

MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING

13th January 2022

Hinderclay Village Hall

19:30 – 21:15

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

Brian Brinkley's absence was approved by all in favour.

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 11th November 2021

The minutes were confirmed and signed, all in favour.

the Parish Council Meeting of 30th November 2021

The minutes were confirmed and signed, all in favour.

the Parish Council Meeting of 20th December 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>	<u>Actual</u> <u>2019/20</u>	<u>Actual</u> <u>2020/21</u>	<u>Budget</u> <u>2021/22</u>	<u>Actual</u> <u>2021/22</u>	<u>Variance</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	£463	(£458)
Other receipts	£1,820	£97	£50	£445	£395
VAT	£735	£0	£133	£80	(£53)
	£8,203	£6,369	£6,408	£6,260	(£148)

PAYMENTS

	<u>Actual</u> <u>2019/20</u>	<u>Actual</u> <u>2020/21</u>	<u>Budget</u> <u>2021/22</u>	<u>Actual</u> <u>2021/22</u>	<u>Variance</u> <u>2021/22</u>
Clerk's salary & expenses (S112)	£2,542	£2,662	£3,160	£2,757	£403
Chairman's expenses	£0	£19	£50	£19	£31
Churchyard maintenance (S214)	£0	£0	£450	£430	£20
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	£520	£41
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	£666	£410	£256
Grants (S137)	£0	£0	£0	£0	£0
VAT	£133	£84	£135	£281	(£145)
	<u>£7,976</u>	<u>£4,301</u>	<u>£7,947</u>	<u>£5,873</u>	<u>£2,074</u>
Net Movement	£227	£2,069	(£1,539)	£388	
Closing Balance	<u>£8,990</u>	<u>£11,059</u>	<u>£9,520</u>	<u>£11,446</u>	
Cash in Bank 31/12/2021				£12,330	
Unpresented cheques				(£884)	
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>2019/20</u>	<u>Actual</u> <u>2020/21</u>	<u>Budget</u> <u>2021/22</u>	<u>Forecast</u> <u>2022/23</u>	<u>Forecast</u> <u>2023/24</u>	<u>Forecast</u> <u>2023/25</u>
Precept (S41)	£5,000	£5,150	£5,303	£5,303	£5,462	£5,625
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>£6,410</u>	<u>£6,572</u>	<u>£6,740</u>
<u>PAYMENTS</u>	<u>Actual</u> <u>2019/20</u>	<u>Actual</u> <u>2020/21</u>	<u>Budget</u> <u>2021/22</u>	<u>Forecast</u> <u>2022/23</u>	<u>Forecast</u> <u>2023/24</u>	<u>Forecast</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	£666	£679	£693	£707
Churchyard maintenance (S214)		£0	£450	£459	£468	£478
Grants (S137)	£0	£0	£0	£500	£0	£0
VAT	£133	£84	£135	£138	£141	£144
	£7,976	£4,301	£7,947	£6,947	£6,600	£6,761
Net Movement	£227	£2,069	(£1,539)	(£536)	(£29)	(£21)
Closing Balance	£8,990	£11,059	£9,520	£8,984	£8,955	£8,934

The Council resolved, by all in favour, for the Clerk to:

- Increase the budget for Administration expenses to £180
- Increase the budgets for the Recreation field (S19) and Churchyard maintenance (S214) to £475.

c) Agree precept for 2022/23

The Council resolved, by all in favour, to maintain the precept at £5,150.

d) Review of internal control arrangements

The Council resolved, by all in favour, for Brian Brinkley to review the Council's internal control arrangements.

e) Cheques to be issued

The following cheques were authorised retrospectively in respect of the 30th of November 2021 – all in favour:

Item	Payee	Amount
Churchyard maintenance (S214)	Edward Batram	£50.00
		£50.00

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)	Sandy Lane Nursery Limited	£111.00
		£883.72

6. To receive feedback on actions raised at previous meetings

David Emerton updated the Council on the progress that Robert Pratt had made in moving the Village's signs.

