

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

<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. Election of officers:**

**a. Chairman**

David Emerton was elected as Chairman by all in favour and the declaration of acceptance of office was signed.

**b. Vice Chairman**

Paul Rose was elected as Vice-chairman by all in favour and the declaration of acceptance of office was signed.

**c. Appointment of officers & representatives to outside bodies**

Paul Rose was appointed as the representative for Gressingham Foods by all in favour.

Brian Brinkley was appointed as the representative for the Fen & Fen Charity by all in favour.

Karen Calton was appointed to the office of Tree Warden by all in favour.

**2. Apologies and approval of absences**

The absences of John Davie-Thornhill and Karen Calton were approved by all in favour.

**3. To receive declarations of interest**

None.

**4. To consider requests for dispensations**

None.

**5. To confirm and sign minutes of:**

**(1) the Parish Council Meeting of 10<sup>th</sup> March 2022**

The minutes were confirmed by all in favour and signed.

**(2) the Parish Council Meeting of 7<sup>th</sup> April 2022**

The minutes were confirmed by all in favour and signed.

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

The Council reviewed the actions arising from the 10<sup>th</sup> of March 2022 and noted their completion.

## 7. Public participation

A member of the public queried whether the works to the Village Green included removing the signs from under the noticeboards. The Clerk was tasked with confirming this with RG Pratt Construction.

It was noted that a Mid Suffolk Council van had recently parked on the Village Green.

A member of the public queried when the grass on the Village Green would be cut by the County Council. The Clerk was tasked with establishing the grass cutting schedule.

The support that Gressingham Foods provided to the Parish through the pandemic was noted. The Clerk was tasked with writing a letter of thanks.

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

The response from County Councillor Jessica Fleming regarding footpath signage was noted. The Clerk was tasked with requesting that the County Council obtain the cost of replacing 20 signage posts. Michael Bishop was asked to identify all of the posts that require replacement.

The Clerk noted that a new Code of Conduct has been published. This is to be considered at the next meeting.

The Clerk's resignation, with effect from the 4<sup>th</sup> of July 2022, was noted.

## 9. Finance:

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

The following budget statement was considered:

<b><u>RECEIPTS</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b><u>2020/21</u></b>	<b><u>2021/22</u></b>	<b><u>2022/23</u></b>	<b><u>2022/23</u></b>	<b><u>2022/23</u></b>
Precept (S41)	£5,150	£5,272	£5,272	£2,575	(£2,697)
Bank Interest/deposit	£2	£0	£0	£0	£0
Cleansing grant	£1,120	£927	£922	£0	(£922)
Other receipts	£97	£560	£50	£0	(£50)
VAT	£0	£80	£135	£0	(£135)
	<b>£6,369</b>	<b>£6,839</b>	<b>£6,379</b>	<b>£2,575</b>	<b>(£3,804)</b>

  

<b><u>PAYMENTS</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b><u>2020/21</u></b>	<b><u>2021/22</u></b>	<b><u>2022/23</u></b>	<b><u>2022/23</u></b>	<b><u>2022/23</u></b>
Clerk's salary & expenses (S112)	£2,662	£2,877	£3,245	£754	£2,491
Chairman's expenses	£19	£19	£50	£0	£50
Churchyard maintenance (S214)	£0	£430	£459	£0	£459
Course fees	£0	£0	£50	£0	£50
Defibrillator (S234)	£45	£0	£0	£0	£0
Election costs	£0	£0	£0	£0	£0
Insurance (S101)	£176	£176	£204	£0	£204
IT equipment		£716	£0	£0	£0
Administration expense	£166	£224	£151	£49	£102

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Audit fees	£155	£158	£204	£0	£204
Bus Shelter maintenance (S4)	£320	£520	£576	£130	£446
Annual Subscriptions	£243	£236	£252	£190	£62
Recreation field (S19)	£268	£0	£439	£430	£9
Village Hall (S133)	£0	£0	£0	£0	£0
Coronation Green/Village maintenance (S164)	£163	£705	£169	£0	£169
Grants (S137)	£0	£0	£500	£0	£500
VAT	£84	£284	£138	£0	£138
	<u>£4,301</u>	<u>£6,346</u>	<u>£6,437</u>	<u>£1,553</u>	<u>£4,885</u>

Net Movement	<u>£2,069</u>	<u>£492</u>	<u>(£58)</u>	<u>£1,022</u>
Closing Balance	<u>£11,059</u>	<u>£11,551</u>	<u>£11,492</u>	<u>£12,573</u>

Cash in Bank 29/04/2022				£13,647
Unpresented cheques				<u>(£1,074)</u>
<b>Reconciliation Difference</b>				<u><b>£0</b></u>

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

#### b) Finance Report – to adopt accounts for year ending 31st March 2021

The following accounts were considered:

