

MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING
11th March 2021
Virtual Meeting
19:30 – 20:45

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

None.

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 14th January 2021

The minutes were confirmed by all in favour and signed.

(2) the Parish Council Meeting of 26th January 2021

The minutes were confirmed by all in favour and signed.

(3) the Parish Council Meeting of 18th February 2021

The minutes were confirmed by all in favour and signed.

5. Reports:

a) County Councillor – Jessica Fleming

Councillor Fleming read a report covering COVID testing, business assistance, Suffolk County Council's budget increase, Council funded school travel, grants for electric vehicle charging points and recycling.

b) District Councillor – Jessica Fleming

Councillor Fleming read a report covering local business support grants, the District Council's budget increase, vaccination scams, the upcoming census, recycling, litter picks and alternative fuel supplies for the waste fleet.

David Emerton questioned the precept rise of 2% when the Parish Council had voted not to increase the Precept for 2021-22. Jessica will provide the relevant contact for David to query this.

c) Fen & Fen Charity – Brian Brinkley

Nothing to report.

d) Trees – Karen Calton

Karen noted the new hedge along the edge of the footpath on

Bridleway 4.

e) Gressingham Foods – Paul Rose

Paul noted that the Gressingham Foods shop is open from 15:00 to 15:30 on Wednesday's exclusively for local residents.

Brian Brinkley noted the litter in the ditches next to the Gressingham Foods site.

f) Footpaths – Shirley Bishop

This item was considered under item 13.

6. Finance:

a) Bank reconciliation/budget/accounts review

The following budget statement was considered:

RECEIPTS	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	£5,150	£1
Bank Interest/deposit	£8	£8	£0	£2	£2
Cleansing grant	£391	£640	£854	£894	£40
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>£6,045</u>	<u>(£91)</u>
PAYMENTS	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	£2,662	£415
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	£166	(£21)
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	£84	£49
	<u>£7,586</u>	<u>£7,976</u>	<u>£5,221</u>	<u>£4,301</u>	<u>£921</u>
Net Movement	<u>(£1,870)</u>	<u>£227</u>	<u>£915</u>	<u>£1,745</u>	
Closing Balance	<u>£8,763</u>	<u>£8,990</u>	<u>£9,905</u>	<u>£10,735</u>	
Cash in Bank 26/02/2021				£10,810	
Unpresented cheques				<u>(£75)</u>	
Reconciliation Difference				<u>£0.00</u>	

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

b) Review of internal control arrangements

The review of internal control arrangements prepared by Brian Brinkley was considered and signed by the Chairman (all in favour).

c) Cheques to be issued

The following cheques were issued – all in favour:

Item	Payee	Amount
Clerk's salary / expenses (S112)	Matthew Larkin	£52.10
Administration expense	Suffolk Association of Local Councils	£22.80
		£74.90

7. Public participation

None.

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

The planning decision notices for applications DC/21/00058 and DC/21/00843 were noted. An update on the condition of Bridleway 4 from Shirley Bishop was noted. The response from the Public Realm Officer was noted around the District Council's grants for tree planting.

The Chairman read a letter from the Footpath Warden in which she gave notice that she intends to stand down from the role at the Annual Meeting.

9. Review contracts

The Parish Council's contracts were reviewed and it was agreed that the current contracts were adequate by all in favour.

10. Discuss damage to Village Green

The recent damage to the Village Green from traffic driving on it was discussed and it was resolved for the Clerk to establish whether the Parish Council can install small boulders on the edge of the Village Green.

ML

It was determined, by all in favour, for quotes to be obtained to take the stump on the Village Green down to ground level.

ML

11. Appoint Internal Auditor

The Suffolk Association of Local Councils was appointed as internal auditor by all in favour.

ML

12. Review Village Green Policy

The Village Green Policy was adopted by all in favour. It was resolved, by all in favour, that the policy should be published in the Parish Newsletter, on the Village notice board and on the Parish Council website.

13. Discuss footpath paper

The footpath paper was discussed and it was resolved, by all in favour, for the paper's Job Outline to be formally adopted by the Council to enable the Parish Council and the role holder to be aware of their responsibilities.

It was determined, by all in favour, for David Emerton to establish a formal contact between Suffolk County Council's Area Team and the Parish Council.

DE

The Council resolved, by all in favour, for the Clerk to produce a detailed schedule of the Parish footpaths for publication on the Parish Council

ML

Website.

The Council resolved, by all in favour, that reports on footpath condition shall be received two weeks before an ordinary meeting of the Parish Council.

The Council resolved, by all in favour, that the use of self-help schemes will be explored by David Emerton to see what can be done by the Parish to maintain and improve the footpaths.

DE

The Council resolved, by all in favour, that no action will be taken in the next 12 months in relation to the condition of Bridleway 4 to allow the local farmer time to revise where the crop is sown in relation to the footpath boundary.

The Council resolved, by all in favour, for David Emerton to liaise with Shirley Bishop regarding the replacement of the footpath signs for Footpath 10.

DE

The Council resolved, by all in favour, for Brian Brinkley to speak with Reg Langston regarding the condition of Footpath 13.

BB

14. Discuss Hinderclay village sign report

The Hinderclay village sign report was discussed and it was resolved, by all in favour, that Lindsay Aves should obtain quotes to; move the 'Hinderclay' sign on the Rickinghall Road to a new position further into the Village boundary on the Wattisfield Road.

15. Confirm date and arrangements for Annual Parish Meeting

The Council resolved, by all in favour, to host the Annual Parish Meeting virtually on the 13th of May 2021 at 19:00. The Clerk is to ask that the Annual Parish Meeting is advertised in the Parish Newsletter.

ML

16. Next meeting:

a) 13th May 2021

b) Items for the agenda of that meeting

Review update on the Village Green boundaries and works