



# REDGRAVE PARISH COUNCIL

Clerk: Alison Spouncer  
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292

## MINUTES OF THE MEETING OF THE PARISH COUNCIL

held at 7.00pm on 3<sup>rd</sup> October 2024 at the All Saints Church, Redgrave.

**Present:** Chairman Cllr Andy Warnes, Cllrs Elaine Brown, Frank Gillett, Mike Denmark, Brian Andrews, Karen Pearse, Alison Spouncer (Clerk). Four members of the public were in attendance.

- 1. Chairman's Welcome and Introduction.** A welcome was extended to all at the meeting by Chairman Cllr Andy Warnes.
- 2. Apologies** County Cllr Jessica Fleming, District Cllr Gilly Morgan, Cllr Giddings.  
**Declarations of Interest** – None. **Delegated Declaration of Interest Dispensation decisions or dispensation requests where required** – None.
- 3. Minutes of the last meeting.** Minutes of the last meeting (5<sup>th</sup> September 2024) previously circulated were agreed as a true record, **APPROVED** by councillors, and signed by the Chairman.

#### 4. Public Forum

Gordon Lawrence attended to answer the questions addressed to him in the letter from the PC regarding the Community Bus following his request for funding from the PC for a replacement bus. Mr Lawrence provided a brief history of the Community Bus which started in 2009 under the Rickinghall and Botesdale Good Neighbour Scheme (RBGNS). It was confirmed the RBGNS does not have any legal status, there are no appointed officers or governance arrangements or regime for the disposal of the bus in the event that the RBGNS ceases to operate. Insurances are in order. The PC **AGREED** to discuss further. All councillors agreed it was a very positive facility that the community benefits from and they would like to support but assurances were required before providing any finances to it.

#### 5. County and District Councillor's Report.

Cllr Fleming provided her apologies for not attending due to a prior commitment, highlights of her report are included below.

Agri-tech Grant Funding – An invitation for Suffolk SME and organisations for a share of £2.5million. Projects considered include enhancing productivity, biotechnologies, in agri- and aqua cultures, sustainable healthy and nutritious diets and efficient production for low emission foods. <https://www.gov.uk/apply-funding-innovation> for further details.

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This Page 1 of 6



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Culture Project Grants – Three tiers of grants are available for strengthening and supporting local arts and museum projects. Eligibility includes art and museum organisations, skilled freelancers, registered charities, community interest companies, non-profits, social enterprises based in Suffolk. <https://suffolk.gov.uk/culture-heritage-and-leisure/culture-project-fund/culture-project-fund-overview/booking-a-culture-project-conversation>

NSIP Community Engagement Guidance – guidance from the County Council to help protect the well-being of local communities impacted by Nationally Significant Infrastructure Projects (NSIPs). Aimed at project promoters, parish councils and communities.

September 2025 School Places – Deadline for applications for secondary school is Thursday 31<sup>st</sup> October 2024 and for primary, infant and junior schools is Wednesday 15<sup>th</sup> January 2025. Admissions can be made at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) For transport considerations the ‘Nearest School Checker’ can be found at <http://nearestschool.suffolk.gov.uk>

*Cllr Fleming welcomes any communications from residents with queries and concerns. [Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk) Tel: 07714-597980. X (formerly Twitter): @jesstfleming. Our District Councillor can be contacted: [Gilly.Morgan@midsuffolk.gov.uk](mailto:Gilly.Morgan@midsuffolk.gov.uk)*

6. **Planning.** To **CONSIDER** any planning applications received by the Council for comment, including those received after the publication of this agenda.
- DC/24/04246** – 4 Chestnut Tree Close – 15% reduction of sides only for 1No Chestnut Tree – **NO OBJECTION**
- Two planning applications were forwarded after the publication of the agenda:*
- DC/24/04361** – The Hollies, The Street – Listed building consent for replacement of 8No windows with slim sealed unit glazing. (Cllr Brown declared an interest on this application and was not involved in the discussion). **NO OBJECTION**
- DC/24/04322** – The Cottage, The Green – Fell 1No Ash tree, 1No Beech tree, 1No Sycamore (all dead). 1No Ash tree (dying). **NO OBJECTION**
- To **NOTE** any planning decisions received.
- DC/24/03834** – Ridley House, Half Moon Lane – **GRANTED**
7. **Parish Clerk’s Report.** To **RECEIVE** an update on actions outstanding from previous meetings.
- Action: **225-9.7** The larger dog litter bin has been installed at The Green following requests from a resident.
- Action: **248-9.2** The 30mph repeater sign adjacent to the Flat Iron has been restored.
- Action: **285-11** The Bus Shelter on the Knoll has undergone some refurbishment and maintenance following agreement to engage Sean O’Rourke Carpentry Services.

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Action **289-9.2** The Clerk had received feedback from County Cllr Fleming following the request for help due to the cessation of the 304 bus route and subsequent resident comments on social media. [Suffolkonboard.com](http://Suffolkonboard.com) provides further details on school transport. County Cllr Fleming has asked that anyone experiencing difficulties, travelling to college/school or any other issue, since the change should contact her directly in the hope she may be able to assist.

