

MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING
16th September 2021
Hinderclay Village Hall
19:30 – 21:00

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:
the Parish Council Meeting of 1st July 2021**

The minutes were confirmed and signed subject to noting Brian Brinkley's vote against the motion for the Clerk to complete a risk assessment on Robert Pratt's behalf.

the Parish Council Meeting of 22nd July 2021

The minutes were confirmed and signed subject to amending item 7 to include Paul Rose's suggestion to dig out the verge on the Village Green and backfill the excavation with hardcore.

5. To receive feedback on actions raised at previous meetings

All actions complete.

6. Public participation

David Emerton proposed the motion that standing orders 6a, 6e, 6f and 6g were to be temporarily suspended in the public participation section of the meeting. This was seconded by Brian Brinkley and all voted in favour.

a) Accounts

David Emerton noted the high running costs of the Parish Council. He spoke of his efforts to see if Hinderclay Parish Council could be merged with another Parish Council and concluded that the status quo should prevail. He also noted the excessive reserves that the Council has noting that reserves of around £5,000 would be more acceptable.

b) Powers & duties

David Emerton read aloud the powers that the Parish Council has and differentiated a power from a duty.

c) Questions

A member of the public asked whether Hinderclay could have a speeding sign. This suggestion was well received.

A member of the public asked whether the Parish Council could assist with the cost of footpath maintenance in the Village. This generated much discussion regarding the scope of services provided by Suffolk County Council and whether landowners could reasonably be expected to maintain hedges given the restrictions imposed by the Rural Payments Agency.

The condition of the bridleway running West from Chapel Road was noted following a burst pipe. The Clerk was asked to contact Anglian Water to see what could be done about the issue.

ML

A member of the public asked whether the Village Hall Committee could be approached to see if the Parish Council could assist with any large purchases they were considering. It was noted that the Grant Policy enables the Village Hall to approach the Council for funds.

d) Communication

None.

e) Working together

None.

f) Suggestions

David Emerton noted how he had obtained a quote of £1,500 plus VAT for works to the Village Green. The works involved digging out the side of the verge and backfilling with hardcore. He then suggested placing planters on top of the hardcore.

A member of the public suggested putting boulders down instead. This idea was then supported by multiple members of the public.

The Council noted that the planters would have to be a minimum of 750mm high so that they would not become a trip hazard and how drainage under the hardcore should also be considered.

Michael Bishop also suggested alternative works to put matting down on the verge and to install posts that can come out of the ground to allow grass cutting.

It was also noted how the current sign on the green directing lorries could be moved. David Emerton said that he would expedite this.

DE

The Councillors confirmed that they would be attending the Village's Jubilee celebrations and that the Clerk would find Lady Claire's letter relating to the celebrations.

ML

g) Summary

None.

David Emerton proposed the motion that standing orders 6a, 6e, 6f and 6g were to be reinstated. This was seconded by Lindsey Aves and all voted in favour.

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

David Emerton noted how he had been contacted by the Royal British Legion about whether the Council would like to order a wreath this year. Brian Brinkley proposed the motion to purchase a wreath and Paul Rose seconded it. All voted in favour to purchase the wreath.

It was noted that only two more parishioners were required to show their interest in the County Broadband scheme in order to engage their services.

The Clerk read the email from Alan MacDonald enquiring about whether he could purchase the Village's telephone box. It was decided by all in favour that the Clerk should put the proposal for discussion on the next agenda.

ML

The email from Karen Calton was referred to. She noted that she had been offered 20 small oak trees for any parishioner that would like to plant one. The Council decided by all in favour for Karen to advertise this in the parish newsletter.

KC

The Clerk noted the email from the Neighbourhood Planning Officer from the District Council which stated that the Independent Examiner's Report on the Redgrave Neighbourhood Plan is available on the Mid Suffolk website.

Paul Rose updated the Council on the correspondence he had with Fiona Wilson regarding the operations of Gressingham Foods. He noted how positive steps were being taken with the erection of signs in different languages telling staff not to speed and to respect their neighbours. The shift patterns had been changed to more sociable hours to reduce traffic flow at antisocial times. Litter picking is undertaken regularly on the full length of Hinderclay Road, HGV movements have been reduced and Gressingham Foods now has representation on the Redgrave Speed Watch Team.

8. Discuss Village Green improvements

The Council voted, with one abstention, the motion for David Emerton to obtain three quotes to dig out the verge on the Village Green and backfill it with hardcore.

DE

9. Review quote for Clerk's laptop & printer

The quote from 1-2-1 Computers was reviewed and approved by all in favour.

10. Finance:

a) Review 2020/21 internal audit report

The internal audit report was reviewed and a few actions were noted:

- The Clerk is to update the 'Financial Controls and Procurement' section of the Financial Regulations.
- The Clerk is to update the thresholds relating to contracts in the Financial Regulations.
- The Clerk is to be noted as Responsible Financial Officer in the minutes each financial year in the May meeting.

ML

ML

ML

- The Clerk is to contact the clerk for Redgrave, Bottesdale & Rickinghall Parish Council to establish how the Council has been able to support the local church without contravening the Local Government Act of 1894.

All of the actions were approved by the Council by all in favour.

David Emerton proposed the motion that the Clerk was appointed as Responsible Financial Officer for the current financial year. This was seconded by Lindsey Aves and supported by all in favour.

b) Bank reconciliation/budget/accounts review

The following budget statement was considered:

<u>RECEIPTS</u>	Actual	Actual	Budget	Actual	Variance
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2021/22</u>
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	£232	(£690)
Other receipts	£1,820	£97	£50	£445	£395
VAT	£735	£0	£133	£80	(£53)
	<u>£8,203</u>	<u>£6,369</u>	<u>£6,408</u>	<u>£3,454</u>	<u>(£2,954)</u>
<u>PAYMENTS</u>	Actual	Actual	Budget	Actual	Variance
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2021/22</u>
Clerk's salary & expenses (S112)	£2,542	£2,662	£3,160	£1,383	£1,777
Chairman's expenses	£0	£19	£50	£0	£50
Churchyard maintenance (S214)	£0	£0	£450	£380	£70
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	£176	£24
IT equipment			£1,400	£716	£684
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	£236	£11
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	£238	(£103)
	<u>£7,976</u>	<u>£4,301</u>	<u>£7,447</u>	<u>£3,865</u>	<u>£3,581</u>
Net Movement	<u>£227</u>	<u>£2,069</u>	<u>(£1,039)</u>	<u>(£412)</u>	
Closing Balance	<u>£8,990</u>	<u>£11,059</u>	<u>£10,020</u>	<u>£10,647</u>	
Cash in Bank 31/08/2021				£11,798	
Unpresented cheques				<u>(£1,151)</u>	
Reconciliation Difference				<u><u>£0</u></u>	

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

c) Cheques to be issued

The following cheques were authorised retrospectively in respect of the 9th of September – all in favour:

Item	Payee	Amount
Churchyard maintenance (S214)	Edward Batram	£100.00
		£100.00

The following cheques were issued – all in favour:

Item	Payee	Amount
Annual Subscriptions	CommuniCorp	£12.00
Clerk's salary & expenses (S112)	Matthew Larkin	£4.06
IT equipment	1-2-1 Computers	£858.92
Insurance (S101)	Business Services at CAS Ltd	£176.36
		£1,051.34

11. Next meeting

a) 11th November 2021

b) Items for the agenda of that meeting

- Consider quotes for works to the Village Green
- Consider the sale of the Telephone Box
- Discuss Jubilee celebrations
- To agree the action to be taken in respect of the maintenance of footpaths
- Consider publishing an information leaflet/annual magazine