

**MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING**  
**26<sup>th</sup> February 2020**  
**Hinderclay Village Hall**  
**19:30 – 21:20**

<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		

**1. Apologies and approval of absences**

None.

**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 9th January 2020**

**(2) the Parish Council Meeting of 24<sup>th</sup> September 2019**

The minutes were confirmed by all in favour and signed.

**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 update the regular maintenance arrangements for physical assets. The actions against councillors have been completed.

**6. Reports:**

**a) County Councillor – Jessica Fleming**

A permit scheme is to be introduced to reduce the disruption associated with overlapping works by utilities and highways work.

School transport will not be automatically awarded in 2020/21.

Students and parents will have to register before the deadline of 31<sup>st</sup> May 2020.

Street lights are to be updated with LED lights to reduce electricity usage and the associated carbon emissions. The investment is expected to pay for itself.

Ixworth school will develop a key stage 3/4 unit to provide facilities for students with special educational needs and needs relating to a disability.

The County Council voted not to support work on the Ipswich Northern Relief Road.

**b) District Councillor – Jessica Fleming**

The Police will no longer be responsible for civil parking enforcement. The District Council will be taking on the responsibility.

The Disability Grant for those that need home adaptations has been raised from £5,000 to £7,500. It is not means tested.

Mid Suffolk and Stowmarket leisure centres will be upgraded with £2.2m of funding.

Council tax will be increasing by 1.66% from the 1<sup>st</sup> of April 2020.

Jessica will assist with identifying whether the oak tree on Coronation Green has a tree protection order on it by providing the contact details for David Pizzey.

JF

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

Nothing to report.

**d) Trees – Karen Calton**

Caroline Davies from Hopton is hoping to form a group via nextdoor.co.uk to encourage the planting of trees in local parishes. The idea was initiated by Friends of the Earth with the trees to be obtained through the Woodland Trust. The Council needs to identify where to plant trees if it is to participate in the initiative. Brian Brinkley is to establish whether the trees can be planted on Hinderclay Fen. The Clerk is to add the issue of establishing where the trees can be planted to the agenda of the next meeting.

BB

ML

**e) Gressingham Foods – Paul Rose**

A meeting will be arranged in the near future.

**f) Footpaths – Michael Bishop**

The weather has highlighted that the footpaths are not being maintained at the correct widths and they have been sprayed. This is making them excessively muddy.

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

Praised the Parish Newsletter for how informative it is about what is going on in the village. He noted the refreshed road markings outside the Village Hall and the other road maintenance that has been performed.

The Vice-chairman updated the Council on his attendance at the Liaison Meeting organised between Mid Suffolk and the Parish Councils. He noted that it was interesting, well organised and very informative. Mid Suffolk Council will be undertaking a Community Governance Review to enable applicants to join another Parish Council or change the parish boundaries, within the confines of the District Council boundaries. The Planning Department invited interested Councillors to spend a day with them to understand the planning process in more detail. They have increased the staffing of

the Enforcement Team in order to take more organisations to court for non-compliance with planning permission.

The Council requires an agenda item to formally approve of all future travel expenses to council liaison meetings.

ML

## **7. Public participation**

The need for preventative parking measures on Coronation Green was articulated.

It was noted how the repair to the divots on Coronation Green was made with good soil that was well compacted.

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

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

- Planning application DC/19/00418 has been granted. This is for the 'erection of 1No dwelling, garage and access (previously granted permission under DC/17/05953). On land Adjacent To Ynysddu The Street Hinderclay Diss Suffolk IP22 1HX'
- Planning application DC/19/05834 has been granted. This is for the 'conversion of Garage/Office to form 1no. dwellinghouse. At Walnut Tree Cottage, Thorpe Street, Hinderclay, Diss, Suffolk, IP22 1HT'
- The appeal relating to planning application DC/18/03801 was dismissed for the 'erection of a dwelling and garage, and creation of a new vehicular access. On the land adjacent to Pear Tree Farm, Chapel Road, Hinderclay, IP22 1HY'
- The drain in Chapel Road that has been covered over, causing flooding of the road, following road repairs has been reported.
- The footpath update from Shirley Bishop was noted.
- The change in the collection day, from Thursday to Tuesday, for the Community Caretaker Wheelie Bin was noted.
- The Council's grit bin application was rejected as its proposed location is on a Priority 2 gritting route. The Clerk is to clarify the costs and process relating to the Council procuring and maintaining its own grit bin at the proposed location.

ML

## **9. Discuss overgrown hedges at Plough Farm along Gobbets Lane**

The Council voted by all in favour for Michael Bishop to speak to the owner of Plough Farm regarding the issue.

