

MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING
14 November 2019
Hinderclay Village Hall
19:30 – 21:35

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	
In attendance			
Matthew Larkin	Parish Clerk		

**ACTI
ON**

- 1. Apologies and approval of absences**
None.
- 2. To receive declarations of interest**
Lindsey Aves declared an interest in planning application DC/18/04725.
- 3. To consider requests for dispensations**
No dispensation was given on the basis that the Council was acknowledging the decision notice application for DC/18/04725.
- 4. To confirm and sign minutes of: (1) the Parish Council Meeting of 12th September 2019**
The minutes were confirmed without any amendments and signed.
- 5. To receive feedback on actions raised at previous meetings**
- 6. Reports:**
 - a) County Councillor – Jessica Fleming**
The report noted:
 - The Cabinet changes at the County Council.
 - The arrangements relating to the new recycling centre in Bury St Edmunds.
 - A review of school transport is underway.
 - The transfer of Civil Parking Enforcement (CPE) across Suffolk from the police to local authorities has been postponed due to the general election.
 - b) District Councillor – Jessica Fleming**
The report noted:
 - Due to the general election full council and cabinet meetings at district and county level have been cancelled. Consequently, the deadline for applications for locality funding has been extended from the end of December to the end of January.
 - The Free Swimming for Youngsters programme has been extended

- over the winter holidays.
- Recycling talks for Residents are being held.
- The Neighbourhood Plans for Haughley and Thurston have been adopted.
- The representations made during the consultation on the Local Plan are now available on the Council's website.
- The Tree for Life Scheme will continue to run in 2019.

c) Fen & Fen Charity – Brian Brinkley

The Fen Charity Trust had a meeting on the 5th of September. Notice put on village hall advertising what they do. Trustees last appointed in 2012. Each appointment is supposed to last for five years. The issue is to be tabled for discussion at the next meeting - all in favour

ML

Shooting rights are now out for tender and the lease to the Little Ouse Headwaters Project expires in 2023.

d) Trees – Karen Calton

No reported issues. The tree survey is in the process of being completed.

e) Gressingham Foods – Paul Rose

Gressingham Foods have changed their operating procedure to reduce foot traffic. A minibus collects employees to reduce foot traffic. They are instructing their staff to be vigilant and they are erecting signage in multiple languages. Gressingham Foods have asked for everyone to be vigilant when travelling past the site as the number of people working at the site will increase in the run up to the Christmas period.

f) Footpaths – Shirley Bishop

The headlines from the Footpath Report were articulated:

- The potential subsidence of the bridge installed on Footpath 12 was noted.
- The stile on Footpath 14 has now been removed.
- Bridleway 6 is partially obstructed by bramble and scrub. John Davie-Thornhill will explore what can be done about this issue.
- The land around Footpath 8 has had problems with hare coursing and a trench has been dug across the northern end of the path. The access issues surrounding this were noted.

JDT

The issue of the ground cover being sprayed with Roundup on the footpath near Foxes Lane was raised by Karen Calton. As it makes the footpath excessively muddy in the winter months. John Davie-Thornhill volunteered to look into this.

JDT

g) Chairman's Update – John Davie-Thornhill

Nothing to report.

7. Public participation

Hedge outside Appledown Cottage is obstructing the signage. Clerk to issue a further issue letter to make the homeowners aware of the issue. In the same vein, Morleys Farm is to be written to regarding the hedge that is encroaching onto the road.

ML

John Davie-Thornhill is to address the overgrown hedge on Bells Lane.

JDT

Concerns were raised about the Council's decision not to provide a grant towards churchyard maintenance. The Council was challenged on whether the grant could be made using a different power.

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

The following matters were brought to the attention of the Council:

- A grant application was received for Hinderclay Village Hall. This is to be tabled for review on the next agenda.
- A query from David Last, the Rights of Way and Access Team Lead, on whether two footpaths in the Fen, going to the river, should be recorded as public footpaths was received. The Council decided to record the footpaths as public footpaths - all in favour. Clerk to action.
- Doris Penny sent an email to the Council noting the fact that the Village Hall does not have an address listed alongside it on the Parish Website. The Council decided to list the address of the Village Hall on the website - all in favour. Clerk to action.
- An email was received from East Suffolk and North Essex Foundation Trust about whether their Public Governors should engage in discussions with Council. The Council decided that there was little need to engage with the Trust as it is a long way away from Hinderclay - all in favour. Clerk to respond accordingly.

