

## MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING

12 September 2019  
Hinderclay Village Hall  
19:30 – 21:00

COMMITTEE MEMBERS		Attendance	Apologies
John Davie-Thornhill	Chairman	X	
David Emerton	Vice-chairman	X	
Brian Brinkley	Councillor	X	
Karen Calton	Councillor	X	
Lindsey Aves	Councillor	X	
Michael Bishop	Councillor	X	
Paul Rose	Councillor	X	
<b>In attendance</b>			
Matthew Larkin	Parish Clerk		

### ACTION

**1. Apologies and approval of absences**

None.

**2. To receive Councillor's Declarations of Interest in any item on the Agenda**

Karen Calton and Paul Rose declared an interest in planning application DC/19/03817.

**3. To consider requests for dispensations**

Karen Calton and Paul Rose were allowed to stay in the meeting but they were not permitted to discuss or vote on application DC/19/03817.

**4. To confirm and sign minutes of: (1) the Parish Council Meeting of 11<sup>th</sup> July 2019**

Signed subject to the amendment of item 13, the budget needs to be amended to reflect the agreement that the Council made to spend £250 on the Recreation Field S19 – all in favour.

**(2) the Extraordinary Parish Council Meeting of 26<sup>th</sup> July 2019**

Confirmed and signed – all in favour.

**(3) the Extraordinary Parish Council Meeting of 5<sup>th</sup> August 2019**

Signed subject to amending the word 'reject' to 'accept' with regard to planning application DC/19/03477.

**5. To receive feedback on actions raised at previous meetings**

Clerk is to identify which organisation is responsible for mowing the Village Green. It is the County Council's responsibility.

Clerk to identify whether the Village Green is the registered property of the Parish Council on Land Registry.

Chapel Road pothole has been reported under report number 00252901.

The link to the Highways Reporting Tool has been posted onto the Council website.

Clerk suggested to backup USB stick once every two months inline with the ordinary Parish Council meetings – all in favour.

Grant Policy formed and tabled on the meetings agenda.

**6. Reports:**

**a) Fen & Fen Charity – Brian Brinkley**

Nothing to report.

**b) Trees – Karen Calton**

No member of the Parish has come forward with any issues relating to the Parishes trees. It has been published in the newsletter that a tree survey will be performed.

**c) Gressingham Foods – Paul Rose**

Nothing to report.

**d) Footpaths – Shirley Bishop**

Report provided by Shirley Bishop read by John Davie-Thornhill.

**e) Chairman's Update – John Davie-Thornhill**

Nothing to report.

Reports from the District and County Councillors are to be tabled on future agendas.

ML

**7. Public participation**

Road markings at the Hinderclay cross road need to be renewed and the sign regularly gets replaced.

Clerk to write a letter to the make the authority aware of the concerns that have already been raised, requesting that the road markings and signage are replaced with stop markings and signage. If possible an advanced stop sign is to be installed so that if the junction sign has been bent round the post at the junction the at least one sign will still be present to warn drivers.

ML

Clerk to make the authority aware that the Police have noted the damage to the junction sign in previous reports. Make them aware that the issue has not been resolved, despite petitioning, in the last three years. This needs to be resolved in readiness for the dark winter months. It is a health and safety issue that the authority would be held responsible for. All in favour.

Jessica Flemming was told about it in January 2019.

**8. Matters to be brought to the attention of the Council**

Permission given by the Parish Council for the Clerk to respond to the consultation on whether the Village's war memorial should be listed.

ML

Clerk to note the war memorial's historical importance in the response and agree with it being listed – all in favour.

Clerk to agree to the four grit bins being refilled in readiness for winter.

ML

The correspondence with John Roche-Kelly who landed at Hinderclay airfield was discussed. The Council established that it has no powers to charge fees. However, it can accept donations.

**9. Discussion regarding the care of the oak tree on the Village Green**

Discussion regarding erecting fencing around the base of the tree.

Clerk to check insurance policy to see if it covers the liabilities relating to the Village Green.

ML

**10. Decide upon the funding for the Clerk's laptop**

Council delegated the responsibility for obtaining the Clerk's laptop and potentially a new printer from Councillor Jessica Flemming's Locality Budget.

ML

**11. Discuss footpath signage**

Clerk to identify how much it will cost to replace each footpath sign.  
Shirley Bishop to note which footpath signs need replacing.

ML

**12. Decide upon a suitable location sign for the community defibrillator**

Clerk to purchase two glow in the dark defibrillator signs with direction arrows – all in favour.

ML

**13. Nominate someone to check the battery and pads on the community defibrillator on a monthly basis**

Jessica Holligan-Hollingsworth volunteered for the role and the Council accepted – all in favour.

**14. Discuss the purchase of 30mph speed limit stickers for the village bins**

Karen Calton will make villagers aware that they can purchase the stickers via the village newsletter – all in favour.

KC

**15. Discuss the provision of bus timetable cards**

Karen Calton to make villagers aware of the bus times via the village newsletter – all in favour.

KC

**16. Planning Applications – to receive any applications/decisions**

The refusal of DC/19/02564 was discussed - Change of use of land to Gypsy and Traveller residential use, siting up to six caravans of which no more than three would be static caravans and the construction of three dayroom blocks. Land At, Wattisfield Road, Hinderclay, Diss, Suffolk, IP22 1HX.

