Farnham with Stratford St Andrew Parish Council

Pre-meeting minutes

Suffolk County Council Councillor Report
Report circulated prior to the meeting. Cllr Ewart arrived 8.10pm.

Parkgate Farm – lights have been left on overnight. Cllr Ewart is following up and should be resolved.

East Suffolk Council Councillor Report
Report circulated prior to the meeting and Cllr Noble sent her apologies.

Public questions and comments (15 minutes maximum, 3 minutes per person)
There were no members of the public present

Minutes of the Meeting of the Parish Council held on Monday 21 September 2026 at 7pm at the Riverside Centre, Stratford St Andrew

Present: Cllr Ayres, Cllr Hunter, Cllr Norman (Chair), Cllr Warne and Cllr Williams.

1. To **receive** and **consider** apologies and to note absentees.
   *Apologies had been **received** and **accepted** from Cllr Conibeer, Cllr Pass and Cllr Plant.*

2. To **receive** declarations of interest from Councillors for items on the agenda.
   None

3. To **approve** the Minutes of the Parish Council Meeting held on 17 August 2026.
   *Council **approved** the meeting minutes, and they were signed by the Chair.*

4. To **receive** an update on the following items from previous meetings:
   4.1. Cllr Plant in relation to the allotments
   Advert up in the noticeboard. Clerk missed the submission date for the Ebb and Flo for September and will get into the October issue if plot still vacant.

   4.2. Cllr Plant in relation to the Ecological Volunteer position
   No further update available.

   4.3. the Clerk in relation to the Finding Fitness application.
   The Clerk submitted the application to the National Lottery on 21st September. There is a 12-week lead time for a decision to made.

5. To **receive** an update from Cllr Williams in relation to the Creating Playgrounds That Engage Tweens and Teens session as part of Scribefest 2026.
   Cllr Williams played the recording of the Creating Playground That Engage Tweens and Teens session . Council will receive an update from Cllr Conibeer next month.

Chair: _____ Date: 12 October 2026

6. To **receive** an update relating to the defibrillator and to **agree** any further actions.
*The keypad is jamming occasionally and needs to be replaced. The Clerk has investigated the options, and it looks possible that the lock can be replaced at a cost of less than £100. Council **agreed** for the Clerk to try getting the lock changed before a decision is made to purchase a replacement unit.*

7. To **approve** the payments list for September 2026
*Council **resolved** to approve the payment list.*

Farnham with Stratford St Andrew Parish Council
Listing of unapproved transactions at 15 September 2026

No.	Date	Ref.	Description	Type	Supplier / customer	Account name	Reserve	Bank a/c	Net	VAT	Total
38	28/08/2026	Section 112	Salary	Payment	Kim Puttock	Salary	General	Current (184)	-386.02	0.00	-386.02
39	28/08/2026	Section 112	WFH Allowance	Payment	Kim Puttock	Clerk WFH Allowance	General	Current (184)	-15.00	0.00	-15.00
44	18/08/2026	Section 111	Mailbox	Payment	Community Action Suffo	IT, Email, Website	General	Current (184)	-7.50	-1.50	-9.00
45	31/08/2026	Section 111	Bank charges	Payment	Unity Trust	Bank Charges	General	Current (184)	-7.00	0.00	-7.00
46	21/08/2026	Section 111	Insurance	Payment	Zurich Insurance	Insurance	General	Current (184)	-384.03	0.00	-384.03
47	21/08/2026	Localism Act 2011	Donation	Payment	Disability Advice Service	Grants/s137	General	Current (184)	-50.00	0.00	-50.00
48	21/08/2026	Localism Act 2011	Donation	Payment	East Anglian Air Ambular	Grants/s137	General	Current (184)	-100.00	0.00	-100.00
49	07/09/2026	Section 111	Flowers for clerk	Payment	Ian Norman	Stationary/Admin Sun	General	Current (184)	-50.00	0.00	-50.00
50	28/09/2026	Section 112	Wages - September	Payment	Kim Puttock	Salary	General	Current (184)	-424.01	0.00	-424.01
51	28/09/2026	Section 111	WFH Allowance	Payment	Kim Puttock	Clerk WFH Allowance	General	Current (184)	-15.00	0.00	-15.00
53	28/09/2026		SLCC Membership	Payment	The Society of Local Cou	Subscriptions/Publicat	General	Current (184)	-50.20	0.00	-50.20

8. To **receive** the bank balances at 31 July 2026 and 31 August 2026 and to **note** the receipts at 31 August 2026.
*Council **received** the bank balances and the bank reconciliation for July 2026 and August 2026 were signed by the Chair.*

Farnham with Stratford St Andrew Parish Council
Bank account: CIL Account (733)
Reconciliation as at: 31/07/2026

Balance per bank statement at 31/07/2026	1,317.66
TOTAL NET BANK BALANCES AT 31/07/2026	1,317.66
Opening balance	1,368.18
Total receipts	6.60
Total payments	
Total transfers	-57.12
Closing balance per cash book (must equal net bank balances above)	1,317.66

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Chair: _____ Date: 12 October 2026

Farnham with Stratford St Andrew Parish Council

Bank account: General Reserve (705)
Reconciliation as at: 31/07/2026

Balance per bank statement at 31/07/2026	1,002.24
TOTAL NET BANK BALANCES AT 31/07/2026	1,002.24
Opening balance	0.00
Total receipts	2.24
Total payments	
Total transfers	1,000.00
Closing balance per cash book (must equal net bank balances above)	1,002.24

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Opening balance	0.00
Total receipts	2.24
Total payments	
Total transfers	1,000.00
Closing balance per cash book (must equal net bank balances above)	1,002.24

Farnham with Stratford St Andrew Parish Council

Bank account: Current (184)
Reconciliation as at: 31/07/2026

Balance per bank statement at 31/07/2026	4,352.72
TOTAL NET BANK BALANCES AT 31/07/2026	4,352.72
Opening balance	1,917.76
Total receipts	7,148.13
Total payments	-3,770.29
Total transfers	-942.88
Closing balance per cash book (must equal net bank balances above)	4,352.72

Farnham with Stratford St Andrew Parish Council
Bank account: Current (184)
Reconciliation as at: 31/08/2026

Balance per bank statement at 31/08/2026	3,401.67
TOTAL NET BANK BALANCES AT 31/08/2026	3,401.67
Opening balance	1,917.76
Total receipts	7,148.13
Total payments	-4,721.34
Total transfers	-942.88
Closing balance per cash book (must equal net bank balances above)	3,401.67

9. To **receive** the Parish Clerk's report.
*Council **received** the Clerk's report which had been circulated.*

The Clerk had circulated a briefing note following the East Suffolk Planning Forum that she had attended. We need to consider how these changes could affect the villages. Clerk will attend the SALC Planning update and will provide an update to Councillors.

Footpath proposal - Will be inconvenient for those who do use it. Council does not agree to the proposal and the Clerk will respond to Sizewell C.

10. To **note** that the Parish Council next meets on Monday 19 October 2026.
*It was **noted** that the date of the next Parish Council would need to be moved as the venue was not available on 19 October 2026. The next meeting will take place on 12 October 2026, 7pm in the Riverside Centre.*

11. To **close** the meeting.
The meeting closed at 8.12pm

Chair: _____ Date: 12 October 2026