

BRADFIELD ST. GEORGE PARISH COUNCIL MEETING HELD  
AT BRADFIELD ST GEORGE VILLAGE HALL ON WEDNESDAY 8<sup>th</sup> NOVEMBER 2023

Present: Cllrs P Squirrell (Chairman), C Stainer, A Therin, T Wright, C Croot (in part), G Mulley & J Peck.  
C Hibbert (clerk). WSC Cllr S Mildmay-White.  
No members of the public.

*The meeting opened at 7.30pm*

### 1. APOLOGIES

Apologies received from Karen Soons.

### 2. PUBLIC FORUM

N/a.

### 3. INTERESTS

**3.1 To receive Councillors' Declarations of Interest on any item in the agenda;** CS, CC & GM declared an interest in items 5.3 as Trustees of the VHMC; AT declared an interest in item 8.3 (expenses claim).

**3.2 To consider any applications for dispensations.** No dispensation applications were received.

**4. MINUTES OF THE PARISH COUNCIL MEETING DATED 13<sup>th</sup> SEPTEMBER 2023.** The minutes of the Council meeting held on 13<sup>th</sup> September 2023 were **UNANIMOUSLY APPROVED** and signed as a true and accurate record.

### 5. REPORTS

**5.1 Suffolk County Council report.** In her absence SCC Cllr Soons report was received and will be uploaded onto the website.

**5.2 West Suffolk Council report.** WS Cllr S Mildmay-White presented her report, a copy of which will be uploaded onto the website. Discussion followed about available support for rough sleepers and security issues at the bus station.

**5.3 Village Hall report.** The Chairman of the VHMC presented her report (copy attached).

### 6. PLANNING AND APPEALS

**6.1 To receive planning notifications.** The following notifications were received:-

Planning application - installation of ground mounted solar PV array comprising 104 panels in four rows - Land South Of Hessett Road Bradfield St George Bury St Edmunds Suffolk IP30 0BB

Ref. No: DC/23/1388/FUL | Status: Application Granted | Case Type: Planning Application

**7.1 Grass cutting spec for 2024** Following discussion the tender doc and spec attached was **AGREED** and will be circulated on noticeboards/website etc/potential contractors etc. Consideration to be given to amending Council Standing Orders so as to streamline the processing of payments in between meetings.

**7.2 Emergency Community Plan update** AT presented a first draft plan, for which thanks; this sets out information and actions to be taken in the event of a local emergency (flood, power issues etc) to ensure there can be a coordinated response between local volunteers, the emergency services and WSC. it was **AGREED** that the plan would be further populated and then shared in draft with WSC before circulation to the community.

*CC joined the meeting.*

**7.3 Thermal imaging camera project** Thermal imaging camera equipment will be made available to the Parish Council from 28 Nov-18 Dec which can be used to survey residents homes – if requested – to highlight areas of heat loss. If there are heat loss issues, residents can then be signposted to information/support on other websites. It was **AGREED** to circulate information on website/noticeboards, village email list. Quiz night etc and to compile a list of any residents who want to participate.

**7.4 Brooch update** The Council, having agreed to make a donation towards the acquisition by Moyses Hall Museum of the ancient brooch found in Bradfield St George, has been invited to contact the curator to arrange a viewing.

*JP left the meeting at 8.30pm*

### 8. FINANCES

Signature.....

**8.1 To receive and approve the quarterly return to 30<sup>th</sup> September 2023;** received and **APPROVED**

**8.2 To receive and approve the bi-monthly financial summary for September-October 2023;** received and **APPROVED**.

**8.3 To approve payments to be issued;** the following online payments were **APPROVED**.

Detail	Cheque no/online authorisation	Payment	Net	VAT	Gross
1.	BT- broadband	DD - TBC	23.94	4.79	28.73
2.	BT - broadband	DD -TBC	23.94	4.79	28.73
3.	WSC donation	Online	220.00		220.00
4.	SALC payroll	Online	19.00	3.80	22.80
5.	Suffolk.cloud Website	Online	120.00		120.00
6.	VHMC –room hire	online	20.00		20.00
7.	AT – grass cut	online	57.75		57.75

**8.4 To agree budget for 2024/2025.** The draft budget for 2024/2025 (attached) was **APPROVED**. This is based on a precept of £5,500 (same level as 2023/2024).

