Farnham with Stratford St Andrew Parish Council

Minutes of the Meeting of the Parish Council held on Monday 20 July 2026 at 7pm at the Riverside Centre, Stratford St Andrew

Present: Cllr Ayres, Cllr Conibeer, Cllr Norman (Chair), Cllr Pass, Cllr Plant, Cllr Warne and Cllr Williams

In attendance: 2 members of the public, Cllr Noble (East Suffolk Council) and the parish clerk

1 To **receive** and **consider** apologies and to note absentees.
None.

2 To **appoint** a Vice Chair of the Parish Council.
Cllr Norman nominated Cllr Conibeer, seconded by Cllr Pass, all in favour.

*Council **resolved** to appoint Cllr Conibeer as Vice Chair for the current civic year.*

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

4 To **receive** reports from the District Councillor and the County Councillor.
The District Councillor report has been circulated. Cllr Noble would be attending late as she had another commitment.

No report had been received from the County Councillor, but apologies had been received.

5 To **approve** the Minutes of the Parish Council Meeting held on 8 June 2026.
It was reported that the allotments were now in good order. The Clerk was requested to add a standing item to future agendas to receive an update on allotments.

*Council **approved** the meeting minutes, and they were signed by the Chair.*

6 To **resolve** to fill the councillor vacancy by co-option.
*Council **resolved** to co-opt Gary Hunter onto the Council for the ward of Stratford St Andrew. The Declaration of Acceptance of Office was signed by Cllr Hunter in the presence of the Parish Clerk and Cllr Hunter joined the meeting.*

7 To **welcome** and **introduce** the new Clerk/RFO.
The Chair welcomed the Council's new Parish Clerk – Kim Puttock. She introduced herself and provided a high-level summary of her working background and experience.

8 To **receive** updates on the following matters:

a) Update from Cllr Pass on her use of the gov.uk email.
Cllr Pass confirmed that the gov.uk email was set up very quickly. She updated councillors that when they move onto the gov.uk email they will need to be mindful of which email address is being used when doing council business. There are instructions which are provided which are helpful. Cllr Ayres and Cllr Hunter will be the next to have new email addresses.

b) Response from Andrew Clifford regarding the offered role of Ecological Volunteer.
There was no update. Cllr Plant to follow up and the Clerk to add to the next agenda.

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c) Update from Cllr Williams on response to his flyer seeking interest in volunteer opportunities and proposals for a related event, including an update on plans for an Open Day or stall at the fete.
A flyer was distributed to all residents in both villages via Ebb and Flow, encouraging them to contact Cllr Williams; however, no responses have been received. The need for community volunteers was highlighted, with councillors noting that even one or two hours of volunteering per month would make a significant difference. Although the village fête will no longer take place, it is hoped that space can be secured alongside the vicar's stall at the Classic Car Rally to promote volunteering opportunities and recruit new volunteers.

9 To **receive** and/or **note** communications from members of the public.

WASTE COLLECTION SERVICES
Concerns were raised regarding inconsistent waste collections, including missed collections, bins being left roadside, and some properties being serviced while neighbouring properties were not. Similar issues were reported with green bin collections. It was noted that the reporting system is not suitable for residents who do not use the relevant app.

Cllr Noble joined the meeting

Cllr Noble reported following discussions with East Suffolk Services Ltd (ESSL) that service disruptions have been linked to the introduction of new vehicles, staff and collection routes, with rural areas proving particularly challenging. Additional staff, agency vehicles and catch-up rounds are being deployed, and improvements are expected in the coming weeks. Councillors were informed that food waste may be placed in any plastic bag and that delays have also arisen following the withdrawal of a food waste contractor. Cllr Noble will follow up on the provision of a glass recycling bin at Riverside and the replacement general waste and paper/card recycling bins.

Local Government Reorganisation is continuing with the Judicial Review still a possibility.

Cllr Pass reported that there is a public footpath running across a field, but the farmer's contractor has not reinstated the path. Concerns were also raised regarding a local individual displaying threatening behaviour towards walkers who stray from the designated route. Councillors noted that any threatening behaviour should be reported to the police.

