Farnham with Stratford St Andrew Parish Council

Suffolk County Council Councillor Report
Apologies received from Cllr Ewart

East Suffolk Council Councillor Report
Report circulated.

Public questions and comments (15 minutes maximum, 3 minutes per person)
No members of the public

Minutes of the Meeting of the Parish Council held on Monday 17 August 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: Parish Clerk

1. To **receive** and **consider** apologies and to note absentees.
   *Apologies were **received** and **accepted** from Cllr Hunter.*

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 20 July 2026.
   *Council **approved** the meeting minutes, and they were signed by the Chair.*

4. To **receive** an update from update from Cllr Ayres regarding their access to the gov.uk email.
   *Cllr Ayres has been unable to locate the instructions from CAS detailing how to log in. **Action: Clerk to request from CAS and to forward to Cllr Ayres.***

5. To **receive** an update from Cllr Plant in relation to the allotments.
   *Plot 2A has been released. Council **resolved** that it would be offered free for a period of time to allow the new tenant time to get it back to a worked state. Allotment renewals are due in November.*
   Action: The Clerk to place an advert in the Ebb and Flow to advertise ½ an allotment.

6. To **receive** an update from Cllr Plant in relation to the Ecological Volunteer position.
   The voluntary position has been advertised, and a notice was put through the door of someone the council thought would be interested but we have not heard back as yet.

7. To **receive** an update from Cllr Williams regarding a stall at the Classic Car Rally to promote volunteering and to recruit volunteers.
   *Cllr Hunter had offered to assist, along with 3 others on the day. There was interest from someone who would like to volunteer for anything the Council can find them to do. **Action: Cllr Williams to pass on his details to the Riverside Centre and will continue to appeal for volunteers to help.***

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8. To **receive** an update from Cllr Conibeer in relation to the Finding Fitness application and to **discuss** means of gathering evidence.
Councillors discussed the evidence that is needed for the application to show that there is interest within the community. The Riverside Centre supports both villages. Playground equipment is insured by The Riverside Centre and so will the climbing frames.

Councillors had an in-depth discussion about the safety of the Monkey Challenge play equipment and the Clerk advised that for Health and Safety and Insurance purposes a risk assessment would be required, as is the case with the existing play equipment.

*Council **resolved** for the Clerk to fill in the pre-application details for the finding-fitness application for the Monkey Challenge and Target Trainer and Cllr Conibeer to request feedback over WhatsApp and local FB groups. **Action: Clerk to fill in the pre-application details.***

9. To **discuss** traffic calming POST-bypass along the old A12 through Farnham Village.
*The Council discussed the anticipated impact of the forthcoming bypass. While a reduction in lorry traffic is expected and welcomed, there is a risk that the existing road could become a "rat run." It was agreed that the Council should plan ahead and prepare for this possibility. **Action: The Clerk will start making enquiries regarding what measures may be required and likely associated costs.***

It was suggested that this matter be raised at the SZC Southern Transport Forum. Cllr Pass to attend the Southern Transport Forum on an ongoing basis.

The Council has been approached by three separate parishioners regarding the road markings on the roundabout. Feedback indicates that the roundabout is not clearly marked, particularly for drivers travelling from Saxmundham towards Farnham: those in the right-hand lane wishing to exit left towards Farnham are finding vehicles unexpectedly positioned in the immediate left-hand lane. Councillors agreed that any complaints or near misses relating to this should be reported directly to the police.

*Air quality monitoring at the bend has historically shown good results. With traffic now moving more slowly along the A12, the Council queried who is responsible for air quality monitoring and who should be contacted to request a review, including consideration of Air Quality Management Area (AQMA) status. **Action: The Clerk to make enquiries and report back to Councillors.***

It was noted that Sizewell operates community funds (A and B) which may be another potential source of support for related mitigation measures.

Councillors agreed to discuss items 10 and 11 en-bloc.

10. To **consider** a request from the East Anglian Air Ambulance for the council to make a discretionary donation.
11. To **consider** a request from the Disability Advice Service for the council to make a discretionary donation.

