

# MINUTES of the MEETING of HINDERCLAY PARISH COUNCIL

14<sup>TH</sup> July 2022

Hinderclay Village Hall

19:30 – 20:32

## PRESENT

David Emerton (Chairman), Paul Rose (Vice Chairman), Lindsey Aves,  
Michael Bishop, Brian Brinkley, Karen Calton

1. An **apology for absence** was received from John Davie-Thornhill; his absence was approved unanimously.
2. There were no **declarations of interest**.
3. There were no requests for **dispensations**.
4. The **Minutes** of: the **Parish Council Meeting of 12<sup>th</sup> May 2022**  
the **Parish Council Meeting of 1<sup>st</sup> June 2022**

were confirmed unanimously and signed by the Chairman.

5. **Feedback from previous meetings** comprised the following:
  - Conformation that the signs on the Village Green have been removed
  - Receipt of a schedule for cutting grass in the village
  - That a letter has been sent to Gressingham Foods
  - That the survey of footpath signs has yet to be carried out
  - That the revised Code of Conduct will be considered at the Meeting in September
  - That the audit report for 2021/2 has been received
  - That the asset register is incorrect in respect of the notice boards at the Village Hall
  - That Robert Pratt has been contacted about the posts on the Village Green and had promised to carry out the work shortly but that it had not yet happened.

## 6. Public Participation on Items on the Agenda

A member of the public expressed dissatisfaction that Councillors had not put pressure on the contractor in respect of the posts on the Village Green. A discussion followed about the role of a Parish councillor.

## 7. The following matters were brought to the attention of the Council:

A letter from Bressingham Parish Council seeking support for its opposition to the Deal Farm project; the letter was noted.  
Information about an on-line meeting to discuss BMSDC parking policy.

8. No report from County Councillor Jessica Fleming was received.
9. No report District Councillor Jessica Fleming was received.
10. The **Schedule of Meetings** (copy attached) was approved unanimously.

#### **11. Planning Applications**

It was resolved unanimously to inform Mid-Suffolk Council that the Council supports Planning Application DC/22/02874 but would prefer the property to be connected to the main sewer.

It was resolved unanimously that the Council has no objection to application DC/2203215.

12. It was proposed make **a grant to the Community Transport Bus** by 5 votes to 1. A proposal to make the grant £500 was defeated by 4 votes to 2. The proposal to make the grant £100 was approved by 4 votes to 2.
13. The state of the **Village Sign on Redgrave Road** was discussed and it was resolved that obtaining quotations should be undertaken by the new Clerk. Cllr. Aves undertook to send the Chairman the relevant information.
14. Cllr Rose undertook to seek a 2-drawer filing cabinet to be placed in the Village Hall to house the **Council's records**. It was agreed unanimously if he is unsuccessful that a cabinet be purchased and that a sum of £52 per annum be paid to the Village Hall Committee.
15. **Finance:**
  - (a) The budget statement (copy attached) was received. Brian Brinkley confirmed that the bank reconciliation on the budget statement reconciled with the bank statements
  - (b) The budget was reviewed and it was resolved unanimously to make the following amendments:
    - Clerk's salary to be reduced to £3000
    - Clerk's expenses to be £245
    - Audit fee and Information Commissioner's fee to be combined
    - Course fees to be increased to £150
    - Grants to be increased to £600.
  - (c) It was resolved unanimously **to issue the following cheques:**

Edward Batram	Grass cutting	(S214) £285
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(d) It was resolved unanimously to appoint Mrs Jacqueline Pursehouse to the post of **Responsible Finance Officer** with effect from 01/08/2022 and to amend the banking mandate accordingly

**16. The next Meeting:**

- (a) 8<sup>th</sup> September 2022
- (b) Items for the agenda of that Meeting:
  - Code of Conduct for Councillors
  - Audit report
  - Format of cash/ budget statements
  - The provision of documents for Meetings.

17. It was resolved unanimously to **exclude members of the public** in order to discuss employment matters.

It was resolved that:

Mrs Jacqueline Pursehouse be appointed to the position of Parish Clerk with effect on 1<sup>st</sup> August 2022

The starting salary will be point 7 of the LC1 scale but will be increased to point 8 on successful completion of the iLCA qualification

That an allowance of £5 per week be paid to compensate for working at home

That further advancement be subject to annual appraisal.