**8.5 To agree the precept request for 2024/2025;** The precept request of £5,500 for 2024/2025 was **APPROVED**.

**8.6 To review reserves policy.** The reserves policy attached was **APPROVED**

**9. CORRESPONDENCE AND CIRCULARS** The following correspondence was received;-

9.1 SALC e bulletins October/November;

9.2 SCC Correspondence on highway arrangements in the locality;

9.3 Precept application request material;

9.4 WSC Carol Service 7pm Monday 4 December 2023 St Edmundsbury Cathedral;

9.5 Voluntary Network Info;

9.6 SALC notification of national pay award for 2023/2024. It was **NOTED** that the pay award information would be relayed to the payroll provider and would result in the new rates being applied to the clerks pay, backdated to 1 April 2023 in line with the relevant contract of employment.

**10. DATE OF NEXT MEETING**

The date of the next meeting is **Wednesday 10th January 2024** at 7.30pm.

*The meeting closed at 9.00pm.*

**Attachment to item 5.3 Bradfield St George Village Hall Management Committee -Chair’s Report to the Parish Council November 2023**

- Since the last report usage of the hall has continued at a steady rate with a few private bookings, regular yoga classes, the October Bradfield Night and November’s Firework extravaganza!
- October Bradfield Night was well attended with diners enjoying St Clare Aberdeen Angus beef expertly cooked by Lynn Cardale. This was greatly enjoyed by all with many returning for second helpings!
- The November Bradfield Night took the form of the firework event which was, as usual, very well attended by those from within the village and further afield. We have gained a good reputation as ‘the small village with the big firework night event’! It was a great team effort from the committee assisted by members of the community who helped out where needed especially Arnaud and Tom (Cardale) doing sterling work on the BBQ. Many people commented on the quality of the meat in the burgers and sausages. The bar was nearly drunk dry, and a good evening was had by all, assisted by a fine evening in a week of heavy rain and winds.
- The October quiz night was not very well attended but by all accounts, was a good quiz.
- The November quiz night on the 18 is the last of the year there being no quiz in December by tradition.
- The December Bradfield Night is Christmas dinner on Dec 1.

Signature.....

- The lights have been replaced but are not to everyone's taste as they are very 'clinical' and bright, so the committee voted to have them changed to something more muted. This will take place soon.
- Discussion re the bar refit is still ongoing.

Christine Stainer  
November 2023

**Attachment to item 7.1 Grass cutting tender and spec for 2024**

## **Bradfield St George Parish Council**

TO

Dear

### **Grass cutting tender 2024**

The Parish Council is seeking tenders for maintenance of its village green and you are invited to tender. Please can you return the completed tender to me no later than 31<sup>st</sup> December 2023. The Parish Council will confirm the award of the contract at its meeting on 10<sup>th</sup> January 2024.

Please find enclosed the following:

- Plan
- Tender form
- Conditions
- Contractor's details

If you would like to discuss anything in further detail or have a preliminary site visit please contact Catherine Hibbert on 07765 831803.

We look forward to hearing from you.

Yours sincerely

Catherine Hibbert (Mrs)  
Clerk to Bradfield St George PC

Signature.....

**BRADFIELD ST GEORGE PARISH COUNCIL**  
**TENDER FOR MAINTENANCE OF THE GREEN**  
**1 January - 31 December 2024**

*Please see Conditions*

<b>Work</b>	<b>Cost</b>
<p><u>Specification of works</u></p> <p>Mow the Green (area bounded by blue line on attached plan – 1.4 acres approx) up to 8 times May-September 2024 (as required).</p> <p>Strim the edges of the Green that border the track and the road together with those areas around the service man holes, telephone pole, noticeboard and trees on the Green up to four times May-September 2024 (as required).</p>	
<p><b>Total price of work</b></p>	
<p><b>V.A.T.</b></p>	
<p><b>Total Cost</b></p>	
<p><b>If you are awarded the tender please advise what equipment you would use (noting that there are some manhole covers on the green) and provide details of when you would undertake this work.</b></p>	

Signature.....



