

**MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING**  
**9<sup>th</sup> January 2020**  
**Hinderclay Village Hall**  
**19:30 – 20:50**

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

**ACTI  
ON**

- 1. Apologies and approval of absences**  
 Apologies were received from John Davie-Thornhill. The absence was not approved as the reason for the absence was not provided.
- 2. To receive declarations of interest**  
 None.
- 3. To consider requests for dispensations**  
 None.
- 4. To confirm and sign minutes of: (1) the Parish Council Meeting of 14<sup>th</sup> November 2019**  
 The minutes were confirmed without and signed subject to the addition of Michael Bishop on the Committee Members List.
- 5. To receive feedback on actions raised at previous meetings**  
 All of the actions for the Clerk from the last meeting have been completed barring the action to procure a grit bin. The actions for John Davie-Thornhill appear to have been completed.
- 6. Reports:**
  - a) County Councillor – Jessica Fleming**  
 Nothing reported.
  - b) District Councillor – Jessica Fleming**  
 Nothing reported.
  - c) Fen & Fen Charity – Brian Brinkley**  
 Nothing to report.
  - d) Trees – Karen Calton**  
 The tree on The Street that fell down in November has not been cleared. The tree survey is progressing well. A few parishioners have planted new trees.

**e) Gressingham Foods – Paul Rose**

A biannual meeting with Councillors from Rickinghall and Hinderclay parish councils is being arranged.

**f) Footpaths – Shirley Bishop**

Nothing to report.

**g) Chairman’s Update – John Davie-Thornhill**

Nothing reported.

David Emerton gave an update on the progress that has been made in obtaining bank statements and online access for the Clerk. The Council has been awarded £400 in compensation for the time it has taken to partially resolve the issue.

**7. Public participation**

The ditches on Bells Land have not been cleared out and the pipes are blocked on the entrances to the field which means that water cannot drain away. Paul Rose is to raise the issue with Gressingham Foods.

**PR**

The corner by the airstrip on Rickinghall Road has been built up which is pushing rain water into the road. A gully needs to be cut to redirect the water into the ditch. David Emerton will speak with John Davie-Thornhill to explore what can be done about the problem.

**DE**

Suffolk County Council have been contacted previously in January and July to sweep the road. The Clerk will now take on the responsibility for contacting the County Council.

**ML**

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

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

- Suffolk Association of Local Councils contacted the Council to ensure that the Clerk is offered a pension. The Council was all in favour to offer the pension. The Clerk declined the offer.
- Suffolk Neighbourhood Watch Association contacted the Council asking for a donation. The Council voted all in favour to only donate to organisations that relate directly to the Parish.
- Tim Plater wrote regarding the flooding on Rickinghall Road by the airstrip. The Council voted all in favour for the Clerk to update the Parishioner on the steps that the Council is taking to resolve the issue.
- Suffolk Highways have sent an email to the Council to make them aware of the upcoming works to Townhouse Lane.
- Suffolk Highways have responded to the request for a stop sign to be placed at the village crossroads. There have not been enough accidents in the last five years to justify the introduction of a stop sign.

**ML**

**9. Discuss churchyard maintenance grant**

The guidance received on the matter from Suffolk Association of Local Councils was read. The Council voted all in favour for the Clerk to contact the church to make an application that is in line with the Council’s Grant Policy.

**ML**

**10. Discuss actions to take regarding the condition of the village's footpaths**

It has been established that the footpaths that are in poor condition have been levelled at Mid Suffolk Council's request. The work had to be completed within ten days which left the farmer with no choice to do the work over the winter period. This has resulted in the paths becoming excessively muddy.

The Council discussed drafting a letter to make all of the local farmers aware of the need to maintain the footpath widths, limit over spraying and limit damage to the footpath.

The Council resolved to find out whether the Cowfen Lane, Bridleway 6, footpath is going to be cut this winter.

**MB**

**11. Review asset register**

The asset register was reviewed and the value of the assets was approved, subject to the work to establish the value of the Village Green, by all in favour.

**12. Review regular maintenance arrangements for physical assets**

The Council reviewed the maintenance arrangements for physical assets described on the risk assessments relating to each one. The following updates were requested by all in favour; the bus shelter is to be inspected by Brian Spooner monthly and the notice board is to be inspected once every two months by the Clerk. Whilst the salt and grit bins, Millenium Bench, dog bins and telephone box are to be inspected annually by the Clerk. Records of inspections are to be kept by the Clerk and the annual inspections are to be performed at same time.

**ML**

**13. Review the Council's ownership of the Village Green**

The Clerk confirmed that the Council has photocopies of title deeds showing that the Council has owned the Village Green since 1988. It was resolved by all in favour that the original solicitor should be contacted by the Clerk to see if they have copies of the original deeds.

It was resolved by all in favour that Graham Kent is to be contacted to see if he is prepared to value the Village Green in order to record its value on the Council's asset register.