MB

## **10. Discuss the arrangements for the Annual Meeting**

The Council voted by all in favour for an invitation to the Annual Parish Council Meeting to be published in April and May newsletter. The notice should ask parishioners to come with views on how the Parish Council can serve the Parish. Karen Calton is to action this.

It was noted that the Annual Parish Council meeting needs to explain to parishioners why the budget has changed, explain the duties and powers of Council, ask for suggestions on the focus of the Council and summarise the key points.

## **11. Discuss The Openness of Local Government Bodies Regulations 2014 and their implications for the recording of decisions**

The National Association of Local Councils Legal Topic Note 1 was used to

<p>articulate the requirements that the Council is under from The Openness of Local Government Bodies Regulations 2014. The Council delegated the responsibility for ensuring compliance with the regulations to the Clerk by all in favour.</p>	<p><b>ML</b></p>
<p><b>12. To consider any applications for a grant</b> None received.</p>	
<p><b>13. Discuss the flooding on Rickinghall Road</b> A discussion on the causes of the flooding was entertained and John Davie-Thornhill committed to investigate the issue.</p>	<p><b>JDT</b></p>
<p><b>14. Discuss dog fouling</b> The issue of dog fouling in the village was discussed and the Council voted by all in favour for Karen Calton to form a notice on the issue in the Parish Newsletter.</p>	<p><b>KC</b></p>
<p><b>15. Review contracts</b> It was determined that the Council has one contract for the maintenance of Coronation Green and the bus shelter. However, there is no paperwork in place to evidence this. The Council voted by all in favour for the Clerk to draft a contract with permission to purchase the appropriate book to facilitate this.</p>	<p><b>ML</b></p>
<p><b>16. Discuss the condition of the Village's footpaths</b> The establishment of a subcommittee to improve the condition of the Village's footpaths was discussed. The motion was not carried as two Councillors were in favour.</p>	
<p>The option of writing to the relevant landowners to improve the condition of the Village's footpaths was discussed. The motion was carried with three Councillors in favour along with the casting vote from the Chairman.</p>	
<p>The Clerk is to work with John Davie-Thornhill to word the letter and send it to the appropriate landowners.</p>	<p><b>ML</b></p>
<p><b>17. Review asset register</b> The Council approved of the addition of the land known as Coronation Green to the asset register at its original cost by all in favour.</p>	
<p>The Council agreed that the asset register is accurate by all in favour.</p>	
<p>The Clerk is to write a letter of thanks to the local surveyor who assisted with the issue.</p>	<p><b>ML</b></p>
<p><b>18. Review of risk and the adequacy of insurance cover</b> The Council voted by all in favour that the current insurance cover is adequate. However, it was noted that when the Council purchases IT equipment it needs to be determined that the cover is still adequate.</p>	
<p><b>19. Discuss the appointment of Trustees to the Hinderclay Fen Trust</b> The Council voted by all in favour to publish a notice in the Parish Newsletter for any members of the parish interested in becoming Trustees to make the Clerk aware of their interest by the 31<sup>st</sup> of March. The Trustees are to be appointed at the May meeting. The Clerk is to add this item to the agenda of the May meeting.</p>	<p><b>ML</b></p>

**20. Review and adopt the Policies & Procedures for Discipline and Grievance**

The proposed Policies & Procedures for Discipline and Grievance were adopted by the Council by all in favour.

It was noted that a handbook of policies and procedures should be formed. The Council voted all in favour for the Clerk to work with David Emerton to complete this for the May meeting.

**ML**

DRAFT

## 21. Finance:

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

The following budget statement was considered:

#### Budget Statement at 26th February 2020

<b><u>RECEIPTS</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b><u>2017/18</u></b>	<b><u>2018/19</u></b>	<b><u>2019/20</u></b>	<b><u>2019/20</u></b>	<b><u>2019/20</u></b>
Precept (S41)	£4,500	£4,500	£5,000	£5,000	£0
Bank Interest/deposit	£3	£8	£0	£6	£6
Cleansing Grant	£612	£391	£391	£427	£36
Other receipts	£1,345	£816	£0	£1,810	£1,810
VAT	£0	£0	£487	£0	(£487)
	<u>£6,460</u>	<u>£5,716</u>	<u>£5,878</u>	<u>£7,243</u>	<u>(£1,365)</u>
<b><u>PAYMENTS</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b><u>2017/18</u></b>	<b><u>2018/19</u></b>	<b><u>2019/20</u></b>	<b><u>2019/20</u></b>	<b><u>2019/20</u></b>
Clerk's salary / expenses (S112)	£1,805	£1,704	£1,888	£2,542	(£655)
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	£125	£17
Audit fees	£66	£650	£663	£345	£318
Bus Shelter maintenance (S4)	£520	£530	£530	£530	£0
Annual Subs	£221	£231	£235	£243	(£8)
Recreation field (S19)	£0	£0	£268	£0	£268
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	£133	(£93)
	<u>£4,432</u>	<u>£7,586</u>	<u>£7,509</u>	<u>£7,976</u>	<u>(£467)</u>
Net Movement	<u>£2,028</u>	<u>(£1,870)</u>	<u>(£2,013)</u>	<u>(£733)</u>	
Closing Balance	<u>£10,634</u>	<u>£8,763</u>	<u>£6,750</u>	<u>£8,030</u>	
Cash in Bank 31/01/2020				£8,317	
Unpresented cheques from February				<u>(£287)</u>	
<b>Reconciliation Difference</b>				<u><u>£0.00</u></u>	