<b><u>RECEIPTS</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b><u>2019/20</u></b>	<b><u>2020/21</u></b>	<b><u>2021/22</u></b>	<b><u>2021/22</u></b>	<b><u>2021/22</u></b>
Precept (S41)	£5,000	£5,150	£5,303	£5,150	(£153)
Bank Interest/deposit	£8	£2	£0	£0	£0
Cleansing grant	£640	£1,120	£922	£927	£5
Other receipts	£1,820	£97	£50	£682	£632
VAT	£735	£0	£133	£80	(£53)
	<u>£8,203</u>	<u>£6,369</u>	<u>£6,408</u>	<u>£6,839</u>	<u>£431</u>

<b><u>PAYMENTS</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b><u>2019/20</u></b>	<b><u>2020/21</u></b>	<b><u>2021/22</u></b>	<b><u>2021/22</u></b>	<b><u>2021/22</u></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	£224	(£76)
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	£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>£6,346</u>	<u>£1,600</u>
Net Movement	<u>£227</u>	<u>£2,069</u>	<u>(£1,539)</u>	<u>£492</u>	
Closing Balance	<u>£8,990</u>	<u>£11,059</u>	<u>£9,520</u>	<u>£11,551</u>	
Cash in Bank 31/03/2022				£11,551	
Unpresented cheques				<u>£0</u>	
<b>Reconciliation Difference</b>				<u><b>£0</b></u>	

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

The 2021/22 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) Inspection of Assets Register & Statement of Assurance**

The Council voted by all in favour that the following asset register was correct:

**Hinderclay Parish Council  
Asset Register  
2021-22**

Description	Date Acquired	Approx Total Value
Land – Coronation Green	1935	£0
1 Village Sign – Coronation Green	Pre 1990	£958
1 Bus Shelter & Rails – Coronation Green	Pre 1990	£1,704
2 Notice Boards - Village Hall	2007 and 2012	£491
2 Notice Boards – Coronation Green	2010	£680
Village Street Signs	Pre 1980	£349
“Keep to Footpath”	Pre 1980	£244
Street Sign	Pre 1980	£105
Salt/grit bin – Village Hall	2000	£279

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Millennium Bench - Coronation Green	Pre 1990	£365
3 Dog Bins – Village Hall, Chapel Road junction and Cow Fen Lane	2 in 2006 and 1 in 2007	£361
BT Phone Box	2011	£1
Defibrillator	2018	£2,346
Asus Laptop	2021	£499
Epson Printer	2021	£90

Total £8,472

**d) To Approve Risk Assessment**

The physical, cleaning operative and financial risk assessments performed were approved by the Council by all in favour.

**e) Consider amending paragraph 4.1 of the Financial Regulations to read “the Clerk, in conjunction with the Chairman of the Council, for any items up to and including £500”**

The Council voted by all in favour to accept the amendment.

**f) To agree Standing and Financial Orders**

The Council voted by all in favour to continue using the existing standing and financial orders subject to the amendment agreed under 9e.

**g) Set a period for the exercise of public rights**

The Council voted by all in favour to set the period for the exercise of public rights between the 13<sup>th</sup> June 2022 and the 22<sup>nd</sup> of July 2022.

**h) Issue cheques**

The following cheques were issued – all in favour:

Item	Payee	Amount
Clerk's salary & expenses (S112)	Matthew Larkin	£ 682.24
Clerk's salary & expenses (S112)	Matthew Larkin	£ 71.98
Bus Shelter maintenance (S4)	Jackie Pursehouse	£ 130.00
Annual Subscriptions	Suffolk Association of Local Councils	£ 189.63
		<b>£ 1,073.85</b>

**10. Discuss the future of the Parish Council in respect of the Local Governance Review and the post of Parish Clerk/Responsible Financial Officer**

The Council resolved, with 3 votes in favour and 2 votes against, for the Parish Council to continue to operate in its current form.

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The Clerk was thanked for his service.

The Council resolved, by all in favour, for David Emerton to speak to the Suffolk Association of Local Councils to advertise the Clerk vacancy.

The Council resolved, by all in favour, for David Emerton, Paul Rose and Lindsey Aves to form a sub-committee for the purpose of appointing the new Clerk.

**11. Consider the risk assessment for the erection of bunting on the Village Green**

The risk assessment was considered and the Council gave permission for the erection of bunting on the Village Green, by all in favour.

**12. Consider giving permission for a time capsule to be buried in the Village Green**

The risk assessment relating to the time capsule was considered and the Council gave permission for the time capsule to be buried in the Village Green, by all in favour.

**13. Consider a co-option procedure**

The co-option procedure was presented by David Emerton and it was adopted, by all in favour.

**14. Consider the quotes for the maintenance of the Village Green**

A quote of £50 per cut was received from Edward Batram. The Council resolved, by all in favour, for Paul Rose to commission the cuts as and when required.

**15. Review Data Protection Impact Assessment Procedure**

The procedure was adopted by all in favour.

**16. Discuss the action to be taken regarding the condition of the Hinderclay sign on Redgrave Road**

The Council resolved, by all in favour, for the Clerk to obtain a quote to replace the sign.

**17. Next meeting:**

a) 14<sup>th</sup> July 2022

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

Adopt new Code of Conduct

Discuss the action to take regarding the overgrown vegetation on Howe Hill