The approval of DC/19/03477 was discussed - Application Under Section 73A of the Town and Country Planning Act 1990 (as amended) for removal or variation of Condition 2 (approved plans) relating to DC/18/04507 Householder Planning Application - Erection of single storey front extensions, part first floor extension over existing garage with link to existing house and insertion of dormer windows to front elevation approved 30/11/2018. Fir Tree Cottage, Gobbetts Road, Hinderclay, Diss, Suffolk, IP22 1HU.

The approval of DC/19/03464 was discussed - Householder Planning Application- Erection of single storey rear extension and side conservatory porch; Replacement of roof to existing rear element with flat roof and addition of insulated render. 11 Bells Lane, Hinderclay, Diss, Suffolk, IP22 1HP.

Paul Rose queried why application DC/19/03817 had not been tabled for consideration. The Clerk is to identify whether a consultation was issued by the planning department.

ML

**17. Finance:****a) Review 2018/19 internal and external audit report**

The recommendations of the Internal audit report for 2018/19 were considered by the Council. The Clerk is to address all of the recommendations made – all in favour.

ML

Clerk to write to Suffolk Association of Local Councils to establish how the Council can legally make a donation to St Mary's for churchyard maintenance when it is an open churchyard.

ML

The external audit report had not been received and could not be discussed.

**b) Bank reconciliation/budget/accounts review**

The following budget was reviewed:

**Budget Statement at 12th September 2019**

<b><u>RECEIPTS</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>2019/2020</u></b>	<b><u>2019/2020</u></b>	<b><u>2019/2020</u></b>
Precept (S41)	£ 4,500	£ 4,500	£ 5,000	£ 5,000	£ -
Bank Interest/deposit	£ 3	£ 8	£ -	£ -	£ -
Cleansing Grant	£ 612	£ 391	£ 391	£ 213	£ 178
Other receipts	£ 1,345	£ 816	£ -	£ -	£ -
VAT	£ -	£ -	£ 487	£ -	£ 487
	<b>£ 6,460</b>	<b>£ 5,716</b>	<b>£ 5,878</b>	<b>£ 5,213</b>	<b>£ 665</b>
<b><u>PAYMENTS</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>2019/2020</u></b>	<b><u>2019/2020</u></b>	<b><u>2019/2020</u></b>
Clerk's salary / expenses (S112)	£1,805	£1,704	£1,888	£ 362	£1,525
Chairman's expenses	£0	£0	£0	£ -	£0
Councillors expenses	£65	£0	£0	£ -	£0
Defibrillator (S234)	£0	£1,955	£0	£ -	£0
Election costs	£0	£0	£0	£ -	£0
Insurance (S101)	£185	£192	£196	£ 186	£11
Administration expense	£199	£139	£142	£ 75	£67
Audit fees	£66	£650	£663	£ 174	£489
Bus Shelter maintenance (S4)	£520	£530	£530	£ 270	£260
Annual Subs	£221	£231	£235	£ 243	-£8
Recreation field (S19)	£0	£0	£650	£ -	£650
Village Hall (S133)	£0	£0	£2,500	£ 3,500	-£1,000
Coronation Green / Village maintenance (S164)	£135	£397	£397	£ 162	£235
Grants (S137)	£1,200	£1,300	£650	£ 650	£0
VAT	£37	£487	£40	£ -	£40
	<b>£4,432</b>	<b>£7,586</b>	<b>£7,892</b>	<b>£ 5,622</b>	<b>£2,270</b>
Net Movement	<b>£ 2,028</b>	<b>-£ 1,870</b>	<b>-£ 2,013</b>	<b>-£ 408</b>	
Closing Balance	<b>£10,634</b>	<b>£8,763</b>	<b>£6,750</b>	<b>£8,355</b>	

It was resolved that the budget needs to be amended to reflect the agreement that the Council made to spend £250 on the Recreation Field S19 – all in favour.

ML

It was noted that the donation to St Mary's for churchyard maintenance could potentially be removed from the budget once clarification has been provided by Suffolk Association of Local Councils.

**c) Review of internal control arrangements**

Deferred to the next meeting.

**d) Adopt revised financial regulations**

Deferred to the next meeting.

**e) Cheques to be issued**

The following cheques were signed:

Item	Amount
Village Hall Grant	£ 3,500.00
Brian Spooner	£ 90.00
Clerk's Expenses	£ 187.19
Insurance Premium	£ 185.64
Bin Emptying	£ 162.00
<b>Total</b>	<b>£ 4,124.83</b>

**18. Correspondence**

Discussed under section 8, 'Matters to be brought to the attention of the Council'.

**19. To review and adopt Grant Policy**

Adopted subject to amendment – grants 'will not normally exceed £500'.

**20. To review and adopt Media Policy**

Adopted subject to amendment - Insert Connection with Facebook is only for Hinderclay Parish Closed page solely for the purpose of advertising meetings.

**21. Next meeting:**

a) 14<sup>th</sup> November 2019

b) Items for the agenda of that meeting

**Meeting closed to the public**

**22. Agree Clerk's Job Description, Contract of Employment and Salary**