## Bradfield St George Parish Council

### CONDITIONS

#### 1 Equipment

- a) The Contractor shall provide all equipment necessary for the satisfactory completion of the work.
- b) The Contractor shall provide all safety clothing, goggles and other safety equipment necessary to comply with the requirements of the Health and Safety at Work regulations.
- c) Bradfield St George PC will not accept responsibility for any damage caused to the Contractor's machinery or other equipment caused by stone or other debris.

#### 2 Insurance

- a) The Contractor shall provide evidence of adequate insurance cover against public liability claims, including injury to persons and damage to third party property including cars.

#### 3. Leaving site tidy

- a) The contractor shall leave the site neat and tidy.

#### 4 Payment

- a) Payments can be made in up to 3 instalments against invoices submitted at least seven days before scheduled PC meetings for 2024 (10 January, 8 May, 10 July, 11 September 13 November 2024). Payments will be made within seven days following the due presentation of any such invoice.

Signature.....

**Attachment to item 8.1 Quarterly financial summary to 30<sup>th</sup> September 2023**  
**SUMMARY RECEIPTS & PAYMENTS**  
**FOR THE YEAR ending 31/3/24**

<b>RECEIPTS</b>	<u>2023/24</u>		<b>Variance</b>
	<b>Actual</b>	<b>Budgeted</b>	
	£		
Precept	5,500.00	5,500.00	0.00
Allotment rents	0.00	50.00	-50.00
Misc receipts	0.00		
Grnt	0.00		
Santander interest	36.19	6.00	30.19
VAT	193.12		193.12
	<u>5,729.31</u>	<u>5,556.00</u>	<u>173.31</u>

<b>PAYMENTS</b>	<b>Actual</b>	<b>Budgeted</b>	<b>Variance</b>
Misc	108.95		-108.95
Admin Misc -	75.00	100.00	25.00
Audit fees	169.00	200.00	31.00
BT line VH	154.46	350.00	195.54
Clerk's salary(inc tax)	1,205.60	2,500.00	1,294.40
Clerk expenditure	0.00	100.00	100.00
Donations		150.00	150.00
Footpaths		0.00	0.00
Grass cutting	379.50	350.00	-29.50
Insurance	293.33	350.00	56.67
PCC		0.00	0.00
Repairs/maintenance	0.00	500.00	500.00
SALC Training	0.00	100.00	100.00
Payroll service	0.00	60.00	60.00
Subscriptions	207.46	250.00	42.54
Stationery	0.00	100.00	100.00
VAT	87.00		-87.00
Vhall hire	70.00	120.00	50.00
Grants	0.00	250.00	250.00
Contingency		0.00	0.00
defib	0.00	76.00	
bin			
	<u>2,750.30</u>	<u>5,556.00</u>	<u>2,805.70</u>

<u>Reconciliation of R. &amp; P. Book</u>		<u>Santander account</u>	
Balance b/f 01.04.23	£5,458.63	Balance b/f 1/4/23	£8,976.38
Receipts	£5,693.12	Receipts	£36.19
Payments	-£2,750.30	Payments	£0.00
	<u>£8,401.45</u>		<u>£9,012.57</u>
<b>TOTAL - 2A/cs</b>	<b><u>£17,414.02</u></b>		

<u>Bank Reconciliation balances as at</u>	
Lloyds Balance as at 31.09.23	£8,401.45
<b>less unpresented cheques</b>	£0.00
	<u>£8,401.45</u>

Santander balance as at 07.9.23 £9,012.57

**TOTAL Bank Reconciliation £17,414.02**

Signature.....

