



3. Send contact details for Helmingham church to the Clerk. DISCHARGED
4. Send further mandate change form to the bank for the Clerk to be granted online access. DISCHARGED
5. To distribute payments as detailed on the March 2026 Payment Schedule. DISCHARGED

#### FPC 26-03-09 Planning

- a) To consider planning applications that had been submitted since the last meeting: None
- b) To consider any planning applications which have been submitted since agenda published: None
- c) Updates and outcomes on previous planning applications: None

#### FPC 26-03-10 Parish Council Activities & Projects

- a) To consider co-option to Council - Nobody came forward for co-option. The Clerk confirmed that the website still clearly shows three vacancies, with an explanation that if sufficient volunteers were to come forward then the District Councillors would stand down to allow local people to take the positions.
- b) To consider road safety concerns as raised by resident – The Clerk had circulated an email from a resident who had serious worries about walking on the Ipswich Road. Framsdon Parish Council is currently drawing up proposals to submit to SCC Highways to request speed limits be put in, with a preferred option including the road into Helmingham Parish, so a joint request would be needed. The Council agreed to support the Framsdon draft proposal

It was noted that all felt a lot of sympathy with the resident, who is unable to walk safely to the bus stop. The stretch of road is very dangerous for pedestrians, with no safe refuge when vehicles need to pass. LC put forward a suggestion that an off-road permissive path could be negotiated with the Helmingham Estate, or even a path running along the back of the gardens for the Helmingham Cottages, which would give safe access to the bus stop on Gosbeck Road. NH offered to speak to the householders along this stretch, to see if this would address their concerns. TD suggested that the CIL money could be used to help put in a safe walking route at the rear of the properties. As all the land is part of the Helmingham Estate it would only need one landowner's permission, which would simplify the process.

It was recognised that although a path would help residents, there was still an issue with cars travelling too fast for the road conditions. LC asked whether roundels could be painted on the road to augment the existing speed limit signs, as when the hedges are in leaf the signs become obscured. LC also put forward a suggestion for village gates, DP expressed concern that these may be prohibitively expensive, based on experience of installing them in another village. Money may be available by applying to the District and County Council's Locality Budget funds, the Clerk will contact Suffolk Highways and ask for a quote on getting roundels painted and for the installation of village gates.

- c) Re-adoption of Standing Orders – LC proposed re-adoption, TD seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will publish accordingly on the village website
- d) Policies to Adopt or Re-Adopt:

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| <ol style="list-style-type: none"> <li>i) Data Protection (to include retention &amp; privacy)</li> <li>ii) Accessibility Statement</li> <li>iii) Bring Your Own Device</li> <li>iv) Data Breach Policy</li> <li>v) Lawful Basis for Processing Data</li> <li>vi) Electronic Communication &amp; Social Media</li> <li>vii) IT &amp; Email Usage</li> <li>viii) Media Policy</li> <li>ix) Website Policy</li> <li>x) Grants &amp; Donations</li> <li>xi) Equality &amp; Diversity</li> <li>xii) Safeguarding</li> <li>xiii) Health &amp; Safety</li> </ol> | <ol style="list-style-type: none"> <li>xiv) Risk Assessment</li> <li>xv) Statement on Internal Control</li> <li>xvi) Freedom of Information Policy &amp; Schedule of Fees</li> <li>xvii) Complaints</li> <li>xviii) Co-option &amp; Meeting Attendance</li> <li>xix) Public Participation</li> <li>xx) Reserves</li> <li>xxi) Travel &amp; Expenses</li> <li>xxii) Environmental</li> <li>xxiii) Grievance Policy</li> <li>xxiv) Disciplinary</li> <li>xxv) Performance Improvement</li> <li>xxvi) Sickness &amp; Absence</li> </ol> |
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Signed ..... D. Penny ..... (Chair)    Signed ..... S. Clare ..... (Clerk)

NH proposed adoption/re-adoption of all the recommended policies. DP seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will publish accordingly on the village website

