

**MINUTES OF THE HINDERCLAY PARISH COUNCIL MEETING**  
**10<sup>th</sup> March 2022**  
**Hinderclay Village Hall**  
**19:30 – 20:20**

<b>COMMITTEE MEMBERS</b>		<b>Attendance</b>	<b>Absent</b>
David Emerton	Chairman	<b>X</b>	
Paul Rose	Vice-chairman	<b>X</b>	
Brian Brinkley	Councillor	<b>X</b>	
John Davie-Thornhill	Councillor		<b>X</b>
Karen Calton	Councillor	<b>X</b>	
Lindsey Aves	Councillor	<b>X</b>	
Michael Bishop	Councillor		<b>X</b>
<b>In attendance</b>			
Matthew Larkin	Parish Clerk		

**1. Apologies and approval of absences**

John Davie-Thornhill's apologies were received and his absence was approved by all in favour. Michael Bishop's absence was unapproved as he had not sent his apologies.

**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 13<sup>th</sup> January 2022**

The minutes were confirmed and signed, all in favour.

**the Parish Council Meeting of 15<sup>th</sup> February 2022**

The minutes were confirmed and signed, all in favour.

**5. To receive feedback on actions raised at previous meetings**

All of the actions from the previous meeting had been pursued by the Clerk. The action to obtain quotes to cut the grass on the Green required further action as no quotes had been received despite email, letter and telephone correspondence.

**ML**

**6. Public participation**

Gordon Lawrence provided information on the community transport service. He was keen for the Parish Council to advertise the charitable services available by the distribution of flyers and through advertising in the Village Newsletter.

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

An email notifying the Council of the obstruction outside 2 Bells Lane was reviewed. The Council noted that the obstruction had been removed and resolved for the Clerk to respond to the email accordingly, by all in favour.

**ML**

An email from the District Council asking for clarification on the number of dog & litter bins to be emptied in the Village was considered. The Council resolved, by all in favour, to maintain the number of dog & litter bins.

**ML**

An email from Councillor Fleming regarding the Bird Flu outbreak was considered.

David Emerton noted the large donations received from the airfield this financial year and requested that a letter of thanks be written to Terry Slater. This action was approved by all in favour.	ML
<p><b>8. Receive report from County Councillor – Jessica Fleming</b> Councillor Fleming’s report was received and read by David Emerton. He noted the County Councils efforts to support Ukraine, the Women’s Tour Cycle Race, the approval of the 2022-23 County Council budget, the assistance on offer for the Queen’s Jubilee, the progress of the Sunnica Solar Farm Project, the facilities available for the reporting of storm damage and the initiative to identify people willing to foster and adopt children in care.</p>	
<p><b>9. Receive report from District Councillor – Jessica Fleming</b> Councillor Fleming’s report was received and read by David Emerton. He noted that funds are available to support the Queen’s Jubilee celebrations, the Suggenhall Solar Farm planning application, the temporary closure of Stowmarket Recycling Centre, the information available to determine what can go in waste/recycling bins, the council tax rebate for properties in bands A-D, the approval of the 2022-23 District Council budget, the accommodation now available to reduce rough sleeping and the bird flu outbreaks in the local area.</p>	
<p><b>10. Receive report regarding Community Transport - Yvonne Chandler</b> David Emerton read an email from Yvonne Chandler outlining the not-for-profit transport services available to support those who find it difficult to travel to medical appointments, go shopping or to travel to social events.</p>	
<p><b>11. Consider making a grant to the Community Transport Co</b> The Council resolved, by all in favour, to advise the service to apply for a grant using the Council’s Grant Policy as a reference.</p>	
<p><b>12. Review contracts</b> The Parish Council’s contracts were reviewed and it was agreed that the current contracts were adequate by all in favour.</p>	
<p><b>13. Appoint Internal Auditor</b> Suffolk Association of Local Councils was appointed as internal auditor for the 2021-22 audit year by all in favour.</p>	
<p><b>14. Determine whether to apply for new footpath signs</b> It was resolved, by all in favour, for the Clerk to contact Councillor Fleming to establish whether the budget she has for footpath maintenance will cover the labour costs of installing up to 28 new posts.</p>	ML
<p><b>15. Consider data protection Privacy Notices</b> The Clerk presented a draft of the Privacy Notice for Hinderclay Parish Council. The Privacy Notice was approved by the Council, by all in favour, with minor amendments.</p>	ML
<p><b>16. Consider the need for Data Protection Impact Assessments (DIPA)</b> It was resolved, by all in favour, for the Council to review the tabled Data Protection Impact Assessment Procedure at the next meeting.</p>	ML
<p><b>17. Consider the quotes for the works to the Village Green</b> It was resolved, by all in favour, for the Clerk to award the contract for the works to the Village Green to RG Pratt Construction.</p>	ML
<p><b>18. Consider the quotes for the maintenance of the Village Green</b> This item was deferred to the next meeting as no quotes had been received. It was resolved, by all in favour, for the Clerk to try again to obtain quotes before the next meeting.</p>	ML