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*Council **resolved** to make a charitable donation to both charities as they each provide a valuable service to the community. Cllr Ayres proposed £100 to go to the Air Ambulance and £50 to DAS. Seconded by Cllr Conibeer. All in favour. **Action: Clerk to arrange payments.***

12. To **consider** the following planning applications:

Details	Response Deadline
DC/26/2691/AGO2 - Rose Hill Farm, A1094 - Friday Street, Farnham, Suffolk	**Expiry**: 20 August 2026
Prior Notification (Agricultural) - An agricultural building for the storage of, further processing and distribution of milk produced on the applicants holding. *The Council agreed that there was no need to make a comment as this is purely a notification of intended use*.	
DC/26/2579/FUL - Rose Hill Farm, Farnham, Suffolk, IP17 1JU	**Expiry**: 27 August 2026
Siting of 9 static caravans together with associated landscaping and infrastructure for seasonal agricultural workers. *Farnham with Stratford St Andrew Parish Council has nothing further to add to what has already been stated in the previous application and in the current application. **Action: Clerk to submit through the planning portal.***	

13. To **review** the Asset Register at August 2026.
The Council reviewed the Asset Register. The following amendments were agreed:

- *The duplicated Farnham village sign and pole entry to be removed from the register, noting that the value of £1,795 applies to one sign only.*
- *The listing for the two SSA benches to be updated.*
- *The duplicated SSA sign and pole entry to be removed from the register, noting that the value of £5,000 applies to one sign only.*

*Following these amendments, the Asset Register was discussed in full and council **resolved** that the Asset Register was correct. Council further **resolved** that the insurance value in place was deemed adequate to cover the items listed.*

14. To **review** the insurance renewal quote for the period 1 October 2026 up to and including 30 September 2027.
*Council **resolved** to approve the renewal quote for the period 1 October 2026 up to and including 30 September 2027. **Action: Clerk to renew insurance.***

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15. Responsible Financial Officer's report.

15.1. To **approve** the payments list for August 2026

*Council **resolved** to approve the payments list.*

Farnham with Stratford St Andrew Parish Council

Listing of unapproved transactions dated between 01/04/2026 and 31/03/2027

No.	Date	Power to Spend	Description	Type	Supplier / customer	Account name	Reserve	Bank a/c	Net	VAT	Total
4	07/04/2026		Internal transfer of interest ea	Transfer				CIL Account (733)	-7.12	0.00	-7.12
5	07/04/2026		Internal transfer of interest ea	Transfer				Current (184)	7.12	0.00	7.12
6	16/04/2026	Section 111	IT Services at CAS	Payment	Community Action Suffo	IT, Email, Website	General	Current (184)	-13.13	-2.62	-15.75
7	16/04/2026	Section 112	Income Tax	Payment	HMRC	Salary	General	Current (184)	-88.80	0.00	-88.80
8	16/04/2026	Section 112	Salary (net)	Payment	Katherine Abbott	Salary	General	Current (184)	-355.20	0.00	-355.20
11	30/04/2026	Section 111	Bank charges	Payment	Unity Trust	Bank Charges	General	Current (184)	-7.00	0.00	-7.00
16	31/05/2026	Section 111	Bank charges	Payment	Unity Trust	Bank Charges	General	Current (184)	-7.00	0.00	-7.00
20	23/06/2026	Section 111	Internal Audit Fee	Payment	Suffolk Association of Lo	Audit Fees	General	Current (184)	-189.00	-37.80	-226.80
26	30/06/2026	Section 111	Bank charges	Payment	Unity Trust	Bank Charges	General	Current (184)	-7.00	0.00	-7.00
35	31/07/2026	Section 111	Bank charges	Payment	Unity Trust	Bank Charges	General	Current (184)	-7.00	0.00	-7.00
36	12/08/2026		Transfer of interest to current	Transfer				CIL Account (733)	-6.60	0.00	-6.60
37	12/08/2026		Transfer of interest to current	Transfer				Current (184)	6.60	0.00	6.60

15.2. To **receive** the bank balances at 31 July 2026 (CORRECTION 30 June 2026)

*Council **received** the bank balances, and the bank reconciliations were signed by the Chair.*

Farnham with Stratford St Andrew Parish Council
Bank account: CIL Account (733)
Reconciliation as at: 30/06/2026

Balance per bank statement at 30/06/2026	1,317.66
TOTAL NET BANK BALANCES AT 30/06/2026	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

Farnham with Stratford St Andrew Parish Council
Bank account: Current (184)
Reconciliation as at: 30/06/2026

Balance per bank statement at 30/06/2026	6,046.27
TOTAL NET BANK BALANCES AT 30/06/2026	6,046.27
Opening balance	1,917.76
Total receipts	7,148.13
Total payments	-2,076.74
Total transfers	-942.88
Closing balance per cash book (must equal net bank balances above)	6,046.27

Farnham with Stratford St Andrew Parish Council
Bank account: General Reserve (705)
Reconciliation as at: 30/06/2026

Balance per bank statement at 30/06/2026	1,002.24
TOTAL NET BANK BALANCES AT 30/06/2026	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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15.3. To **note** the receipts at 31 July 2026
Noted – see 15.1 above for details.

