

BRADFIELD ST. GEORGE PARISH COUNCIL REMOTE MEETING HELD
ON WEDNESDAY 4th MAY 2021

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

The meeting opened at 7.30pm

1. ELECTION OF OFFICERS AND SIGNATURE OF DECLARATION OF ACCEPTANCE

1.1 Election of chairman. PS was proposed as chairman by CC, seconded by CS, unanimously **APPROVED**.

1.2 Election of vice chairman. CC was proposed as vice chairman by PS, seconded by AT and unanimously **APPROVED**.

1.3 Proposal to sign declaration of acceptance of office as soon as reasonably practicable after the meeting **AGREED**.

2. APOLOGIES

None.

3. PUBLIC FORUM

N/A.

4. INTERESTS

4.1 No Councillor's declarations of interest were made in relation to any agenda item.

4.2 No dispensation applications were received.

5. MINUTES OF THE PARISH COUNCIL MEETING DATED 10th MARCH 2021

The minutes of the Council meeting held on 10th May 2021 were unanimously **APPROVED**.

6. REPORTS

6.1 Suffolk County Council report. SC Cllr Soons presented her report, a copy of which is uploaded onto the website. The meeting discussed various potholes on roads around the village; KS suggested that details of these should be reported to the relevant SC Cllr/ SCC online highways reporting tool.

6.2 West Suffolk Council report. WS Cllr S Mildmay-White referred to her report given to the earlier annual parish meeting, a copy of which will be uploaded onto the website. She highlighted the work of the District Council on housing during the previous year and outlined the drive of the District Council to deliver adequate homes to meet national housing targets. Full discussion followed about the lack of investment in enabling infrastructure to support new residential development (water, sewerage etc)

7. PLANNING AND APPEALS

7.1 DC/21/0689/HH Proposal Householder planning application - single storey side extension to create annexe following demolition of existing annexe at 12 Hollybush Corner Bradfield St George IP30 0AX. The meeting considered these proposals and noted that these have no impact on the footprint of the building. The meeting unanimously resolved to **SUPPORT** the proposals.

7.2 Planning appeal re Planning Application DC/20/1003/FUL - 1no. dwelling (following demolition of existing dwelling) at: Abbots Hall Smallwood Green Bradfield St George IP30 0AL. The pending appeal was **NOTED**.

7.3 To receive planning notifications.

8. TO CONSIDER

8.1 Standing Orders, Financial Regulation Orders and Code of Conduct; these documents (based on the current model templates issued by SALC) were reviewed and **APPROVED**.

8.2 review of asset register; reviewed and **APPROVED**.

Signature.....

8.3 Review of arrangements with other businesses. The ongoing arrangements with the following organisations were **NOTED**.

The Council has a contract with BT for wifi at the village hall – currently £55pcm /£660 net pa. BT will review this cost during the year.

As a data controller, the Council is obliged to subscribe to the ICO (£35pa).

The Council employs SALC as payroll provider at £38 pa.

The Council pays Suffolk.Cloud to provide the website platform – cost £100pa

8.4 Review of appointments to outside bodies (none at present); NOTED

8.5 Confirmation of insurance cover for all insurable risks; The Council **NOTED** that its existing asset cover of £10,000 is adequate for the current range of assets (excluding land owned); £25,000 Fidelity cover is provided which is adequate to cover the funds held by the Council (currently just under £14,000 rising to around £20k on receipt of the precept)

8.6 Review of Councils subscriptions to other bodies (SALC). It was **NOTED** that the Council currently subscribes to SALC for training, support and news at a cost of £190pa.

8.7 Note current range of policies; The Council **NOTED** that its current range of policies includes disciplinary, sickness absence, grievance, reserves, complaints, subject access request, personal data breach, document and electronic storage; these can be seen on the Council website. Policies are due for review in May 2022/Nov 21 (reserves).

8.8 Review of expenditure under s137 Local Authority Act 1972/General Power of Competence; the Council, having declared that the conditions for the general power of competence have been met, **NOTED** that it should now use s1 Localism Act 2011 rather than s137 LGA 1972 to support any grants in relation to which it has no alternative specific powers.

8.9 Meeting dates for 2021/22. The following meeting dates were **NOTED:-**

4th May 2021; 14 July 2021; 8 September 2021; 10 November 2021; 12 January 2022; 9 March 2022.

8.10 To receive and consider update on allotment review; the meeting received an update on the allotments, noting that a number of previously unregistered tenants are in occupation of the allotments; the following recommendations were **APPROVED** (1) clerk/PS would agree a map which shows (i) plots that are currently occupied; (ii) assesses rough size for each plot; (iii) indicates any further areas which could be made available for occupation; (2) Current charge is confirmed at a minimum of £5 per plot pending future review; (3) Previously unregistered tenants should be charged for the current annual billing period only, ie from 1 October 2020 and any charges for occupation prior to this period should be written off; (4) those previously invoiced tenants who have not yet paid should be chased for rent due for the billing period 1 Oct 20 -30 Sept 21; (5) an updated advert regarding the allotments should be placed on the website/noticeboards.