## 19. Finance:

### a) Bank reconciliation/budget/accounts review

The following budget statement was considered:

<b>RECEIPTS</b>	<b>Actual 2019/20</b>	<b>Actual 2020/21</b>	<b>Budget 2021/22</b>	<b>Actual 2021/22</b>	<b>Variance 2021/22</b>
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	£695	(£227)
Other receipts	£1,820	£97	£50	£560	£510
VAT	£735	£0	£133	£80	(£53)
	<u>£8,203</u>	<u>£6,369</u>	<u>£6,408</u>	<u>£6,607</u>	<u>£199</u>
<b>PAYMENTS</b>	<b>Actual 2019/20</b>	<b>Actual 2020/21</b>	<b>Budget 2021/22</b>	<b>Actual 2021/22</b>	<b>Variance 2021/22</b>
Clerk's salary & expenses (S112)	£2,542	£2,662	£3,160	£2,877	£283
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	£273	(£125)
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	£430	£0
Village Hall (S133)	£3,500	£0	£0	£0	£0
Coronation Green/Village maintenance (S164)	£158	£163	£666	£705	(£39)
Grants (S137)	£0	£0	£0	£0	£0
VAT	£133	£84	£135	£284	(£149)
	<u>£7,976</u>	<u>£4,301</u>	<u>£7,947</u>	<u>£6,825</u>	<u>£1,121</u>
Net Movement	<u>£227</u>	<u>£2,069</u>	<u>(£1,539)</u>	<u>(£218)</u>	
Closing Balance	<u>£8,990</u>	<u>£11,059</u>	<u>£9,520</u>	<u>£10,840</u>	
Cash in Bank 28/02/2022				£11,887	
Unpresented cheques				<u>(£1,047)</u>	
<b>Reconciliation Difference</b>				<u><b>£0</b></u>	

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

### b) Review of internal control arrangements

The Council received the Internal Control Report prepared by Brian Brinkley. He highlighted how the Council was compliant with the majority of the recommended internal controls. However, he highlighted how recent changes to data protection regulation required the Council to publish a Privacy Notice and introduce a Data Protection Impact Assessment Procedure.

**c) Cheques to be issued**

The following cheques were authorised retrospectively in respect of the 15<sup>th</sup> of February 2022 – all in favour:

<b>Item</b>	<b>Payee</b>	<b>Amount</b>
Administration expense	IT Services at CAS Limited	£36.00
		<b>£36.00</b>

The following cheques were issued – all in favour:

<b>Item</b>	<b>Payee</b>	<b>Amount</b>
Clerk's salary & expenses (S112)	Matthew Larkin	£119.97
Administration expense	Hinderclay Village Hall	£48.75
Administration expense	Suffolk Association of Local Councils	£22.80
Coronation Green/Village maintenance (S164)	RG Pratt	£295.00
Recreation field (S19)	Hinderclay Village Hall	£430.00
		<b>£916.52</b>

**20. Next meeting**

**a) 12<sup>th</sup> May 2022**

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

Consider a co-option procedure

Meeting closed to the public.

**21. Review employee salaries**

Employee salaries were reviewed.