15.4. To **receive** the Q1 variance report.
*Council **received** the Q1 variance report (appended to the minutes).*

15.5. To **note** that PKF Littlejohn LLP have acknowledged our exempt status for the year ending 31 March 2026.
Noted.

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

17. To **receive** an update from Cllr Conibeer following the meeting with Cllr Julia Ewart
Cllr Conibeer had met with Cllr Ewart and provided the following updates:

***Bins** - Cllr Ewart had reported that the County Council was asking residents to report any issues with bin collections directly. She has raised concerns that the new processes had not been adequately tested prior to roll-out.*

***County Council -** A number of individuals involved at County level appear to have limited experience of council business.*

***Rat Runs** - Cllr Ewart reported that a group of parish councils affected by rat-running as a result of transport changes is being formed and wated to talk to us about joining the group.*

***Play Equipment -** Cllr Ewart had felt this should be pursued, noting that no details of any safety issues had been found, and it was agreed to proceed on this basis.*

18. To **note** that the Parish Council next meets on Monday 21 September 2026.
Noted.

19. To **close** the meeting.
The meeting closed at 9.14pm.

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Farnham with Stratford St Andrew Parish Council

Item 15.4 – Q1 Variance Report

Farnham with Stratford St Andrew Parish Council

Budget report from 1-Apr-2026 to 30-Jun-2026 (figures include VAT)

Payments

Staff	Full year Budget	Budget	Period Actual	Variance
Salary	5,500.00	1,374.99	1,576.20	-201.21
Clerk WFH Allowance	180.00	45.00	0.00	45.00
Total Staff	**5,680.00**	**1,419.99**	**1,576.20**	**-156.21**

Other Payments	Full year Budget	Budget	Period Actual	Variance
Chairmans Allowance	100.00	24.99	0.00	24.99
IT, Email, Website	243.00	60.75	15.75	45.00
Bank Charges	90.00	22.50	21.00	1.50
Training	400.00	99.99	0.00	99.99
Subscriptions/Publications	600.00	150.00	186.99	-36.99
Stationary/Admin Sundries	40.00	10.00	0.00	10.00
Maintenance and Repairs	600.00	150.00	50.00	100.00
Insurance	393.52	0.00	0.00	0.00
Grants/s137	130.00	32.49	0.00	32.49
GDPR Costs Inc DPO	52.00	0.00	0.00	0.00
Election Costs	85.00	21.24	0.00	21.24
Defib Consumables	250.00	62.49	0.00	62.49
CEP Costs	90.00	22.50	0.00	22.50
Audit Fees	237.00	0.00	226.80	-226.80
Other Expenditure	50.00	12.51	0.00	12.51
Total Other Payments	**3,360.52**	**669.46**	**500.54**	**168.92**

Loan interest/capital repayments	Full year Budget	Budget	Period Actual	Variance
Loan Repayment	0.00	0.00	0.00	0.00
Total Loan interest/capital repayments	**0.00**	**0.00**	**0.00**	**0.00**

Total Payments	**9,040.52**	**2,089.45**	**2,076.74**	**12.71**

Receipts

Precept	Full year Budget	Budget	Period Actual	Variance
Precept	12,700.00	6,350.00	6,350.00	0.00
Total Precept	**12,700.00**	**6,350.00**	**6,350.00**	**0.00**

Other Receipts	Full year Budget	Budget	Period Actual	Variance
Interest received	22.00	5.49	8.84	3.35
Other Income	0.00	0.00	798.13	798.13
VAT Repayments	100.00	0.00	0.00	0.00
Allotment rents	87.00	0.00	0.00	0.00
Total Other Receipts	**209.00**	**5.49**	**806.97**	**801.48**

Total Receipts	**12,909.00**	**6,355.49**	**7,156.97**	**801.48**
surplus/deficit	**3,868.48**	**4,266.04**	**5,080.23**	**788.77**

Chair: _____ Date: 21 September 2026