8.11 To approve purchase of perspex cover for defibrillator signage; APPROVED – cost £13.67 exc VAT and carriage from <https://www.plasticsheets.com/plastic-sheet-cut-to-size>

8.12 To receive an update on the phone kiosk renovation; a volunteer will seal the holes in the phone kiosk and fix the shelves, for which many thanks; a long search for contractors has yielded only one local tender for the work (Petticoat Décor - £280 plus VAT exclusive of paint). There are companies who will remove and renovate a phone kiosk – prices start at £3,500. An anonymous benefactor has offered up to £1k to support a quality renovation – for which many thanks. Given the costs involved and the limited interest in this work it was **AGREED** to proceed with Petticoat Décor.

8.13 To consider whether to investigate the provision of EV charging points in the village. The meeting heard that a supplier has been approached to re-confirm its charges for potentially supplying a charging point at the village hall.

9. FINANCES

9.1 To receive and approve the bi-monthly financial summary for March-April 2021; received and **APPROVED**.

Signature.....

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

Detail	Cheque no/online authorisation	Net (of VAT)	Vat	TOTAL
BT Wifi	DD	55.00	11.00	66.00
BT Wifi	DD	55.00	11.00	66.00
SALC	BACS	191.27		191.27
Total		301.27	22.00	323.27

9.3 To receive and approve draft accounts for year ending 31 March 2021 (including financial summary to 31 March 2021); received and **APPROVED**. The quarterly summary to 31 March 2021 is attached.

9.4 To approve certificate of exemption AGAR 2021/22; considered and **APPROVED**.

9.5 To approve governance statement AGAR 2021/22; considered and **APPROVED**.

9.6 To approve annual return AGAR 2021/22; considered and **APPROVED**, subject to any reasonable points to be raised by the internal auditor.

10. CORRESPONDENCE AND CIRCULARS

10.1 SALC e bulletins;

10.2 http://www.suffolk.police.uk/sites/suffolk/files/ceo_constables_county_april_-_online_0.pdf

10.3 Information on how to deal with speeding vehicles

10.4 Information on business grants and Welcome Back Fund

10.5 Updating information from WSC re Local Plan review

11. DATE OF NEXT MEETING

The date of the next meeting is Wednesday 14th July 2021 at 7.30pm. Face to face meetings resume after 17 May 2021.

The meeting closed at 8.45p.m.

Attachment to item 9.3 – Financial summary to 31 March 2021 - PTO

Signature.....

SUMMARY RECEIPTS & PAYMENTS					
FOR THE YEAR ending 31/3/21					
			<u>2020/21</u>		
<u>RECEIPTS</u>			<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
			£		
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			11.70	4.00	7.70
VAT			293.64		293.64
			<u>5,705.34</u>	<u>5,497.00</u>	<u>208.34</u>
<u>PAYMENTS</u>			<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Misc			2390	0.00	-2390.00
Admin Misc -			218.88	100.00	-118.88
Audit fees			155.00	300.00	145.00
BT line VH			660.00	550.00	-110.00
Clerk's salary(inc tax)			2,211.76	2,300.00	88.24
Clerk expenditure			0.00	400.00	400.00
Donations			0.00	50.00	50.00
Footpaths			0.00	150.00	150.00
Grass cutting			575.00	300.00	-275.00
Insurance			186.73	200.00	13.27
PCC			0.00	400.00	400.00
Repairs/maintenance			273.00	100.00	-173.00
SALC Training			0.00	80.00	80.00
Payroll service			56.00	100.00	44.00
Subscriptions			186.62	300.00	113.38
Stationery			0.00	120.00	120.00
VAT			771.80	0.00	-771.80
Vhall hire			20.00	120.00	100.00
Grants			0.00	400.00	400.00
Contingency			0.00	0.00	0.00
			<u>7,704.79</u>	<u>5,970.00</u>	<u>-1,734.79</u>
<u>Reconciliation of R. & P. Book</u>				<u>Santander account</u>	
Balance b/f 01.04.20	£6,816.58			Balance b/f 1/4/20	£8,945.06
Receipts	£5,693.64			Receipts	£11.70
Payments	-£7,704.79			Payments	£0.00
	<u>£4,805.43</u>				<u>£8,956.76</u>
TOTAL - 2A/cs	<u>£13,762.19</u>				
<u>Bank Reconciliation balances as at 30.12.20</u>					
Lloyds Balance as at 31.03.21	£4,805.43				
less unpresented cheques as at					
31.03.21	£0.00				
	£4,805.43				
Santander balance as at 31.03.21	£8,956.76				
TOTAL Bank Reconciliation	<u>£13,762.19</u>				

Signature.....