

**MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING**  
**9<sup>th</sup> July 2020**  
**Held remotely via teleconference**  
**20:00 – 20:50**

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

**1. Apologies and approval of absences**

Apologies were received from Michael Bishop, as he cannot use the Zoom software and from John Davie-Thornhill who was away travelling. The Council approved both absences by all in favour.

**2. To receive declarations of interest**

None.

**3. To consider requests for dispensations**

None.

**4. To confirm and sign minutes for the Parish Council meeting held on 14th May 2020**

The minutes were confirmed by all in favour and signed.

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

The actions highlighted in the minutes from the meeting held on the 14th of May 2020 were referred to and it was noted that all of the actions relevant to the meeting had been completed.

Paul Rose's update on emails he had exchanged with Gressingham Foods was received with thanks. The Council awaits further developments as Gressingham Foods sets up a liaison committee.

Lindsey Aves was thanked for surveying the condition of the bus shelter and reporting that it is generally in a good state of repair and appears to be structurally sound.

David Emerton noted that the telephone box had been inspected and confirmed that the electricity had been disconnected.

**6. Public participation**

None

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

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

An email from Charlotte Ditchburn from the British Horse Society regarding their work to record and preserve rights of way was discussed. The Clerk is to display the poster regarding the work on the Parish noticeboard and Karen Calton is to advertise the work in the parish newsletter (all in favour).

ML  
KC

**8. Defibrillator maintenance (battery expires November 2021)**

The Clerk updated the council on the maintenance requirements for the defibrillator. It was noted that the pads need replacing every two years and the battery needs replacing every five years

The Council voted by all in favour to procure and purchase the defibrillator consumables in advance of their expiry.

The Council resolved by all in favour for the clerk to draft a schedule of inspection and maintenance to be presented at the next meeting. The schedule is also to cover the inspection and maintenance requirements following the use of the defibrillator.

ML

The Council decided by all in favour to procure additional defibrillator pads to replenish the pads following the use of the defibrillator.

**9. Annual review of risk and the adequacy of insurance cover**

The Council decided by all in favour that the current insurance cover is adequate.

It was agreed by all in favour for the Clerk to explore amending the policy to cover the IT equipment that will be procured by the Council.

**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/20/01765- Exposure of historic window including installation of new glazed external window in front - Thripskin Farm, Weston Road, Hinderclay, Diss, Suffolk, IP22 1JL**

This item was not discussed.

## 11. Finance:

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

The following budget statement was considered:

<b>RECEIPTS</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>
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)
	<b>£5,716</b>	<b>£8,203</b>	<b>£6,136</b>	<b>£2,788</b>	<b>(£3,347)</b>
<b>PAYMENTS</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2020/21</b>
Clerk's salary & expenses (S112)	£1,704	£2,542	£3,077	£1,219	£1,858
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	£45	(£45)
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	£155	£265
Bus Shelter maintenance (S4)	£530	£530	£546	£180	£366
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	£76	£56
	<b>£7,586</b>	<b>£7,976</b>	<b>£5,221</b>	<b>£2,417</b>	<b>£2,804</b>
Net Movement	(£1,870)	£227	£915	£371	
Closing Balance	<b>£8,763</b>	<b>£8,990</b>	<b>£9,905</b>	<b>£9,361</b>	
Cash in Bank 29/05/2020				£10,763	
Unpresented cheques				(£1,402)	
<b>Reconciliation Difference</b>				<b>£0.00</b>	

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

### b) Banking arrangements

The Council voted by all in favour for the Clerk to produce a briefing paper for the Council to appraise and vote on the most suitable bank account.

ML

The banking arrangements relating to the Hinderclay Airfield donations were discussed. The Council agreed by all in favour for David Emerton to keep a monthly record of the donations received and for the airfield to confirm the accuracy of the record at the end of the financial year.

DE

**c) Issue cheques**

The following cheques were given retrospective approval – all in favour:

**Cheque Summary -19th June 2020**

Item	Payee	Amount
Defibrillator (S234)	Defib Store Ltd	£53.94
		<b>£53.94</b>

The following cheques were issued – all in favour:

**Cheque Summary - 9th July 2020**

Item	Payee	Amount
Bus Shelter maintenance (S4)	Brian Spooner	£90.00
Clerk's salary / expenses (S112)	Matthew Larkin	£601.64
Clerk's salary / expenses (S112)	Matthew Larkin	£2.59
Audit fees	Suffolk Association of Local Councils	£186.00
		<b>£880.23</b>

**12. Discuss the Cleaning Operative vacancy**

The Council resolved by all in favour for the vacancy to be advertised in the Village Newsletter with an open ended invitation for expressions of interest.

KC

The Council resolved by all in favour for David Emerton to produce a job description for the role, to be considered at the next meeting.

DE

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

This item was deferred.

**14. Date of next meeting - 10<sup>th</sup> September 2020**