

MINUTES OF THE HINDERCLAY ANNUAL PARISH COUNCIL MEETING
13th May 2021
Virtual Meeting
20:00 – 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. Election of officers:

a. Chairman

David Emerton was elected as Chairman by all in favour and the declaration of acceptance of office was signed.

b. Vice Chairman

Paul Rose was elected as Vice-chairman by all in favour and the declaration of acceptance of office was signed.

c. Appointment of officers & representatives to outside bodies

Paul Rose was appointed as the representative for Gressingham Foods by all in favour.

Brian Brinkley was appointed as the representative for the Fen & Fen Charity by all in favour.

Karen Calton was appointed to the office of Tree Warden by all in favour.

The Footpaths officer position was left vacant by all in favour.

2. Apologies and approval of absences

The absences of John Davie-Thornhill, Karen Calton and Michael Bishop were approved by all in favour.

3. To receive declarations of interest

None.

4. To consider requests for dispensations

None.

5. To confirm and sign minutes of:

(1) the Parish Council Meeting of 13th March 2021

The minutes were confirmed by all in favour and signed.

(2) the Parish Council Meeting of 15th April 2021

The minutes were confirmed by all in favour and signed.

6. To receive feedback on actions raised at previous meetings

The Council reviewed the actions arising from the 13th of March 2021 and noted their completion.

In relation to item 13, David Emerton noted that the process to arrange a self-help scheme for the maintenance of the Village's footpaths is too onerous, so the Council resolved by all in favour to regard the action as completed. David Emerton also noted that footpath 13 is part of the Angles Way which is the County Councils responsibility.

7. Public participation

None

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

None

9. Finance:

a) Bank reconciliation/budget/accounts review

The following budget statement was considered:

RECEIPTS	Actual	Actual	Budget	Actual	Variance
	2019/20	2020/21	2021/22	2021/22	2021/22
Precept (S41)	£5,000	£5,150	£5,303	£2,697	(£2,606)
Bank Interest/deposit	£8	£2	£0	£0	£0
Cleansing grant	£640	£1,120	£922	£0	(£922)
Other receipts	£1,820	£97	£50	£100	£50
VAT	£735	£0	£133	£0	(£133)
	£8,203	£6,369	£6,408	£2,797	(£3,611)
PAYMENTS	Actual	Actual	Budget	Actual	Variance
	2019/20	2020/21	2021/22	2021/22	2021/22
Clerk's salary & expenses (S112)	£2,542	£2,662	£3,160	£736	£2,424
Chairman's expenses	£0	£19	£50	£0	£50
Churchyard maintenance (S214)	£0	£0	£450	£120	£330
Course fees	£110	£0	£0	£0	£0
Defibrillator (S234)	£0	£45	£300	£0	£300
Election costs	£105	£0	£0	£0	£0
Insurance (S101)	£186	£176	£200	£0	£200
IT equipment			£1,400	£0	£1,400
Administration expense	£125	£166	£148	£0	£148
Audit fees	£345	£155	£200	£0	£200
Bus Shelter maintenance (S4)	£530	£320	£561	£130	£431
Annual Subscriptions	£243	£243	£247	£189	£58
Recreation field (S19)	£0	£268	£430	£0	£430
Village Hall (S133)	£3,500	£0	£0	£0	£0
Coronation Green/Village maintenance (S164)	£158	£163	£166	£168	(£2)
Grants (S137)	£0	£0	£0	£0	£0
VAT	£133	£84	£135	£34	£102
	£7,976	£4,301	£7,447	£1,377	£6,070
Net Movement	£227	£2,069	(£1,039)	£1,420	
Closing Balance	£8,990	£11,059	£10,020	£12,479	

Cash in Bank 30/04/2021	£13,856
Unpresented cheques	<u>(£1,377)</u>
Reconciliation Difference	<u>£0.00</u>

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

b) Finance Report – to adopt accounts for year ending 31st March 2021

The 2020/21 Annual Governance & Accountability Return was considered and the Council voted by all in favour to sign the Certificate of Exemption, the Annual Governance Statement and the Accounting Statements.

c) Inspection of Assets Register & Statement of Assurance

The Council voted by all in favour that the following asset register was correct:

**Hinderclay Parish Council
Asset Register
2020-21**

Description	Date Acquired	Approx Total Value
Land – Coronation Green	1935	£0
1 Village Sign – Coronation Green	Pre 1990	£958
1 Bus Shelter & Rails – Coronation Green	Pre 1990	£1,704
2 Notice Boards - Village Hall	2007 and 2012	£491
2 Notice Boards – Coronation Green	2010	£680
Village Street Signs	Pre 1980	£349
“Keep to Footpath”	Pre 1980	£244
Street Sign	Pre 1980	£105
Salt/grit bin – Village Hall	2000	£279
Millennium Bench - Coronation Green	Pre 1990	£365
3 Dog Bins – Village Hall, Chapel Road junction and Cow Fen Lane	2 in 2006 and 1 in 2007	£361

BT Phone Box	2011	£1
Epsom Printer	2018	£76
Defibrillator	2018	£2,346

Total £7,959

d) Agree internal auditor for the year

The Council voted by all in a favour to appoint Suffolk Association of Local Councils as internal auditor.

e) To Approve Risk Assessment

The physical, cleaning operative and financial risk assessments performed were approved by the Council by all in favour. This was subject to replacing the use of steps to a podium (to be compliant with Work at Height Regulations), changing the Clerk's registered office and changing the format of the physical risk assessment to a tabular format.

f) To agree Standing and Financial Orders

The Council voted by all in favour to continue using the existing standing and financial orders.

g) Set a period for the exercise of public rights

The Council voted by all in favour to set the period for the exercise of public rights between the 14th June 2021 and the 23rd of July 2021.

h) Issue cheques

The following cheques were authorised retrospectively – all in favour:

Item	Payee	Amount
Churchyard maintenance (S214)	Edward Batram	£120.00
		£120.00

The following cheques were issued – all in favour:

Item	Payee	Amount
Clerk's salary / expenses (S112)	Matthew Larkin	£642.72
Clerk's salary / expenses (S112)	Matthew Larkin	£93.50
Bus Shelter maintenance (S4)	Jackie Pursehouse	£130.00
Annual Subs	Suffolk Association of Local Councils	£189.37
MSDC - Bins	Mid Suffolk District Council	£201.12
		£1,256.71

10. Review update on the Village Green boundaries and works

The quote from RG Pratt Construction was received to remove the Village sign from Rickinghall Road and to in fit in position on Wattisfield Road for £120.

The contractor was appointed, by all in favour, subject to the Clerk receiving a risk assessment and public liability insurance details.

The discussion regarding the Village Green was deferred until the next meeting by all in favour.

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11. Discuss footpath maintenance

This item was deferred to the next meeting by all in favour.

12. Appoint contractor for stump grinding on the Village Green

Three quotes were considered and the contract was awarded to Browns Tree Services, for £180 including VAT, by all in favour. The award was subject to receiving a risk assessment, public liability insurance details and clarification on how the ground is to be 'made good'.

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13. Next meeting:

a) 8th July 2021

b) Items for the agenda of that meeting

Review update on the Village Green boundaries and works

Discuss footpath maintenance

Determine the format and agenda for the September Parish Meeting