**ML**

**14. Review of risk and the adequacy of insurance cover**

The responsibility to delegate the review to Paul Rose, Lindsey Aves and David Emerton was agreed by all in favour. They are to update the Council with their conclusions at the next meeting.

**DE**

**15. Discuss the care of the oak tree on the Village Green**

It was resolved by all in favour to expand the perimeter of the fence around the oak tree to protect the lower branches from damage when mowing. Karen Calton is to organise for the fence to be installed.

**KC**

**16. Discuss the appointment of Trustees to the Hinderclay Fen Trust**

It was resolved by all in favour to advertise the need for Trustees in the parish newsletter. Applicants are to apply in writing with a few paragraphs explaining why they are interested in the role. David Emerton will determine

**DE**

the wording or the advertisement and set the deadline for the receipt of applications.

**17. Discuss grant application from Hinderclay Village Hall**

The Council determined the need to have an application that confirms to grant policy. A copy of the Grant Policy was given to the Chairman of the Village Hall Charity.

**18. Review and adopt Disciplinary Procedure**

The Council voted by all in favour for Paul Rose, Lindsey Aves and David Emerton to amend the Disciplinary Procedure in order to prepare it for adoption at the next meeting.

**19. Review and adopt Expenses Policy**

Adopted by all in favour.

**20. 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/19/05834 - Conversion of Garage/Office to form 1no. dwellinghouse. Walnut Tree Cottage, Thorpe Street, Hinderclay, Diss, Suffolk, IP22 1HT.**

The application was approved, with no comments, by all in favour.

DE

## 21. Finance:

### a) Bank reconciliation/budget/accounts review

The following budget statement was considered:

#### Budget Statement at 9th January 2020

<u>RECEIPTS</u>	<u>Actual 2017/20 18</u>	<u>Actual 2018/20 19</u>	<u>Budget 2019/20 20</u>	<u>Actual 2019/20 20</u>	<u>Variance 2019/20 20</u>
Precept (S41)	£4,500	£4,500	£5,000	£5,000	£0
Bank Interest/deposit	£3	£8	£0	£4	£4
Cleansing Grant	£612	£391	£391	£427	£36
Other receipts	£1,345	£816	£0	£400	£400
VAT	£0	£0	£487	£0	(£487)
	<u>£6,460</u>	<u>£5,716</u>	<u>£5,878</u>	<u>£5,831</u>	<u>£47</u>
<u>PAYMENTS</u>	<u>Actual 2017/20 18</u>	<u>Actual 2018/20 19</u>	<u>Budget 2019/20 20</u>	<u>Actual 2019/20 20</u>	<u>Variance 2019/20 20</u>
Clerk's salary / expenses (S112)	£1,805	£1,704	£1,888	£2,405	(£518)
Chairman's expenses	£0	£0	£0	£0	£0
Councillors expenses	£65	£0	£0	£0	£0
Course fees	£0	£0	£0	£110	
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	£345	£318
Bus Shelter maintenance (S4)	£520	£530	£530	£440	£90
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	£158	£239
Grants (S137)	£1,200	£1,300	£650	£0	£650
VAT	£37	£487	£40	£123	(£83)
	<u>£4,432</u>	<u>£7,586</u>	<u>£7,892</u>	<u>£7,689</u>	<u>£203</u>
Net Movement	<u>£2,028</u>	<u>(£1,870)</u>	<u>(£2,013)</u>	<u>(£1,858)</u>	
Closing Balance	<u>£10,634</u>	<u>£8,763</u>	<u>£6,750</u>	<u>£6,905</u>	
Cash in Bank 29/11/2019				£9,038	
Unpresented cheques from November				(£58)	
Unpresented cheques from January				(£2,075)	
<b>Reconciliation Difference</b>				<u><u>£0</u></u>	

The council resolved that; the budget for Audit Fees can be reduced to £345 as the Council has paid all of the audit fees for the year and the budget for the Coronation Green/Village Maintenance can be reduced to £158, as the annual recurrent payment for the emptying of the bins has been paid.

David Emerton checked that the bank reconciliation on the budget statement reconciled to the bank statements.

**b) Agree budget for 2020/21**

This item was deferred to the next meeting.

**c) Agree precept for 2020/21**

The precept of £5,150 was agreed, by all in favour, for 2020/21.

**d) Review of internal control arrangements**

The internal control report completed on 25<sup>th</sup> October 2019 was reviewed by the council.

The next review is to be completed by Brian Brinkley before the next ordinary meeting (all in favour).

**BB**

**e) Cheques to be issued**

The following cheques were issued (all in favour):

<b>Item</b>	<b>Amount</b>
Brian Spooner	£90.00
Matthew Larkin	£1,984.85
	<b>£2,074.85</b>

**22. Correspondence**

Discussed under item 8.

**23. Next meeting:**

**a) 12<sup>th</sup> March 2020**

**b) Items for the agenda of that meeting**

Discuss the arrangements for the Annual Meeting

Discuss dog fouling

Meeting brought to a close at 20:50.