

BRADFIELD ST. GEORGE PARISH COUNCIL REMOTE MEETING HELD
ON WEDNESDAY 8th JULY 2020

Present: Cllrs P Squirrell (Chairman), C Stainer, A Therin, C Croot & G Mulley.
WS. Cllr S Mildmay-White (*in part*); C Cllr K Soons (*in part*); C Hibbert (clerk).

The meeting opened at 7.30pm

1. APOLOGIES

None.

2. PUBLIC FORUM

No matters raised.

3. INTERESTS

3.1 Cllrs GM, CS and CC declared an interest in item 5.2,5.3 and 8.1 below to the extent they are members of the Village Hall Management Committee; Cllr PS declared an interest in item 10.1 (as landowner referred to in the rights of way correspondence).

3.1 No dispensation applications received.

4. MINUTES OF THE PARISH COUNCIL MEETING DATED 13th MAY 2020

the minutes of the Council meeting held on 13th May were unanimously **APPROVED** and signed as a true and accurate record of that meeting.

5. REPORTS

5.2 West Suffolk Council report. WS Cllr Mildmay-White presented her report, a copy of which is uploaded onto the website; she referred to the continuing availability of locality funds to support any appropriate initiatives. It was noted that the apple press project is awaiting approval from VHMC.

KS joined the meeting at 7.40pm; SMW left the meeting at 7.50pm.

5.1 Suffolk County Council report (taken out of turn). SC Cllr Soons presented her report, a copy of which is uploaded onto the website. She agreed going forward to highlight any opportunities of interest for local suppliers linked to Sizewell; she has referred the rights of way issue to the SCC rights of way officer; she asked for details of any reports about road closures when no works are being done to be forwarded to her for investigation.

KS left the meeting at 7.55pm

5.3 Village Hall; CS presented her report (attached to these minutes).

6. COVID-19

No matters raised.

7. PLANNING APPLICATIONS, APPEALS AND NOTIFICATIONS

7.1 To agree response to DC/20/0831/FUL planning application for (i) change of use and conversion of barn to dwelling (retrospective) (ii) single story extension (iii) change of use of agricultural land to residential curtilage at Bilfri Dairy, Felsham Road.

It was unanimously **AGREED** that the Council would support the proposals.

7.2 To receive planning notifications

It was noted that a property in the village continues to be used as a garage in breach of planning/tenancy terms and it was **AGREED** that the clerk would follow up on this.

8. TO CONSIDER

8.1 Proposal to purchase new defibrillator

It was **AGREED** in principle that the Council would purchase a defibrillator out of reserves for the external wall of the village hall; the Village Hall Management Committee has agreed to this; one quote has been received; model and supplier to be determined at the next meeting once three quotes have been received; Councillors to investigate most appropriate model.

8.2 Any response to the NALC Code of Conduct Consultation. It was **AGREED** that no response from this Council was required.

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8.3 Request for allotment. It was **AGREED** in principle to grant permission subject to the allotment area being first reviewed to determine available plots.

9. FINANCES

9.1 To receive and approve quarterly financial summary to 30 June; the report attached was received and **APPROVED**.

9.2 To receive and approve the bi-monthly financial summary for May-June 2020; received and **APPROVED**.

9.3 To Approve payments. The following online payments were **APPROVED**.

Detail	Invoice number	Net (of VAT)	Vat	TOTAL
SALC audit	23417	155	31	£186
CH wage	Payslip 1st quarter	438.36		438.36
HMRC wage	Payslip 1st quarter	96.40		96.40
BT VH wifi	DD	55.00	11.00	66.00

9.4 To receive internal audit report - received and **NOTED**.

9.5 To agree internal audit report action plan – received and **APPROVED**.

10. CORRESPONDENCE AND CIRCULARS

The following correspondence was **NOTED**;-

10.1 Rights of way correspondence. A letter had been received from a resident about an impassable right of way; the meeting heard this issue has already been referred to the SCC rights of way officer; clerk to review and advise what legal duties, if any, the Council has in relation to local rights of way; clerk to respond to resident accordingly.

10.2 SALC/WSC bulletins re Covid-19 crisis – various

10.3 PK Littlejohn correspondence re audit deadlines - various;

10.4 NHW correspondence – various.

10.5 SCC verge cutting schedule. The meeting heard that the green has been cut; invoice anticipated at the end of the cutting season.

11. DATE OF NEXT MEETING

The date of the next meeting is Wednesday 15th July 2020 7.30pm (planning) and Wednesday 9th September 2020 at 7.30pm.

The meeting closed at 8.45 p.m.

Attachment to 5.3 Bradfield St George Village Hall Management Committee - Chair's Report to the Parish Council July 2020

The hall continues to remain closed for public events and single bookings but the committee has agreed to a single regular hirer (who uses it as part of her business) to begin to use it again from the end of July. The committee will carry out the required risk assessments and take appropriate actions to make it as safe as possible. The hirer will be responsible for cleaning the hall and limiting the number of people using it. This will be reflected in changes to the hire agreement in accordance with guidance from Community Action Suffolk (village halls' "governing body").

There are no plans at the moment to run public events or to open it for other hirers.

Attachment to item 9.1 – financial summary to 30 June 2020.

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SUMMARY RECEIPTS & PAYMENTS FOR THE YEAR ending 31/3/21					
			2019/20		
RECEIPTS			Actual	Budgeted	Variance
			£		
Precept			5,400.00	5,400.00	0.00
Wayleaves			0.00	58.00	58.00
Allotment rents			0.00	35.00	35.00
Misc receipts			0.00		
Santander interest			7.87	4.00	-3.87
VAT			0.00		0.00
			<u>5,407.87</u>	<u>5,497.00</u>	<u>89.13</u>
PAYMENTS			Actual	Budgeted	Variance
Misc			150	0.00	
Admin Misc -			40.00	100.00	60.00
Audit fees			0.00	300.00	300.00
BT line VH			165.00	550.00	385.00
Clerk's salary(inc tax)			0.00	2,300.00	2,300.00
Clerk expenditure			0.00	400.00	400.00
Donations			0.00	50.00	50.00
Footpaths			0.00	150.00	150.00
Grass cutting			0.00	300.00	300.00
Insurance			0.00	200.00	200.00
PCC			0.00	400.00	400.00
Repairs/maintenance			0.00	100.00	100.00
SALC Training			0.00	80.00	80.00
Payroll service			18.00	100.00	82.00
Subscriptions			186.62	300.00	113.38
Stationery			0.00	120.00	120.00
VAT			36.60	0.00	-36.60
Vhall hire			20.00	120.00	100.00
Grant s145			0.00	400.00	400.00
Contingency			0.00	0.00	0.00
			<u>616.22</u>	<u>5,970.00</u>	<u>5,353.78</u>
Reconciliation of R. & P. Book			Santander account		
Balance b/f 01.04.20	£6,816.58		Balance b/f 1/4/20	£8,945.06	
Receipts	£5,400.00		Receipts	£7.87	
Payments	-£616.22		Payments	£0.00	
	<u>£11,600.36</u>			<u>£8,952.93</u>	
TOTAL - 2A/cs	<u>£20,553.29</u>				
Bank Reconciliation balances as at 30.05.20					
Lloyds Balance as at 30.06.20	£11,600.36				
less unrepresented cheques as at 30.03.20					
	<u>£11,600.36</u>				
Santander balance as at 30.06.20	£8,952.93				
TOTAL Bank Reconciliation	<u>£20,553.29</u>				
(unaudited)					

Signature.....