**8. Responsible Financial Officer Report.** The financial report was **NOTED**.  
**The Total Bank Accounts Balance as of 28<sup>th</sup> September 2024 totalled £73,912.85** (Of which £61,373.57 in reserves, incl £31,267.50 as CIL)

|   |                    |
|---|--------------------|
| <b>Unity Trust Bank Account</b>                               | <b>£12,539.28</b>  |
| <b>Unity Trust Instant Access Account</b>                     | <b>£61,373.57</b>  |
| <b>TOTAL Bank Account Balance on 28<sup>th</sup> Sept2024</b> | <b>£ 73,912.85</b> |

**8.1 Payments Approved and Paid:**

|   |         |
|---|---------|
| 1 <sup>st</sup> Payment to CAS for Housing Needs Survey 2024  | £600.00 |
| A Warnes Topsoil for H&S requirements at OSPF   | £265.80 |
| A Warnes Postal/travel costs for HNS  | £ 33.45 |
| Administration costs  | £603.85 |
| Gislingham Silver Band (Remembrance Day – 1/3 payment with Botesdale and Rickinghall Parish Councils) | £ 50.00 |
| TRAMAR (Knoll Grass Cutting Inv 292)  | £ 72.00 |

**TOTAL PAYMENTS** **£1625.10**

**8.2 Accounts for Approval:**

|   |         |
|---|---------|
| MS Office 365 Annual Subscription. (Clerk)        | £ 59.99 |
| Soda PDF Annual Subscription (Clerk)              | £ 37.90 |
| PKF External Audit                                | £252.00 |
| Scribe Accounts Annual Subscription               | £501.12 |
| RBL Wreath Type B (Clerk)                         | £ 24.49 |
| War Memorial Insurance (1/3 payment with Ri/BPCs) | £ 50.00 |

**TOTAL** **£925.50**

**8.3 Monies Received:**

|  |             |
|--|-------------|
| Precept Part 2 (BMSDC Payment) 2024/2025 | £12,626.08* |
|--|-------------|

**TOTAL INCOME** **£12,626.08**

(\*Transfer of £5,000 to the Instant Access Account for reserves allocation: £3.5K for projects, £500 for Community Transport & £1K for Traffic Control Measures)

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This Page 3 of 6



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**9. Correspondence.** To **NOTE** correspondence received.

- It was **NOTED** that an invitation has been extended to the Chair of the Green Redgrave Group and the Redgrave Tree Warden from the Chair of the Governing Body of St Botolph's CEVCP School regarding 'Sarah's Wood' and the conversations that are continuing with Botesdale Parish Council. Both Cllr Warnes and the tree warden will be attending.
- An invitation was received from the Citizens Advice Bureau for attendance at its AGM on 25<sup>th</sup> October 2024. It was **NOTED** Cllr Warnes may be able to attend but will confirm. {Cllr Warnes confirmed his attendance after the meeting}
- To **NOTE** a response had been received from the Charity Commission (CC) following the complaint provided by the Parish Council. It was **AGREED** to respond to the decision of the CC in that the PC would propose to re-appoint the 'trustees' under the agreement that the CC would accept the appointments.

**10. Resident's Correspondence.**

- A correspondence following the publication of the agenda was received from a resident. A request was made to discuss the option of a donation for a replacement bench on the footpath out of Redgrave towards Botesdale in memory of their parents who served the villages for many years during their lives. It was **AGREED** to discuss further with the resident.

**11. Standing Order Documents for review (previously circulated).**

- Child & Vulnerable Adult Safeguarding Policy
  - Environmental Policy
  - Equal Opportunities Policy
  - Statement on Internal Control
  - Grievance Policy
  - Freedom of Information Policy
  - Appendix 1 to Freedom of Information Policy (Publication Scheme)
  - Redgrave Parish Council Standing Orders
  - Redgrave Parish Council Vexatious Complaints Policy
  - Risk Assessment
  - Health & Safety Policy
  - General Privacy Notice
- All documents were **AGREED** to be published.

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- 12. Arrangements for the installation of an un-rooted Christmas tree on the Knoll and Christmas Activities.** Cllr Pearse provided feedback following subsequent conversations with the residents wishing to have a Christmas Tree for the village. Cllr Pearse confirmed a 'team' of six residents is willing to help with the tree. The Parish Council therefore **AGREED** to purchase a tree. Cllr Warnes offered help in setting up, and Cllr Denmark to look at the tree and light options. Cllr Pearse would also like to consider carol singing, and activities for children in the village. It was **AGREED** for Cllr Pearse to pursue the options, with a note to contact those volunteers who already provide activities such as carol singing and the visit of Father Christmas. Cllr Pearse wished to state her respect for those activities that already happen and would wish to complement them.
- 13. Housing Needs in Redgrave.** The PC **NOTED** there were no further updates currently with the survey submission deadline being 15<sup>th</sup> October 2024, there is the expectation that a report on the findings will be received in January 2025.
- 14. Resignation of Cllr Ann Preston.** The PC **NOTED** the recent resignation of Cllr Preston and **AGREED** unanimously to give a huge thank you to her for the time she has spent on the PC and the work she has undertaken within the village community. Since becoming a Councillor in 2004, Mrs Preston has been instrumental in many projects, some along with her husband, John, for the community including the original parish plan which resulted in the formation of many new clubs and groups, including the theatre club that Ann founded with others, the activities centre extension, and obtaining a substantial grant for the PC play equipment. The PC wished to give their very best wishes to Mrs Preston and to thank her for all she has done over the many years.
- 15. To discuss the removal of the items from the recreation ground.** Cllr Denmark is working through the removal of the redundant items he is currently storing. Other equipment such as the Witches Hat and zipwire had been offered to anyone interested but there has been no one willing to, therefore it was **AGREED** disposal of these items would also be arranged through the appropriate channels.
- 16. Findings of the 2023/24 External Audit.** The findings were shared with the PC and **NOTED**. This year's document is available on the website and noticeboard and anyone who may wish a copy of the documents can contact the Clerk.

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This Page 5 of 6



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**297**

**17. Any items to be proposed for the next Agenda.**

To **REVIEW** remaining Standing order documents

To **DISCUSS** a draft budget for 2025/26.

**18.** Date of next meeting: Thursday 7<sup>th</sup> November 2024, 7 pm All Saints.

**The Chairman closed the meeting at 7.55 pm**

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This Page 6 of 6