

MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING
12th November 2020
Virtual Meeting
19:30 – 20:15

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

Councillor John Davie-Thornhill was absent. 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 of:

(1) the Parish Council Meeting of 10th September 2020

The minutes were confirmed by all in favour and signed.

(2) the Parish Council Meeting of 26th October 2020

The minutes were confirmed by all in favour and signed.

5. Finance:

a) Bank reconciliation/budget/accounts review

The following budget statement was considered:

RECEIPTS	Actual	Actual	Budget	Actual	Variance
	2018/19	2019/20	2020/21	2020/21	2020/21
Precept (S41)	£4,500	£5,000	£5,150	£2	(£5,148)
Bank Interest/deposit	£8	£8	£0	£5,150	£5,150
Cleansing grant	£391	£640	£854	£440	(£414)
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>£5,592</u>	<u>(£544)</u>
PAYMENTS	Actual	Actual	Budget	Actual	Variance
	2018/19	2019/20	2020/21	2020/21	2020/21
Clerk's salary & expenses (S112)	£1,704	£2,542	£3,077	£1,951	£1,126
Chairman's expenses	£0	£0	£20	£19	£1
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	£176	£44
Administration expense	£139	£125	£145	£147	(£2)
Audit fees	£650	£345	£400	£155	£245
Bus Shelter maintenance (S4)	£530	£530	£546	£180	£366
Annual Subscriptions	£231	£243	£242	£243	(£1)
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	£80	£53
	<u>£7,586</u>	<u>£7,976</u>	<u>£5,221</u>	<u>£3,427</u>	<u>£1,794</u>
Net Movement	(£1,870)	£227	£915	£2,165	
Closing Balance	<u>£8,763</u>	<u>£8,990</u>	<u>£9,905</u>	<u>£11,155</u>	
Cash in Bank 28/08/2020				£11,880	
Unpresented cheques				(£725)	
Reconciliation Difference				<u><u>£0.00</u></u>	

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

b) Agree budget for 2021/22

The following forecast was considered:

RECEIPTS	Actual	Actual	Budget	Forecast	Forecast	Forecast
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Precept (S41)	£4,500	£5,000	£5,150	£5,303	£5,462	£5,625
Bank Interest/deposit	£8	£8	£0	£0	£0	£0
Cleansing Grant	£391	£640	£854	£854	£854	£854
Other receipts	£816	£1,820	£0	£0	£0	£0
VAT	£0	£735	£133	£133	£135	£138
	£5,716	£8,203	£6,136	£6,290	£6,451	£6,617
PAYMENTS	Actual	Actual	Budget	Forecast	Forecast	Forecast
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Clerk's salary / expenses (S112)	£1,704	£2,542	£3,077	£3,160	£3,245	£3,333
Chairman's expenses	£0	£0	£0	£0	£0	£0
Councillors expenses	£0	£0	£0	£0	£0	£0
Course fees	£0	£110	£0			
Defibrillator (S234)	£1,955	£0	£0	£300	£50	£50
Election costs	£0	£105	£0	£0	£0	£0
Insurance (S101)	£192	£186	£220	£224	£229	£233
IT equipment	£0	£0	£0	£1,400	£0	£0
Administration expense	£139	£125	£145	£148	£151	£154
Audit fees	£650	£345	£420	£428	£437	£446
Bus Shelter maintenance (S4)	£530	£530	£546	£561	£576	£591
Annual Subs	£231	£243	£242	£247	£252	£257
Recreation field (S19)	£0	£0	£276	£282	£287	£293
Village Hall (S133)	£0	£3,500	£0	£0	£0	£0
Coronation Green / Village maintenance (S164)	£397	£158	£163	£166	£169	£173
Grants (S137)	£1,300	£0	£0	£0	£0	£0
VAT	£487	£133	£133	£135	£138	£141
	£7,586	£7,976	£5,221	£7,051	£5,534	£5,670
Net Movement	(£1,870)	£227	£915	(£761)	£917	£947
Closing Balance	£8,763	£8,990	£9,905	£9,144	£10,061	£11,007

The Council resolved by all in favour for the Clerk to:

- Add £50 of income to the 'Other receipts' line to reflect the anticipated airfield income.
- Reduce the budget for 'Audit fees' to £200.
- Reduce the budget for 'Insurance (S101)' to £200.
- Increase the budget for 'Chairman's expenses' to £50.

ML

c) Cheques to be issued

The following cheques were issued – all in favour:

Item	Payee	Amount
Clerk's salary / expenses (S112)	Matthew Larkin	£601.64
Clerk's salary / expenses (S112)	Matthew Larkin	£81.73
Chairman's expenses	David Emerton	£19.25
Administration expense	Suffolk Association of Local Councils	£22.80
		£725.42

6. Public participation

None.

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

The issue of fly tipping in the area was discussed. The Clerk is to be made aware of any action that needs to be taken.

The Council considered an enquiry from Babergh and Mid Suffolk Council regarding whether the Council had any land to plant trees and hedgerows on. It was resolved by all in favour for the Clerk to clarify whether the offer of support with tree and hedgerow planting also extended to private landowners.

ML

8. Review risk assessment for Cleaning Operative

The risk assessment was reviewed and it was resolved that the Clerk should add the risk from 'Contact with members of the public' by all in favour.

ML

9. Review Website Accessibility Statement

The statement was adopted by all in favour.

10. Review Cookie Policy

The policy was adopted by all in favour.

11. Review Subject Access Request Policy

The policy was adopted by all in favour.

12. Review Subject Access Procedure Policy

This item was deferred by all in favour.

13. Review IT equipment purchase proposal

This item was deferred by all in favour.

14. Review unsatisfied actions

This item was deferred by all in favour.

15. Next meeting:

a) 14th January 2020

b) Items for the agenda of that meeting

Discuss the future of the telephone box

Discuss the condition and position of the village signs

Discuss the purchase of the land behind the Village Hall

Discuss support for St. Mary's Church

