

MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING
14th January 2021
Virtual Meeting
19:30 – 20:30

COMMITTEE MEMBERS		Attendance	Absent
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 Michael Bishop 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: the Parish Council Meeting of 12th November 2020

The minutes were confirmed by all in favour and signed.

5. Consider the proposals to contribute to maintenance of the village churchyard under section 214

The advice of the Clerk was considered before it was resolved, by all in favour, that:

- The letter from St Mary's Parochial Church Council (PCC) be noted.
- Hinderclay Parish council will undertake to assist in the maintenance of St Mary's churchyard.
- The Parish Council, with the Village Hall Committee and the PCC invites the current contractors who cut the grass in the churchyard and the playing field to tender for adding the village green to their contracts in accordance with a service-level contract.
- The Parish Council pays the contactors directly.

6. 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	£5,150	£1
Bank Interest/deposit	£8	£8	£0	£2	£2
Cleansing grant	£391	£640	£854	£667	(£187)
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>£5,819</u>	<u>(£317)</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	£2,610	£467
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	£320	£226
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>£4,226</u>	<u>£996</u>
Net Movement	<u>(£1,870)</u>	<u>£227</u>	<u>£915</u>	<u>£1,593</u>	
Closing Balance	<u>£8,763</u>	<u>£8,990</u>	<u>£9,905</u>	<u>£10,583</u>	
Cash in Bank 31/12/2020				£11,382	
Unpresented cheques				<u>(£799)</u>	
Reconciliation Difference				<u>£0.00</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	£922	£922	£922
Other receipts	£816	£1,820	£0	£50	£50	£50
VAT	£0	£735	£133	£133	£0	£138
	£5,716	£8,203	£6,136	£6,408	£6,434	£6,735

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	£50	£50	£50
Councillors expenses	£0	£0	£0	£0	£0	£0
Course fees	£0	£110	£0	£0	£0	£0
Defibrillator (S234)	£1,955	£0	£0	£300	£50	£50
Election costs	£0	£105	£0	£0	£0	£0
Insurance (S101)	£192	£186	£220	£200	£204	£208
IT equipment	£0	£0	£0	£1,400	£0	£0
Administration expense	£139	£125	£145	£148	£151	£154
Audit fees	£650	£345	£420	£200	£204	£208
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	£6,848	£5,326	£5,457
Net Movement	(£1,870)	£227	£915	(£440)	£1,108	£1,278
Closing Balance	£8,763	£8,990	£9,905	£9,464	£10,572	£11,849

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

- Add a budget of £450 for 'Churchyard maintenance (S214)'.
- Increase the budget for 'Recreation field (S19)' to £430 for hedge cutting expenses.

ML

c) Agree precept for 2021/22

A precept of £5,150 was agreed for 2021/22 by all in favour.

d) Review of internal control arrangements

Councillor Brian Brinkley was nominated to perform the review of internal control arrangements for 2020/21.

BB

e) Cheques to be issued

The following cheques were issued – all in favour:

Item	Payee	Amount
Clerk's salary / expenses (S112)	Matthew Larkin	£658.88
Bus Shelter maintenance (S4)	Jackie Pursehouse	£140.00
		£798.88

7. Review regular maintenance arrangements for physical assets

The maintenance arrangements detailed in the May 2020 risk assessment were reviewed and deemed to be appropriate by all in favour.

8. Review the condition and position of the village signs

The Council agreed by all in favour for Councillor Lindsey Aves to compile a report on the condition and position of the Village's signs.

9. Review Subject Access Request Procedure

The procedure was adopted by all in favour.

10. Next meeting:

a) 11th March 2020

b) Items for the agenda of that meeting

- Review a policy for the permitted use of Coronation Green
- Review the condition and position of the village signs
- Devise a plan for footpath maintenance
- Confirm arrangements for obtaining quotes for grass cutting

LA