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9. Explanation of the Little Ouse Fayre – Edward Deakin

Edward Deakin explained what the Little Ouse Fayre is, what any future event could be like and the issues relating to the event. He received the Council's feedback on the style of music, noise levels, licensing arrangements until 01:00. As well as the arrangements for advertising, parking, ticketing and camping.

10. Discussion regarding the care of the oak tree on the Village Green

Deferred to the next meeting where the insurance arrangements and title deeds relating to the Village Green are to be discussed.

11. Discuss footpath signage

Report on footpath signage was discussed. It identified that five signs are missing or in need of replacement. Clerk to obtain a cost breakdown to replace the signs - all in favour.

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12. Discuss issues relating to the community defibrillator

It was reported that the community defibrillator has had issues relating to condensation in the box. Paul Rose is to put some silica gel packs in the box to mitigate the issue - all in favour.

PR

13. Discuss and adopt Local Transparency Code 2014

Local Transparency Code 2014 discussed and adopted - all in favour.

14. Discuss churchyard maintenance grant

The Clerk is to contact the Council's Internal Auditor to see if the Council can legally make a donation to the maintenance of the local churchyard under an alternative power - all in favour.

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15. Agree grit bin locations

Clerk to procure a grit bin for Hall Corner - all in favour.

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16. Planning Applications to be considered - full details of the applications listed below are available to view online by visiting:

<http://www.midsuffolk.gov.uk/planning/development-management/application-searchandcomment/search-for-applications/>

- a) **DC/18/04725 - Change of use and conversion of barns adding single storey extensions following the removal of modern additions to form three dwellings.**

The decision notice relating to planning application DC/18/04725 was noted by the Council.

17. Finance:

- a) **Review 2018/19 external audit report**

The Council reviewed the 2018/19 external audit report and decided to address all of the concerns raised – all in favour.

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

The following budget statement and bank reconciliation was reviewed:

Budget Statement at 14th November 2019

<u>RECEIPTS</u>	Actual 2017/20 18	Actual 2018/20 19	Budget 2019/20 20	Actual 2019/20 20	Variance 2019/20 20
Precept (S41)	£4,500	£4,500	£5,000	£5,000	£0
Bank Interest/deposit	£3	£8	£0	£0	£0
Cleansing Grant	£612	£391	£391	£427	(£36)
Other receipts	£1,345	£816	£0	£0	£0
VAT	£0	£0	£487	£0	£487
	£6,460	£5,716	£5,878	£5,427	£451

<u>PAYMENTS</u>	Actual 2017/20 18	Actual 2018/20 19	Budget 2019/20 20	Actual 2019/20 20	Variance 2019/20 20
Clerk's salary / expenses (S112)	£1,805	£1,704	£1,888	£420	£1,467
Chairman's expenses	£0	£0	£0	£0	£0
Councillors expenses	£65	£0	£0	£0	£0
Defibrillator (S234)	£0	£1,955	£0	£0	£0
Election costs	£0	£0	£0	£105	(£105)
Insurance (S101)	£185	£192	£196	£186	£11
Administration expense	£199	£139	£142	£75	£67
Audit fees	£66	£650	£663	£414	£249
Bus Shelter maintenance (S4)	£520	£530	£530	£350	£180
Annual Subs	£221	£231	£235	£243	(£8)
Recreation field (S19)	£0	£0	£650	£0	£650
Village Hall (S133)	£0	£0	£2,500	£3,500	(£1,000)

Coronation Green / Village maintenance (S164)	£135	£397	£397	£190	£207
Grants (S137)	£1,200	£1,300	£650	£650	£0
VAT	£37	£487	£40	£0	£40
	<u>£4,432</u>	<u>£7,586</u>	<u>£7,892</u>	<u>£6,132</u>	<u>£1,759</u>
Net Movement	£2,028	(£1,870)	(£2,013)	(£705)	
Closing Balance	<u>£10,634</u>	<u>£8,763</u>	<u>£6,750</u>	<u>£8,058</u>	

The Clerk is to change the recreation field budget to £265 and prepare the corresponding payment for the next meeting – all in favour.