TRAFFIC ISSUES
Concerns were raised about slow-moving traffic preventing residents from safely exiting their driveways. Cllr Noble will liaise with Richard Knight of SZC regarding these issues. Councillors also noted that temporary road signs are often positioned in a way that restricts visibility of approaching traffic. In addition, concerns were expressed that some lorries are not clearly identifiable as SZC vehicles, with only an A4 notice displayed in the vehicle window.

10 To **consider** if the council is eligible to adopt the General Power of Competence.
The Clerk explained the General Power of Competence and its implications for the Council. Councillors were advised that, under Section 1 of the Localism Act 2011, eligible parish councils may exercise the General Power of Competence, enabling them to undertake any activity that an individual may lawfully do unless restricted by other legislation.
The Clerk confirmed that the Council meets the prescribed eligibility criteria, namely that at least two-thirds of councillors are elected and that the Clerk holds the Certificate in Local Council Administration qualification..

*Council **resolved** to adopt the General Power of Competence.*

Chair: _____Date: _____

11 To **receive** the Internal Audit report as part of the AGAR.
*Council **received** the Internal Audit report.*

12 To **receive** the SALC Internal Audit report and **agree** the prepared action plan.
*Council **received** the SALC internal audit report and **approved** the action plan.*

13 To **agree** the appointment of an Internal Auditor for 26/27 audit.
*Council **approved** to appoint SALC as Internal Auditor for the 26/27 audit.*

14 To **consider** responding to the Draft East Suffolk Tree & Hedgerow Strategy consultation (end date: 5 August 2026)
*Council **considered** responding and **resolved** to not respond.*

15 To **consider** responding to the LionLink Consultation (end date: 5 August 2026)
*Council **considered** responding and **resolved** to not respond.*

16 To **consider** responding to the Local Plan Scoping Consultation (end date: 29 July 2026)
*Council **considered** responding and **resolved** to not respond.*

17 To **receive** an update from Cllr Conibeer on an outline proposal for grant funding for equipment at Riverside Centre in collaboration with the Parish Council.
Cllr Conibeer had circulated a link to Finding Fitness who provide outdoor fitness walls for village parks and community green spaces. There is funding available which can be applied for but this needs to be done by the Parish Council would apply. The only cost would be clerk time to complete the application.

*Council **agreed** to the proposal and mandated the Clerk to work with Cllr Conibeer on the application.*

18 To **receive** the Responsible Financial Officer (RFO) report.
The RFO report had previously been circulated and is appended to the meeting minutes.

*Council **approved** the payments for authorisation and **noted** the June receipts included in the RFO report.*

*Council **noted** the bank balances and **received** the bank reconciliation of the 3 accounts held by the Council at 30 June 2026..*

*Council **received** the Q1 income and expenditure report provided by the RFO.*

19 To **receive** the Clerk's report.
The Clerk had previously circulated a weekly "Councillor Updates" document which collated all relevant updates the Councillors needed to be aware. Councillors were happy with this approach, and the Clerk will continue to send out a weekly update. The Clerk confirmed she had now been added to the bank account.

20 To **receive** updates from the following external meetings:

a) SZC Southern Transport Forum - 3 June (Cllr Norman)
Cllr Norman had attended Transport Forum – the feedback overlaps with that from the MSDF (see below) and is summarised below.

b) SZC Main Site Development Forum – 8 July (Cllr Norman)
Cllr Norman reported that drone footage of the Sizewell C site was presented. Councillors noted that construction remains on schedule, with a workforce of over 3,000 on the main site.

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Updates included progress on the onsite railway, cooling water infrastructure, sea defences, landing jetty and preparations for nuclear-grade concrete production. It was reported that roadworks will be suspended during Latitude Festival, Friday Street has fully reopened, and landscaping works including reseeding and hedge/tree planting are planned for later this year. The piling for the bridge at Stratford St Andrew that will cross over the River Alde is almost complete, and the Wickham Market and Darsham park-and-ride facilities are progressing, with bus services to be increased as required. Councillors also noted changes to plans approved under the Development Consent Order and were advised that concerns regarding idling trains at Saxmundham and Leiston have been addressed.

c) Community Partnership Workshop on Marmot and rural engagement - 11 June (Cllr Williams)
Cllr Williams hadn't attended. Marmot is a collaborative initiative with ESC and NHS.

d) Meeting with the NSIP engagement coordinator from SALC about funding opportunities that may be available to our parish to mitigate the development in the area (Cllr Conibeer and Cllr Williams)
An initial meeting was held with a SALC representative who demonstrated a good understanding of the local area and showed interest in how infrastructure projects affect the community and its needs. Councillors noted that, as with other Sizewell C funding streams, any application would need to demonstrate a clear local need. At present, no suitable funding opportunities have been identified for the parish.

