Cllr. Taylor had given £700.00 from his locality budget towards the cost of the new SID that is on order and it was received in the bank account on 11th December. Cllr. Stanbury has agreed £1500.00 from his locality budget; however, SCC will only pay on invoice so we are awaiting payment. The Clerk has chased Swarco on an estimated delivery date and contacted SCC to request a date for the removal of the existing SID's.

14. Correspondence

Notification has been received from SALC on their invoicing terms for payroll. As of April 2027 they will invoice annually in advance for the service.

15. Exchange of information

Cllr. Tucker advised that there is a tree that needs trimming as it is blocking streetlight 154695 at the top of North Street. The Clerk will report this.

The Parish Council's emergency kit which is stored at the Village Hall had been received to check that everything is in date and still required.

16. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after that confirms details of the next meeting.

2 members of the public and Cllr. Tucker left the meeting at 8.32pm.

Cllr. Tucker returned to the meeting at 8.34pm.

17. To approved a revised contract for the Clerk

It was **RESOLVED** to **APPROVE** a revised contract for the Clerk.

18. To review and adopt the Staff Appraisal Policy

It was **RESOLVED** to **APPROVE** the Staff Appraisal Policy with no changes. Proposed by Cllr. A Smith, seconded by Cllr. Burrows. All in favour.

19. To review and adopt the Appraisal form

It was **RESOLVED** to **APPROVE** the Appraisal form with no changes. Proposed by Cllr. A Smith, seconded by Cllr. Burrows. All in favour.

20. Date and time of next meeting – Monday 9th March 2026 at 7.30pm in Freckenham Village Hall, Fordham Road, Freckenham, IP28 8JB

The meeting closed at 9.13pm.