

MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING
10th September 2020
Hinderclay Village Hall
19:30 – 20:25

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

1. Apologies and approval of absences

Apologies were received from Lindsey Aves due to travel commitments. The Council approved the absence 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 9th July 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 9th of July 2020 were referred to and it was noted that all of the actions relevant to the meeting had been completed.

6. Reports:

a) Fen & Fen Charity – Brian Brinkley

Nothing to report.

b) Trees – Karen Calton

Karen suggested that, in the future, the Council consider planting four trees at the entrance to the village to commemorate the end of COVID-19.

c) Gressingham Foods – Paul Rose

Paul read the email correspondence from Gressingham Foods regarding the efforts made in relation to noise, odour, light and traffic. Shift times have been adjusted with no major projects in the pipeline.

d) Footpaths – Shirley Bishop

Michael Bishop noted how the footpath between Glebe Cottage and the Rectory had not been cut. The Clerk is to contact Jessica Flemming to

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explore whether reports on the work done by the local authority can be reported directly to the Parish Council.

Karen Calton raised a concern regarding the missing footpath sign which was causing walkers to pass behind some of the houses on Bells Lane. John Davie-Thornhill stated that he would look into the issue.

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e) Chairman's Update – David Emerton

Nothing to report.

7. Public participation

None.

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

A query was made whether donations from the airfield need to go to the Parish Council. The Chairman stated that the donation was given specifically to the Parish Council for the benefit of people who live in Hinderclay.

Joy Walker's passing was noted. The Council requested that her contribution to the Village and the Parish Council was recorded.

9. Appoint the trustees of Hinderclay Fen Trust

Reg Langston, David Ireland, Richard Jackson and Gareth Jones were appointed as the Trustees of Hinderclay Fen Trust.

10. Defibrillator maintenance

The draft defibrillator policy was considered and approved by all in favour.

The Council voted by all in favour for the Clerk to be responsible for future defibrillator checks.

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The Clerk is to add the defibrillator maintenance costs into the draft 2021-22 budget.

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11. Discuss the Cleaning Operative Vacancy

The Council resolved, by all in favour, to form a working group to form a contract of employment and appoint to the Cleaning Operative Vacancy. The working group members are John Davie-Thornhill, Paul Rose and David Emerton.

12. Discuss Website Accessibility Regulations

The Council agreed by all in favour for the Clerk to approach the website host to see if the website is compliant with the Website Accessibility Regulations and scope how much any corrective measures may cost.

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13. Finance:

a) Review 2019/20 internal audit report

The Council agreed by all in favour to review the budget and precept at the November meeting in light of the auditor's comment that the general reserve is high.

The Council agreed by all in favour that all future agendas should be available on the Parish Council's website to comply with the Transparency Code.

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The Council agreed by all in favour for the Clerk to implement the auditor's recommendations.

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b) Bank reconciliation/budget/accounts review

The following budget statement was considered:

<u>RECEIPTS</u>	Actual	Actual	Budget	Actual	Variance
	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2020/21</u>
Precept (S41)	£4,500	£5,000	£5,150	£1	(£5,148)
Bank Interest/deposit	£8	£8	£0	£2,575	£2,575
Cleansing grant	£391	£640	£854	£440	(£414)
Other receipts	£816	£1,820	£0	£0	£0
VAT	£0	£735	£133	£0	(£133)
	£5,716	£8,203	£6,136	£3,016	(£3,120)
<u>PAYMENTS</u>	Actual	Actual	Budget	Actual	Variance
	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2020/21</u>	<u>2020/21</u>
Clerk's salary & expenses (S112)	£1,704	£2,542	£3,077	£1,268	£1,809
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	£186	£34
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	£208	£34
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
	£7,586	£7,976	£5,221	£2,676	£2,546
Net Movement	(£1,870)	£227	£915	£341	
Closing Balance	£8,763	£8,990	£9,905	£9,331	
Cash in Bank 28/08/2020				£9,589	
Unpresented cheques				(£259)	
Reconciliation Difference				£0.00	

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

c) Banking arrangements

The Council requested, by all in favour, that the Clerk transfer the

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Council's bank account to Lloyds when they accept new applications and that the application includes the request for a debit card.

d) Cheques to be issued

The cheque amount for insurance was amended following the Council's decision, by all in favour, to adopt the three year insurance deal with CAS Ltd. Consequently, the expense was amended from £185.64 to £176.36.

The following cheques were issued – all in favour:

Item	Payee	Amount
Annual Subs	Communicorp Subs	£24.00
Clerk's salary / expenses (S112)	Matthew Larkin	£48.98
Insurance (S101)	Business Services at CAS Ltd	£176.36
		£249.34

14. Next meeting:

a) 12th November 2020

b) Items for the agenda of that meeting

A proposal for the purchase of IT equipment

A review of the 2021/22 draft budget

A review of unsatisfied actions