Attachment to item 8.5 Approved Budget 24/25

		Year End 2021/2022	Budget 2021/2022	Year end 2022/23	Budget 2022/23	YTD 2023/24	Budget 2023/24	Variance 2023/2024	BUDGET 24/25
<b>Income</b>									
Electoral roll		x £8.32							
Precept		5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	0.00	5500
Local Council Tax Support Grant									
Interest		0.82	10.00	18.80	1.00	43.93	6.00	37.93	50
VAT		771.40		693.29		193.12			
Wayleaves								0.00	
Allotments		120.00	35.00	120.00	35.00		50.00	-50.00	90
Support Grant									
Misc Receipts		462.72		520.00					
Consolidated stock									
Sub total		<b>6,854.94</b>	<b>5,545.00</b>	<b>6,852.09</b>	<b>5,536.00</b>	<b>5,737.05</b>	<b>5,556.00</b>	<b>181.05</b>	<b>5,640.00</b>
<b>Expenditure</b>									
Admin/ Misc		135	100	155.00	100	156.91	100	-56.91	100
Audit fees		158	300	161.00	250	169.00	250	81.00	250
BT Line VH		665.54	550	275.33	700	178.40	700	521.60	440
Chairman's allowances								0.00	
Clerk's Salary/HMRC payments		2,218.24	2,350.00	2,460.16	2,350.00	1,205.60	2,350.00	1,144.40	2,500.00
Clerk's expenses			150.00		150.00	0.00	150.00	150.00	150
Contingency								0.00	
Donations	S137/14		100.00		100.00	0.00	100.00	100.00	100
Footpaths etc.			150.00		0.00	0.00	0.00	0.00	
Grass cutting & Tree work		1360.00	300.00	236.25	300.00	379.50	300.00	-79.50	500
Insurance		186.73	200.00	323.75	200.00	293.33	200.00	-93.33	300
PCC - Churchyard upkeep			0.00		0.00	0.00	0.00	0.00	
Repairs & maintenance		531.30	200.00	795.70	400.00	0.00	400.00	400.00	400
Payroll Service		38.00	50.00	38.00	50.00	0.00	50.00	50.00	50.00
SALC Training		100.00	100.00	52.00	100.00	0.00	100.00	100.00	100.00
Subscriptions/ SALC		191.27	300.00	191.06	300.00	207.46	300.00	92.54	250.00
Stationery			100.00		100.00	0.00	100.00	100.00	50.00
VAT		693.29		193.12		91.79		-91.79	
Village Hall grant- upkeep	S133		250.00		250.00	0.00	250.00	250.00	250.00
Village hall hire		120.00	100.00	140.00	120.00	70.00	120.00	50.00	120.00
Grant GPOC	S 1 LA 2011			439.36		0.00			
bin			180			0.00			
defib			65		66	108.95	66	-42.95	80
Cap purchase		1176.13							
Sub Total		<b>7,573.50</b>	<b>5,545.00</b>	<b>5,460.73</b>	<b>5536</b>	<b>2,860.94</b>	<b>5536</b>	<b>2,675.06</b>	<b>5640</b>

Attachment to item 8.6 Approved Reserves Policy Nov 2024

**BRADFIELD ST GEORGE PARISH COUNCIL  
RESERVES POLICY**

**APPROVED: 8 November 2023**

**REVIEW DATE: Nov 2024**

The reserves of Bradfield St George Parish Council are held for the purposes of one or more of the following:-

- i. improving the quality of the Parish's amenities;
  - ii. promoting the village and encouraging visitors by the use of all forms of communication;
  - iii. strengthening and encouraging community cohesion; and/or
  - iv. Optimising the Council's administrative costs, assets and income from assets;
- and shall be allocated as follows:-

**General reserves:** Up to £5,500 being the level of the precept for the forthcoming year.

**Village Projects Fund:** £10,000.

**Defib earmarked Fund** £108

Signature.....