#### FPC 26-03-11 Finance

- a) To review the Financial Statement for the month, as supplied by the Clerk - The Clerk had previously circulated the Financial Statement for May. There were no queries. LC proposed acceptance, TD seconded and **IT WAS SO RESOLVED**. The Chair signed the corresponding Bank Statements to confirm the figures.
- b) Re-adoption of Financial Regulations – LC proposed re-adoption TD seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will publish accordingly on the village website.
- c) To approve CIL Statement for period 2025-2026 for submission – Following circulation and consideration, LC proposed the submission, NH seconded, all voted in favour and **IT WAS SO RESOLVED**. The Clerk will arrange for the CIL Statement to be submitted and published on the website.
- d) To confirm Exemption from External Audit for Accounting Period 2025-2026 – Following circulation and consideration, LC proposed the submission, NH seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and Clerk signed the forms on behalf of the Council, the Clerk will submit the Exemption Certificate.
- e) To approve Annual Governance Statement for Accounting Period 2025-2026 – Following circulation and consideration of the Governance Statement, LC proposed approval, TD seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council and the Clerk will publish the AGAR on the village website
- f) To approve the Accounting Statements for 2025-2026 following Internal Audit – Following consideration of the Accounting Statements as provided by the Clerk, LC proposed approval, DP seconded, all voted in favour and **IT WAS SO RESOLVED**. The Chairman and the Clerk signed the forms on behalf of the Council, the Clerk will publish the Accounting Statements on the village website
- g) To accept Internal Auditors Report & Recommendations – LC proposed acceptance, TD seconded all voted in favour and **IT WAS SO RESOLVED**. It was noted that a few points had been raised as outlined below:

Recommendation 1 It is noted the Box 11, Section 2 of the 2026 AGAR has been ticked 'No'. The statement is a declaration of the figures in Section 2 'excluding' any Trust transactions. As the Council is not a sole trustee and the figures do exclude any Trust transactions, Box 11 should be ticked 'Yes'. It is a poorly worded assertion.

Response: This has been corrected on the version presented to the Council for signing off.

Recommendation 2 Under the requirements of the Accounts and Audit Regulations 2015 13(2b) council are required to display AGARs for the five years 2020-21, 2021-22, 2022-23, 2023-24 and 2024-2025 on their website. The Council have not met the publication requirements. 2021-2022, 2022-2023 and 2023-2024 are missing. The Council should publish the missing information.

Response: The Clerk will search through the paperwork to find the relevant information and upload it to the website.

- h) To appoint Internal Auditor for 2026-2027 – The Clerk suggested changing the Internal Auditor to Tina Newby as for 2026-2027, as this auditor carries out work for the other three Councils that the Clerk works for. There would be advantages in that this auditor is much closer geographically to the Clerk and the travel cost of taking and retrieving the paperwork could then be shared across four Councils. LC proposed, DP seconded all voted in favour **IT WAS SO RESOLVED**.
- i) To confirm dates for the Notice for the Period for the Exercise of Public Rights in 2026 – The recommended dates for 2026 are 3<sup>rd</sup> June to 14<sup>th</sup> July. LC proposed the acceptance of these dates, TD seconded, all voted in favour and **IT WAS SO RESOLVED**
- j) To agree payments as detailed on Payment Schedule - LC proposed authorisation, TD seconded and **IT WAS SO RESOLVED**. The Clerk will set up payments accordingly for LC or NH to authorise.

FPC 26-03-12 - Matters of urgency to be brought to the attention of the Council

a) Items for next agenda:

- Re-adoption of Councillor Code of Conduct & further policy reviews.

Items for the September Agenda – please notify the Clerk of any further items for the agenda as soon as possible and by Monday 7<sup>th</sup> September 2026 at the latest, with any accompanying paperwork ready to be circulated with the agenda upon publication.

There being no further business requiring the attention of the Parish Council, the meeting was closed at 7.36pm. The next Parish Council meeting is set for **Friday 18<sup>th</sup> September 2026** at 6.30pm, in St Mary's Church, Helmingham

APPROVED

Signed ..... D. Penny ..... (Chair)    Signed ..... S. Clare ..... (Clerk)