

MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING
11th November 2021
Hinderclay Village Hall
19:30 – 20:55

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
Not applicable.

4. To confirm and sign minutes of:
the Parish Council Meeting of 16th September 2021
The minutes were confirmed and signed, all in favour.
the Parish Council Meeting of 12th October 2021
The minutes were confirmed and signed, all in favour.

5. Finance:

a) 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	£5,272	(£31)
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>£6,029</u>	<u>(£379)</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	£2,115	£1,046
Chairman's expenses	£0	£19	£50	£19	£31
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	£169	(£21)
Audit fees	£345	£155	£200	£158	£42
Bus Shelter maintenance (S4)	£530	£320	£561	£390	£171
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	£262	(£127)
	<u>£7,976</u>	<u>£4,301</u>	<u>£7,447</u>	<u>£4,939</u>	<u>£2,508</u>
Net Movement	<u>£227</u>	<u>£2,069</u>	<u>(£1,039)</u>	<u>£1,090</u>	
Closing Balance	<u>£8,990</u>	<u>£11,059</u>	<u>£10,020</u>	<u>£12,148</u>	
Cash in Bank 29/10/2021				£12,392	
Unpresented cheques				(£244)	
Reconciliation Difference				<u><u>£0</u></u>	

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

b) Agree budget for 2022/23

The following forecast was considered:

<u>RECEIPTS</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2023/25</u>
Precept (S41)	£5,000	£5,150	£5,303	£5,462	£5,625	£5,794
Bank Interest/deposit	£8	£2	£0	£0	£0	£1
Cleansing Grant	£640	£1,120	£922	£922	£922	£922
Other receipts	£1,820	£97	£50	£50	£50	£51
VAT	£735	£0	£133	£135	£138	£141
	<u>£8,203</u>	<u>£6,369</u>	<u>£6,408</u>	<u>£6,569</u>	<u>£6,735</u>	<u>£6,908</u>
<u>PAYMENTS</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2023/25</u>
Clerk's salary & expenses (S112)	£2,542	£2,662	£3,160	£3,245	£3,333	£3,423
Chairman's expenses	£0	£19	£50	£50	£50	£50
Course fees	£110	£0	£0	£0	£0	£1
Defibrillator (S234)	£0	£45	£300	£50	£50	£50
Election costs	£105	£0	£0	£0	£0	£0
Insurance (S101)	£186	£176	£200	£204	£208	£212
IT equipment	£0	£0	£1,400	£0	£0	£1
Administration expense	£125	£166	£148	£151	£154	£157
Audit fees	£345	£155	£200	£204	£208	£212
Bus Shelter maintenance (S4)	£530	£320	£561	£576	£591	£607
Annual Subscriptions	£243	£243	£247	£252	£257	£262
Recreation field (S19)	£0	£268	£430	£439	£447	£456
Village Hall (S133)	£3,500	£0	£0	£0	£0	£1
Coronation Green/Village maintenance (S164)	£158	£163	£166	£169	£173	£176

Churchyard maintenance (S214)	£0	£450	£459	£468	£478
Grants (S137)	£0	£0	£0	£0	£0
VAT	£133	£84	£135	£138	£144
	£7,976	£4,301	£7,447	£5,937	£6,230
Net Movement	£227	£2,069	(£1,039)	£632	£655
Closing Balance	£8,990	£11,059	£10,020	£10,652	£11,307
				£11,307	£11,985

The Council resolved for the Clerk to:

- Add £500 of expenditure in 2022/23 under 'Grants (S137)' for the Jubilee celebrations, all in favour.
- Hold the precept constant for 2022/23, 6 votes in favour 1 abstention.

c) Cheques to be issued

The following cheques were authorised retrospectively in respect of the 26th of October 2021 – all in favour:

Item	Payee	Amount
Administration expense	Community Action Suffolk	£60.00
		£60.00

The following cheques were issued – all in favour:

Item	Payee	Amount
Clerk's salary & expenses (S112)	Matthew Larkin	£81.84
Chairman's expenses	David Emerton	£19.25
Administration expense	Community Action Suffolk	£60.00
		£161.09

6. Appoint the Responsible Financial Officer for 2021/22

The Clerk, Matthew Larkin, was appointed as the Responsible Financial Officer for 2021/22 – all in favour.