21 To **note** that the Parish Council next meets on Monday 17 August 2026.
*Council **noted** the date of the next meeting. Cllr Gary Hunter gave his apologies as he has a prior commitment.*

22 To **resolve** to exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.
*Council **resolved** to exclude the Public and Press from the remainder of the meeting.*

The member of public left the meeting.

23 To **receive** an update from Cllr Conibeer in relation to a Flagship property.
Councillors discussed the property and authorised the Clerk to draft a response on behalf of the council in response to the letter received from residents. The Clerk will finalise with the Chair and Vice Chair and will share with councillors so that they are aware of what has been communicated.

24 To **close** the meeting.
The meeting closed at 9.37pm.

Chair: _____Date: _____

Responsible Financial Officer's report

BANK BALANCES

As at 30 June 2026, the bank balances were as follows:

- Unreserved funds account (20508184) = £6,046.27
- CIL account (20535733) = £1,317.66
- General Reserve account (20550705) = £1,002.24
- Total fund = £8,366.17

BANK RECONCILIATION

Attached bank statements at 30 June 2026 which correspond back to the Cash Book:

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL CASH BOOK 2025/6

Quarter 1

DATE	DESCRIPTION	SUPPLIER	RUNNING GR BANK BALANCE 20508184	Reconciled	RUNNING CIL BANK BALANCE 20535733	Reconciled	RUNNING BALANCE CURRENT 20550705	Reconciled	RECONCILED TO BANK ACCOUNT
01.04.26	Opening balances		£1,917.76	R	£1,368.18	R	£0.00	R	
07.04.26	Transfer of interest from CIL account	Unity Trust Bank	£1,924.88	R	£1,361.06	R	£0.00	R	
16.04.26	Inv 1165 Fee for Cllr Pass gov.uk email	IT Services at CAS	£1,909.13	R	£1,361.06	R	£0.00	R	
16.04.26	Income Tax	HMRC	£1,820.33	R	£1,361.06	R	£0.00	R	
16.04.26	Salary (net)	Confidential	£1,465.13	R	£1,361.06	R	£0.00	R	
22.04.26	Inv 31028 Membership subscription 2026-7	SALC	£1,278.14	R	£1,361.06	R	£0.00	R	
29.04.26	First instalment of Precept	East Suffolk Council	£7,628.14	R	£1,361.06	R	£0.00	R	
30.04.26	Bank charges	Unity Trust Bank	£7,621.14	R	£1,361.06	R	£0.00	R	
12.05.26	Income Tax	HMRC	£7,532.34	R	£1,361.06	R	£0.00	R	
12.05.26	Salary (net)	Confidential	£7,177.14	R	£1,361.06	R	£0.00	R	
20.05.26	To General Reserve account	Transfer	£6,177.14	R	£1,361.06	R	£1,000.00	R	
31.05.26	Bank charges	Unity	£6,170.14	R	£1,361.06	R	£1,000.00	R	
09.06.26	Income Tax	HMRC	£6,032.50	R	£1,361.06	R	£1,000.00	R	
09.06.26	Salary (net)	Confidential	£5,481.94	R	£1,361.06	R	£1,000.00	R	
09.06.26	Inv 303 Cleaning and disinfecting of bus shelters	Tony Royle	£5,431.94	R	£1,361.06	R	£1,000.00	R	
23.06.26	Internal audit fee	SALC	£5,205.14	R	£1,361.06	R	£1,000.00	R	
23.06.26	Transfer in from CIL	To cover invoice 303 (Royal "T")	£5,255.14	R	£1,311.06	R	£1,000.00	R	
29.06.26	Loan 488352	Stratford St Andrew & Farnham Community Centre	£5,605.96	R	£1,311.06	R	£1,000.00	R	
29.06.26	Loan 488078	Stratford St Andrew & Farnham Community Centre	£5,953.27	R	£1,311.06	R	£1,000.00	R	
29.06.26	Sale of printer	K Abbott	£6,053.27	R	£1,311.06	R	£1,000.00	R	
30.06.26	Bank charges	Unity Trust Bank	£6,046.27	R	£1,311.06	R	£1,000.00	R	
30.06.26	Interest received	Unity Trust Bank	£6,046.27	R	£1,311.06	R	£1,002.24	R	
30.06.26	Interest received	Unity Trust Bank	£6,046.27	R	£1,317.66		£1,002.24	R	12/07/2026

