

MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING
1st July 2021
Hinderclay Village Hall
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

The absences of David Emerton and Lindsey Aves were approved 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 13th May 2021

The minutes were confirmed by all in favour and signed.

(2) the Parish Council Meeting of 10th June 2021

The minutes were confirmed by all in favour and signed.

5. To receive feedback on actions raised at previous meetings

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

6. Public participation

The condition of the Village Green was noted as the repairs to the tyre marks have not been completed for a number of months. Brian Brinkley responded stating that the Parish Council is entertaining continued discussions on how to prevent vehicles from driving on the Village Green.

The poor condition of the roads in Hinderclay was articulated. The Council responded by stating that it has no specific power, responsibility or influence over the condition of the roads.

It was reported that the speed sign near the Church 'is in the wrong place'.

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

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An email from Rowena Kerslake was considered. She asked whether bunting and an a-frame for a poster could be erected on the Village Green for the Summer Gateway Fair. The Council asked the Clerk to respond asking her for a risk assessment to be considered at the next meeting, by the majority in favour.

An email from Robert Pratt was considered. He wanted to charge more for his services if a risk assessment is required to move the Village's signs. The Council asked the Clerk to complete the risk assessment on his behalf, with one abstention.

An email from Ben Heather from Suffolk County Council was considered. He wanted to assess the level of assistance he might receive from the Parish Council in relation to installing new plaques onto roadside rights of way fingerposts. The Council asked the Clerk to respond stating that the Council was willing to be involved, by all in favour.

An email from Paul Harris from South Norfolk Council was considered. He wanted to seek the views of the Council on the choices of sites in the South Norfolk Village Clusters Housing Allocations Plan. The Council declined to consider the Allocation Plan, by all in favour.

8. Annual review of risk and the adequacy of insurance cover

The risk assessments for COVID risk, financial risk, physical assets and the Cleaning Operative were reviewed and approved, by all in favour.

The Council decided by all in favour that the current insurance cover is adequate.

9. Finance:

a) Adopt accounts for year ending 31st March 2021

The following accounts were 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	£1,120	£267
Other receipts	£816	£1,820	£0	£97	£97
VAT	£0	£735	£133	£0	(£133)
	<u>£5,716</u>	<u>£8,203</u>	<u>£6,136</u>	<u>£6,369</u>	<u>£233</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	£2,662	£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>£2,069</u>	
Closing Balance	<u>£8,763</u>	<u>£8,990</u>	<u>£9,905</u>	<u>£11,059</u>	
Cash in Bank 31/03/2021				£11,059	
Unpresented cheques				£0	
Reconciliation Difference				<u>£0.00</u>	

Paul Rose checked that the bank reconciliation on the accounts reconciled to the bank statements. The accounts were formally adopted by all in favour.

b) To consider and approve the completion of the Annual Governance Statement

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) Bank reconciliation/budget/accounts review

The following budget statement was considered:

RECEIPTS	Actual 2019/2 0	Actual 2020/2 1	Budget 2021/22	Actual 2021/22	Variance 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	£80	(£53)
	<u>£8,203</u>	<u>£6,369</u>	<u>£6,408</u>	<u>£2,877</u>	<u>(£3,531)</u>
PAYMENTS	Actual 2019/2 0	Actual 2020/2 1	Budget 2021/22	Actual 2021/22	Variance 2021/22
Clerk's salary & expenses (S112)	£2,542	£2,662	£3,160	£1,379	£1,781
Chairman's expenses	£0	£19	£50	£0	£50
Churchyard maintenance (S214)	£0	£0	£450	£280	£170
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	£158	£42
Bus Shelter maintenance (S4)	£530	£320	£561	£260	£301
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	£318	(£152)
Grants (S137)	£0	£0	£0	£0	£0
VAT	£133	£84	£135	£95	£40
	<u>£7,976</u>	<u>£4,301</u>	<u>£7,447</u>	<u>£2,679</u>	<u>£4,768</u>
Net Movement	<u>£227</u>	<u>£2,069</u>	<u>(£1,039)</u>	<u>£198</u>	
Closing Balance	<u>£8,990</u>	<u>£11,059</u>	<u>£10,020</u>	<u>£11,257</u>	
Cash in Bank 28/05/2021				£12,559	
Unpresented cheques				(£1,302)	
Reconciliation Difference				<u>£0.00</u>	

Paul Rose checked that the bank reconciliation on the budget statement reconciled to the bank statements.

d) Banking arrangements

This item was deferred.

e) Issue cheques

The following cheques were authorised retrospectively in respect of the 10th of June – all in favour:

Item	Payee	Amount
Churchyard maintenance (S214)	Edward Batram	£80.00
		£80.00

The following cheques were issued – all in favour:

Item	Payee	Amount
Clerk's salary & expenses (S112)	Matthew Larkin	£642.72
Bus Shelter maintenance (S4)	Jackie Pursehouse	£130.00
Coronation Green/Village maintenance (S164)	Browns Tree Services	£180.00
Churchyard maintenance (S214)	Edward Batram	£80.00
Audit fees	Suffolk Association of Local Councils	£189.60
		£1,222.32

10. Planning Applications to be considered - full details of the applications listed below are available to view online by visiting:

<https://planning.baberghmidsuffolk.gov.uk/online-applications/>

- a) **DC/21/03441| Application for Listed Building Consent - Erection of porch, re-render all elevations using lime render, replacement windows throughout, replace 1no window with door, solar panels to rear lean-to roof.| The Coach House, Holiday Farm House, Fen Road, Hinderclay, Suffolk, IP22 1HS.**

The Council voted to support the application by all in favour.

11. Next meeting:

- a) **22nd 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