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	£7.00
Bus Shelter maintenance (S4)	Jackie Pursehouse	£130.00
Administration expense	Jackie Pursehouse	£50.00
Administration expense	Suffolk Association of Local Councils	£22.80
		£852.52

7. Review changes to the Financial Regulations

The changes to the 'Financial Controls and Procurement' section of the Financial Regulations were reviewed and approved by all in favour.

8. To receive feedback on actions raised at previous meetings

The Clerk noted the action to contact Anglian Water in relation to the condition of the bridleway running West from Chapel Road. Anglian Water had been notified and had said that they would look into the issue.

The Clerk noted how the issue of the sale of the Telephone Box was for discussion on the current agenda.

David Emerton noted how he had obtained quotes for the works to the Village Green.

The Clerk noted the actions arising following the review of the Internal Audit Report. All of the actions had been completed.

Lindsey Aves asked about the progress that was being made in moving the Village's signs. The Clerk said that he would contact the contractor for an update.

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9. Public participation

A member of the public commented on the slow resolution to the damage caused to the Village Green. They also observed how the local bus no longer parks illegally on the corner.

It was brought to the attention of the Council that the footpath 1, running between Hinderclay and Redgrave, is currently obstructed by a puddle. The landowner, John Davie-Thornhill, agreed to address the issue by filling the low ground with rubble/hardcore.

A member of the public spoke of their concern in relation to the future of the Telephone Box as in their view it formed part of the heritage of the Village.

The Chairman was questioned about why the action to contact the Clerk of Redgrave Parish Council was not discussed under item 8 of the agenda. The Chairman apologised for the omission and the Clerk confirmed that the action had been undertaken.

The 'poor' condition of the Village Website was noted. The Clerk explained that the Parish Council did not have responsibility for all sections of the website. It was suggested that Tony Hainsworth is invited to the next meeting to discuss the responsibility for its upkeep.

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

The Clerk noted the correspondence that had been had with the Clerk of Redgrave Parish Council regarding the donation to the upkeep of the churchyard. The legal position described was very similar to the view that Hinderclay Parish Council had adopted when the resolution was made to make the donations.

David Emerton noted the resignation of Shirley Bishop from the position of Footpath Warden.

11. Consider quotes for works to the Village Green

Two quotes for works to the Village Green were considered by the Council.

The Council voted, by all in favour, for David Emerton to check the width and depth of the base of the hardstanding with the contractors, noting that the minimum width and depth is 70 CM and 30 CM respectively.

DE

12. Consider the future of the Telephone Box

The Council voted, by 6 votes in favour with 1 abstention, to leave the Telephone Box in its current position.

The Council voted, by 4 votes with 3 abstentions, to investigate the feasibility of appointing a volunteer or contractor to clean and paint the Telephone Box.

13. Discuss the planting of trees at the four main entrances to the Village

Karen Calton updated the Council on the conversations she had had about acquiring trees to plant. Andrew Aves and John Davie-Thornhill support the initiative to plant trees at the four main entrances to the Village.

The Council voted, by all in favour, to purchase four trees from Sandy Lane Nursery to be placed on the four main entrances to the Village.

14. Discuss Jubilee celebrations

Brian Brinkley updated the Council on the preparations of the Village Hall Committee for the Jubilee celebrations. An entertainer had been identified and the finer details were to be determined after Christmas.

15. To determine the action to be taken in respect of the maintenance of footpaths

David Emerton summarised the conversations he had had with the Public Rights of Way Team about the responsibility for footpath maintenance. He noted that the footpath signs and path surface were the County Council's responsibility and that any encroaching foliage was the relevant landowner's responsibility.

Karen Calton recalled that the Councillors had previously been reluctant to approach landowners about footpath issues because of the unreasonable responses from certain landowners.

It was resolved, by 5 votes in favour with 2 abstentions, for footpath issues to not be discussed on any future agenda because of the Parish Council does not have a duty to resolve issues relating to the Village's footpaths.

16. Consider publishing an information leaflet/annual magazine

Paul Rose proposed that the Parish Council produce an annual publication with all of the reports from the Parish Council. It was resolved, by 6 votes in favour and 1 abstention, to make the Parish Council reports available at the Annual Meeting instead.

17. Next meeting

a) 14th January 2022

b) Items for the agenda of that meeting

Discuss Village Green maintenance

Review the access to and maintenance of the Village Website

Receive report from County Councillor – Jessica Fleming

Receive report from District Councillor – Jessica Fleming

Discuss the maintenance of the Telephone Box

Discuss the maintenance of the Village Website