

# MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING

14<sup>th</sup> May 2020

Held remotely via teleconference

20:00 – 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  |            |           |

## 1. Election of officers:

### a. Chairman

David Emerton was elected as Chairman by all in favour and the declaration of acceptance of office was signed.

On behalf of the Council and the members of the Village, David Emerton thanked John Davie-Thornhill for his 12 years of service as Chairman.

### b. Vice Chairman

Paul Rose was elected as Vice-chairman by all in favour and the declaration of acceptance of office was signed.

### c. Appointment of officers & representatives to outside bodies

The decision was made to continue with current officers & representatives for another year by all in favour.

## 2. Apologies and approval of absences

None.

## 3. To receive declarations of interest

None.

## 4. To consider requests for dispensations

None.

## 5. To confirm and sign minutes for the Parish Council meeting held on 26th February 2020

The minutes were confirmed by all in favour and signed.

## 6. To receive feedback on actions raised at previous meetings

The actions highlighted in the minutes from the meeting held on the 26<sup>th</sup> of February 2020 were referred to and it was noted that all of the actions relevant to the meeting had been completed.

It was noted that the Tree Protection Officer had responded to the Council, declaring that the oak tree on the Village Green did not have a tree protection order in place.

**7. Public participation**

Karen Calton noted a complaint received from a resident about the untidy nature of the land owned by Gressingham Foods off Bells Lane. The Council voted by all in favour for Paul Rose to contact Gressingham Foods about this. The Clerk to email Paul the actions.

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

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

An email regarding the location information of the village defibrillator was discussed. The Council voted by all in favour for the Clerk to put the postcode on the defibrillator box.

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Gordon Pratt's request for a written apology from the Council was discussed for the inference the he is responsible for the poor condition of some of the Village's footpaths.

Brian Spooner wrote to check with the Council that the precautions he was taking to safely continue cleaning were adequate. The Council voted by all in favour that they were happy that the precautions taken were adequate.

**9. Discuss emergency plans and the response to the COVID-19 pandemic**

The Council voted by all in favour not to prepare emergency plans on the basis that they are for much bigger councils with access to more volunteers and resources.

The Council voted by all in favour to not hire a skip for Village use.

The Council voted by all in favour not to provide any official response to the COVID-19 pandemic so that it did not interfere with the Village initiatives that were already underway.

**10. 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-search-andcomment/search-for-applications/>

- a. **DC/20/01723 - Erection of a two storey pitched roof side extension and alterations to fenestration. Daisy Dell, The Street, Hinderclay, Diss Suffolk IP22 1HX.**

The Council voted by all in favour to accept application DC/20/01723 with no comments.

**11. Finance:**

**a. Bank reconciliation/budget/accounts review**

The following budget statement was considered:

| <u>RECEIPTS</u>       | <u>Actual</u><br><u>2018/19</u> | <u>Actual</u><br><u>2019/20</u> | <u>Budget</u><br><u>2020/21</u> | <u>Actual</u><br><u>2020/21</u> | <u>Variance</u><br><u>2020/21</u> |
|-----------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-----------------------------------|
| Precept (S41)         | £4,500                          | £5,000                          | £5,150                          | £2,575                          | (£2,575)                          |
| Bank Interest/deposit | £8                              | £8                              | £0                              | £0                              | £0                                |

|                 |               |               |               |               |                 |
|-----------------|---------------|---------------|---------------|---------------|-----------------|
| Cleansing Grant | £391          | £640          | £854          | £213          | (£640)          |
| Other receipts  | £816          | £1,820        | £0            | £0            | £0              |
| VAT             | £0            | £735          | £133          | £0            | (£133)          |
|                 | <u>£5,716</u> | <u>£8,203</u> | <u>£6,136</u> | <u>£2,788</u> | <u>(£3,347)</u> |

| <b><u>PAYMENTS</u></b>                      | <b>Actual</b>         | <b>Actual</b>         | <b>Budget</b>         | <b>Actual</b>         | <b>Variance</b>       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|   | <b><u>2018/19</u></b> | <b><u>2019/20</u></b> | <b><u>2020/21</u></b> | <b><u>2020/21</u></b> | <b><u>2020/21</u></b> |
| Clerk's salary & expenses (S112)            | £1,704                | £2,542                | £3,077                | £615                  | £2,463                |
| Chairman's expenses                         | £0                    | £0                    | £0                    | £0                    | £0                    |
| Councillors expenses                        | £0                    | £0                    | £0                    | £0                    | £0                    |
| Course fees                                 | £0                    | £110                  | £0                    | £0                    | £0                    |
| Defibrillator (S234)                        | £1,955                | £0                    | £0                    | £0                    | £0                    |
| Election costs                              | £0                    | £105                  | £0                    | £0                    | £0                    |
| Insurance (S101)                            | £192                  | £186                  | £220                  | £0                    | £220                  |
| Administration expense                      | £139                  | £125                  | £145                  | £128                  | £17                   |
| Audit fees                                  | £650                  | £345                  | £420                  | £0                    | £420                  |
| Bus Shelter maintenance (S4)                | £530                  | £530                  | £546                  | £90                   | £456                  |
| Annual Subscriptions                        | £231                  | £243                  | £242                  | £184                  | £58                   |
| Recreation field (S19)                      | £0                    | £0                    | £276                  | £268                  | £9                    |
| Village Hall (S133)                         | £0                    | £3,500                | £0                    | £0                    | £0                    |
| Coronation Green/Village maintenance (S164) | £397                  | £158                  | £163                  | £163                  | £0                    |
| Grants (S137)                               | £1,300                | £0                    | £0                    | £0                    | £0                    |
| VAT   | £487                  | £133                  | £133                  | £36                   | £96                   |
|   | <u>£7,586</u>         | <u>£7,976</u>         | <u>£5,221</u>         | <u>£1,483</u>         | <u>£3,738</u>         |
| Net Movement                                | <u>(£1,870)</u>       | <u>£227</u>           | <u>£915</u>           | <u>£1,306</u>         |                       |
| Closing Balance                             | <u>£8,763</u>         | <u>£8,990</u>         | <u>£9,905</u>         | <u>£10,296</u>        |                       |