The Clerk updated the Council on the response of Anglian Water in relation to the leak on the footpath on Chapel Lane. No further action would be taken by Anglian Water as the pipe is located on private land.

7. Public participation

Richard Langston volunteered to maintain the Village's phone box. This offer was discussed under Item 12.

The need to change the speed limit on Fen Road was expressed. Councillor Jessica Flemming noted that it is difficult to persuade the County Council to change the speed limits. The Clerk was asked to collate information on this matter.

ML

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

Michael Bishop asked whether the footpath signage can be improved. The Clerk was asked to write to Councillor Flemming to see what could be done about the issue.

ML

9. Receive report from County Councillor – Jessica Fleming

Councillor Flemming delivered the County Council report and noted the plans to increase the 2022-23 budget by 4.5% with a 2.99% increase in Council Tax. The policing element of the council precept is to be raised to fund improvements in the contact and control service. A sum of £10 million has been allocated to improving drainage and a further £10 million has been committed to improve footpath quality and access. The LED street light replacement was reported to be proceeding at pace and it was noted that there are now licensing and testing requirements for any apparatus to be hung from street lamps.

10. Receive report from District Councillor – Jessica Fleming

Councillor Flemming delivered the District Council report and noted that the application process for the Tree for Life Scheme had closed. The Joint Local Plan was reported to be progressing in two stages; the first stage is to agree social, economic and environmental policies and the second stage is to agree the spatial strategy relating to housing allocations. It is likely that the District Council will not increase council tax rates. However, the Mid Suffolk District Council Cabinet has recently published its updated fees and charges for 2022-23. Finally, it was noted that as of the 13th of January most District Council meetings would be held virtually.

11. Discuss Village Green maintenance

The Council resolved, by all in favour, to explore making the road two feet wider with a standard height kerb.

The Council resolved, by all in favour, to remove the two notices from the green.

The Council resolved, by all in favour, to erect three wooden posts with reflectors 60 centimetres from the kerb. The Clerk is to get quotes for the supply and installation of the posts.

ML

The Council resolved, by all in favour, for the Clerk to contact Edward Batram and Timothy Gaddis to provide quotes to cut the grass on the Green on a cut by cut basis.

ML

12. Discuss the maintenance of the Telephone Box

The Council resolved, by all in favour, for Richard Langston to maintain the Village's phone box. It was noted that Martin Forge has donated the paint for the phone box.

13. Discuss the action to be taken regarding the obstructions to the road and pavement

The Council resolved, by all in favour, for the Clerk to write to the occupiers of 2 Bells Corner Cottage to request that they keep any hedges and overhanging trees cut back from the highway.

ML

14. Receive an update on the progress made in moving the Village's signs

David Emerton provided an update on the progress being made by Robert Pratt in moving the Village's signs. It was noted that the sign posts had disintegrated upon removal and new ones needed to be sourced before the work could be completed.

15. Discuss the maintenance of the Village Website

Anthony Hainsworth was invited to speak about the Village Website. He noted how the Transparency Code required Parish Councils to publish information on a public website. Hinderclay Parish Council's website is hosted by One Suffolk and Anthony published the links to the Village Groups and Public Services when the website was first established in 2005.

The Council resolved, by all in favour, for the Clerk to update the groups, activities and newsletter sections of the website when appropriate.

16. Consider the need for a website security certificate

The Council resolved, by all in favour, to add a SSL certificate to the website for a one-off fee of £36.

17. Review regular maintenance arrangements for physical assets

The regular maintenance arrangements for physical assets were reviewed by the Council and the Council resolved, by all in favour, for the Clerk's address to be updated. No further changes were requested.

18. Consider a procedure for urgent actions in between meetings

It was resolved, by all in favour, for the Clerk to write to parishioners about obstructions to the pavement or road at the prompting of any of the Parish Councillors.

19. Consider making a donation to towards the upkeep of the Recreation Field

The Council resolved, by all in favour, for a cheque to be issued at the next meeting for £430 for the maintenance of the Recreation Field.

20. Next meeting

a) **10th March 2022**

b) **Items for the agenda of that meeting**

Determine whether to apply for new footpath signs