The Council resolved that the budget for the Clerk's salary & expenses should be changed to £3,000 to reflect the agreed increase in the Clerk's salary.

The council resolved that the budget for the Village Hall should be changed to £3,500 to reflect the larger donation that the Council committed to.

John Davie-Thornhill checked that the bank reconciliation on the budget statement reconciled to the bank statements.

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

The Council voted by all in favour to adopt the following budget:

**2020/21 Budget Setting Paper**

<b><u>RECEIPTS</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>
	<b><u>2017/18</u></b>	<b><u>2018/19</u></b>	<b><u>2019/20</u></b>	<b><u>2020/21</u></b>	<b><u>2021/22</u></b>	<b><u>2022/23</u></b>
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	£0	£0	£0
VAT	£0	£0	£487	£133	£133	£133
	<b>£6,460</b>	<b>£5,716</b>	<b>£5,878</b>	<b>£6,136</b>	<b>£6,290</b>	<b>£6,448</b>
<b><u>PAYMENTS</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>
	<b><u>2017/18</u></b>	<b><u>2018/19</u></b>	<b><u>2019/20</u></b>	<b><u>2020/21</u></b>	<b><u>2021/22</u></b>	<b><u>2022/23</u></b>
Clerk's salary / expenses (S112)	£1,805	£1,704	£1,888	£3,077	£3,169	£3,264
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	£220	£224	£229
Administration expense	£199	£139	£142	£145	£148	£151
Audit fees	£66	£650	£663	£420	£185	£190
Bus Shelter maintenance (S4)	£520	£530	£530	£546	£562	£579
Annual Subs	£221	£231	£235	£242	£249	£257
Recreation field (S19)	£0	£0	£268	£276	£284	£293
Village Hall (S133)	£0	£0	£2,500	£0	£0	£0
Coronation Green / Village maintenance (S164)	£135	£397	£397	£163	£168	£173
Grants (S137)	£1,200	£1,300	£650	£0	£0	£0
VAT	£37	£487	£40	£133	£133	£133
	<b>£4,432</b>	<b>£7,586</b>	<b>£7,509</b>	<b>£5,221</b>	<b>£5,122</b>	<b>£5,268</b>
Net Movement	£2,028	(£1,870)	(£1,631)	£915	£1,168	£1,180
Estimated Closing Balance	£10,634	£8,763	£7,133	£8,047	£9,215	£10,395

**c) Review of internal control arrangements**

The review of internal control arrangements completed by Brian Brinkley on the 17<sup>th</sup> of February 2020 was considered. It was noted that the two deficiencies identified with regard to the compliance with The Openness of Local Government Bodies Regulations 2014 and performing an annual review of contracts were addressed by the meeting's agenda.

**d) Cheques to be issued**

The following expenditure was approved for urgent cheques that were signed on the 8th of February 2019 – all in favour:

<b>Item</b>	<b>Payee</b>	<b>Amount</b>
Administration Expense - Website Hosting	Community Action Suffolk	£60.00
		<b>£60.00</b>

The following cheques were issued - all in favour:

<b>Item</b>	<b>Payee</b>	<b>Amount</b>
Bus Shelter maintenance (S4)	Brian Spooner	£90.00
Clerk's salary / expenses (S112)	Matthew Larkin	£ 136.86
		<b>£226.86</b>

**22. Correspondence**

Discussed under item 8.

**23. Next meeting:**

**a) 14<sup>th</sup> May 2020**

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

- Discuss placing bollards on Coronation Green
- Discuss change of bank
- Decide on which laptop and printer to procure
- Appoint the Trustees of Hinderclay Fen Trust
- Discuss travel expenses for Council liaison meetings
- Discuss tree planting
- Decide on whether to install a grit bin on Hall Corner

Meeting brought to a close at 21:20.