|                                  |                     |
|----------------------------------|---------------------|
| Cash in Bank 30/04/2020          | £11,778             |
| Unpresented cheques              | <u>(£1,483)</u>     |
| <b>Reconciliation Difference</b> | <u><b>£0.00</b></u> |

The Council resolved that the budget should be amended to reflect the plan to spend £1,400 Locality Grant on IT equipment by all in favour.

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

**b. Finance Report – to adopt accounts for year ending 31st March 2020**

The 2019/20 Annual Governance & Accountability Return was considered and the Council voted by all in favour to sign the Certificate of Exemption, the Annual Governance Statement and the Accounting Statements.

**c. Inspection of Assets Register & Statement of Assurance**

The Council voted by all in favour that the following asset register is correct:

**Hinderclay Parish Council  
Asset Register  
2019-20**

| <b>Description</b>   | <b>Date Acquired</b>    | <b>Approx Total Value</b> |
|--|-------------------------|---------------------------|
| Land – Coronation Green  | 1935                    | £0                        |
| 1 Village Sign – Coronation Green                                | Pre 1990                | £958                      |
| 1 Bus Shelter & Rails – Coronation Green                         | Pre 1990                | £1,704                    |
| 2 Notice Boards - Village Hall                                   | 2007 and 2012           | £491                      |
| 2 Notice Boards – Coronation Green                               | 2010                    | £680                      |
| Village Street Signs   | Pre 1980                | £349                      |
| “Keep to Footpath”   | Pre 1980                | £244                      |
| Street Sign  | Pre 1980                | £105                      |
| Salt/grit bin – Village Hall                                     | 2000                    | £279                      |
| Millennium Bench - Coronation Green                              | Pre 1990                | £365                      |
| 3 Dog Bins – Village Hall, Chapel Road junction and Cow Fen Lane | 2 in 2006 and 1 in 2007 | £361                      |
| BT Phone Box   | 2011                    | £1                        |
| Epsom Printer  | 2018                    | £76                       |
| Defibrillator  | 2018                    | £2,346                    |

Total £7,959

**d. Agree internal auditor for the year**

The Council voted by all in a favour to appoint Suffolk Association of Local Councils as internal auditor.

**e. To Approve Risk Assessment**

The risk assessment of the Council's physical asset was considered.

The Council voted by all in favour for Lindsey Aves to inspect the condition of the Bus Shelter as its deteriorated condition was noted.

The condition of the Telephone Box was discussed and David Emerton noted that he had cleaned it since the risk assessment. The Council voted by all in favour for David Emerton to ask a local Chartered Electrical Engineer to inspect safety of the light fitting.

The physical and financial risk assessments performed were approved by the Council by all in favour.

**f. To agree Standing and Financial Orders**

The Council voted by all in favour to continue using the existing standing

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and financial orders.

**g. Set a period for the exercise of public rights**

The Council voted by all in favour to set the period for the exercise of public rights between the 15<sup>th</sup> June 2020 and the 24<sup>th</sup> of July 2020.

**h. Sign direct debit instructions**

It was resolved by all in favour to sign the direct debit instruction for the Information Commissioner.

**i. Issue cheques**

The following cheques were issued – all in favour:

| Item                                   | Payee                                 | Amount           |
|--|---------------------------------------|------------------|
| Bus Shelter maintenance (S4)           | Brian Spooner                         | £90.00           |
| Clerk's salary / expenses (S112)       | Matthew Larkin                        | £614.51          |
| Administration expense                 | Suffolk Association of Local Councils | £21.60           |
| Annual Subs                            | Suffolk Association of Local Councils | £183.98          |
| Administration expense                 | Hinderclay Village Hall               | £110.00          |
| Recreation field (S19)                 | Hinderclay Village Hall               | £267.50          |
| Coronation Green / Village maintenance | Mid Suffolk District Council          | £195.29          |
|  |                                       |                  |
|  |                                       | <b>£1,482.88</b> |

**12. Discuss adding employees to the payroll**

It was resolved by all in favour that the Bus Shelter Cleaning Operative should be added to the Council's payroll.

**13. Appoint the trustees of the Hinderclay Fen Trust**

This item was deferred.

**14. Discuss change of bank**

This item was deferred.

**15. Approve amendment of travel expenses policy for Council liaison meetings**

The Council voted by all in favour to add the following to the travel expenses policy 'expenses incurred at council liaison meetings will be reimbursed'.

**16. Date of next meeting - 9th July 2020**

Meeting brought to a close at 21:00.