PAYMENTS FOR AUTHORISATION

Date	Payee	Item	Amount	Legal power
20/7/2026	PWLB Lending facility	Loan repayment	£347.31	LGA 2003 S1
20/7/2026	PWLB Lending facility	Loan repayment	£350.82	LGA 2003 S1
24/7/2026	Confidential	Wages	£883.42	LGA 1972 s.112
24/7/2026	Confidential	Clerk's expenses	£105.00	LGA 1972 s. 111
24/7/2026	HMRC	PAYE Month 4	£220.60	LGA 1972 s.112

JUNE RECEIPTS TO NOTE

Date	Payee	Item	Amount
29/6/2026	Stratford St Andrew & Farnham Community Centre	Loan payment	£347.31
29/6/2026	Stratford St Andrew & Farnham Community Centre	Loan payment	£350.82
29/6/2026	K Abbott	Printer	£100.00
30/6/2026	Unity Trust Bank	Interest	£2.24
30/6/2026	Unity Trust Bank	Interest	£6.60

QUARTER 1 INCOME AND EXPENDITURE REPORT

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL CASH BOOK 2025/6

Quarter 1				INCOME/UNRESTRICTED FUNDS				EXPENDITURE/UNRESTRICTED FUNDS			
DATE	DESCRIPTION	SUPPLIER	LGA 1972 power	PRECEPT	OTHER INCOME	INTEREST RECEIVED CIL ACCOUNT	INTEREST RECEIVED 20550705	SERVICE	SALARY	VAT TO RECLAIM	SUPPLIER VAT REFERENCE NUMBER
01.04.26	Opening balances										
07.04.26	Transfer of interest from CIL account	Unity Trust Bank									
16.04.26	Inv 1165 Fee for Cllr Pass gov.uk email	IT Services at CAS	Section 111					-£13.13		-£2.62	503280333
16.04.26	Income Tax	HMRC	Section 112						-£88.80		
16.04.26	Salary (net)	Confidential	Section 112						-£355.20		
22.04.26	Inv 31028 Membership subscription 2026-7	SALC	Section 111					-£186.99			
29.04.26	First instalment of Precept	East Suffolk Council		£6,350.00							
30.04.26	Bank charges	Unity Trust Bank	Section 111					-£7.00			
12.05.26	Income Tax	HMRC	Section 112						-£88.80		
12.05.26	Salary (net)	Confidential	Section 112						-£355.20		
20.05.26	To General Reserve account	Transfer									
31.05.26	Bank charges	Unity	Section 111					-£7.00			
09.06.26	Income Tax	HMRC	Section 112						-£137.64		
09.06.26	Salary (net)	Confidential	Section 112						-£550.56		
09.06.26	Inv 303 Cleaning and disinfecting of bus shelters	Tony Royle	Section 106 (CIL)					-£50.00			
23.06.26	Internal audit fee	SALC	Section 111					-£189.00		-£37.80	825023265
23.06.26	Transfer in from CIL	To cover invoice 303 (Royal "T")									
29.06.26	Loan 488352	Stratford St Andrew & Farnham Community Centre	LGA 2003, S1		£350.82						
29.06.26	Loan 488078	Stratford St Andrew & Farnham Community Centre	LGA 2003, S1		£347.31						
29.06.26	Sale of printer	K Abbott			£100.00						
30.06.26	Bank charges	Unity Trust Bank	Section 111					-£7.00			
30.06.26	Interest received	Unity Trust Bank					£2.24				
30.06.26	Interest received	Unity Trust Bank				£6.60					
				£6,350.00	£ 798.13	£ 6.60	£ 2.24	-£460.12	-£1,576.20	-£40.42	
					£7,156.97				-£2,076.74		