The Clerk is to clarify what expenditure is recorded against the Coronation Green/Village maintenance (S164) line – all in favour.

c) Agree budget for 2020/21

The following budget for 2020/21 was discussed:

<u>RECEIPTS</u>	Actual	Actual	Budget	Forecast	Forecast	Forecast
	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
Precept (S41)	£4,500	£4,500	£5,000	£5,150	£5,303	£5,462
Bank Interest/deposit	£3	£8	£0	£0	£0	£0
Cleansing Grant	£612	£391	£391	£854	£854	£854
Other receipts	£1,345	£816	£0			
VAT	£0	£0	£487	£28	£28	£28
	<u>£6,460</u>	<u>£5,716</u>	<u>£5,878</u>	<u>£6,031</u>	<u>£6,185</u>	<u>£6,344</u>

<u>PAYMENTS</u>	Actual	Actual	Budget	Forecast	Forecast	Forecast
	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
Clerk's salary / expenses (S112)	£1,805	£1,704	£1,888	£3,039	£3,085	£3,131
Chairman's expenses	£0	£0	£0	£0	£0	£0
Councillors expenses	£65	£0	£0	£0	£0	£0
Defibrillator (S234)	£0	£1,955	£0	£0	£0	£0
Election costs	£0	£0	£0	£0	£0	£0
Insurance (S101)	£185	£192	£196	£200	£204	£208
Administration expense	£199	£139	£142	£145	£148	£151
Audit fees	£66	£650	£663	£400	£408	£416
Bus Shelter maintenance (S4)	£520	£530	£530	£530	£530	£530
Annual Subs	£221	£231	£235	£240	£245	£250
Recreation field (S19)	£0	£0	£650	£650	£650	£650
Village Hall (S133)	£0	£0	£2,500	£0	£0	£0
Coronation Green / Village maintenance (S164)	£135	£397	£397	£405	£413	£421
Grants (S137)	£1,200	£1,300	£650	£0	£0	£0
VAT	£37	£487	£40	£28	£28	£29
	<u>£4,432</u>	<u>£7,586</u>	<u>£7,892</u>	<u>£5,637</u>	<u>£5,711</u>	<u>£5,786</u>

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Net Movement	£2,028	(£1,870)	(£2,013)	£394	£474	£557
Closing Balance	£10,634	£8,763	£6,750	£7,144	£7,617	£8,175

The budget was agreed subject to reducing the budgeted recreation field expenditure to £300 and adding £100 to the VAT reclaim to reflect the VAT on audit fees. Clerk to action – all in favour.

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d) Agree precept for 2020/21

It was agreed that the current precept of £5,000 should be inflated by 2.99% to match the inflation that was applied to 2019/20 council tax revenues. The Council agreed that the precept for 2020/21 should be £5,150.

e) Review of internal control arrangements

The completed review of the Council's internal control arrangements was deferred to the January meeting to give sufficient time to discuss it.

f) Adopt revised financial regulations

The National Association of Local Councils Model Financial Regulations 2019 for England amendments were adopted – all in favour.

g) Agree to pay clerk's salary by banker's standing order

The service level agreement with Suffolk Association of Local Councils (SALC) was reviewed and signed. It was acknowledged that a standing order does not need to be established as the SALC service will produce payslips on a quarterly basis that require the Council to make cheques out the employee and HMRC. The cost of the service was committed to at £36 plus VAT – all in favour.

h) Cheques to be issued

The following expenditure was approved for urgent cheques that were signed on the 24th of September 2019 – all in favour:

Item	Amount
Mid Suffolk District Council - Parish Election Recharges	£104.78
PKF Littlejohn LLP - External Audit Fee	£240.00
Total	£344.78

The following cheques were signed – all in favour:

Item	Amount
Brian Spooner	£80.00
Clerk's Expenses	£58.12
Mid Suffolk District Council - Bin Emptying	£27.60
Total	£165.72

18. Correspondence

Discussed under agenda item 8.

19. Next meeting:

a) 9th January 2020

b) Items for the agenda of that meeting

The Council requested that the following items were added to the agenda:

- A review of the Council's insurance
- A review of the title deeds relating to the Village Green
- Nominating Trustees of the Fen Charity
- Review and adopt Disciplinary Procedure
- Review and adopt Expenses Policy
- Review of internal control arrangements

Meeting brought to a close at 21:35.