

BRADFIELD ST. GEORGE PARISH COUNCIL MEETING HELD  
AT THE VILLAGE HALL ON WEDNESDAY 10<sup>th</sup> MAY 2023

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

*The meeting opened at 7.45pm*

**1. ELECTION OF OFFICERS AND SIGNATURE OF DECLARATION OF ACCEPTANCE**

**1.1 Election of chairman.** Following discussion, PS was proposed as Chairman by CC (seconded by CS) and unanimously **APPROVED** as such by the Council.

**1.2 Election of Vice Chairman.** Following discussion, CC was proposed as Vice Chairman by PS (seconded by GM) and unanimously **APPROVED** as such by the Council.

**1.3 Proposal to sign declaration of acceptance of office.** All Councillors signed and submitted their declarations of acceptance of office to the clerk.

**2. APOLOGIES**

N/a.

**3. PUBLIC FORUM**

No matters raised.

**4. INTERESTS**

**4.1 To complete Councillors Register of interests.** Councillors completed the Register of Interests.

**4.2 To receive Councillors' Declarations of Interest on any item in the agenda;** CC, GM & CS declared an interest in items 6.3 and 9.3 as Trustees of the VHMC; CC declared an interest in item 9.3 (expenses claim); PS declared a pecuniary interest in item 7.2 as applicant for planning permission.

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

**5. MINUTES OF THE PARISH COUNCIL MEETING DATED 29<sup>th</sup> MARCH 2023.** The minutes of the Council meeting held on 29<sup>th</sup> March 2023 were **UNANIMOUSLY APPROVED** and signed as a true and accurate record.

**6. REPORTS**

**6.1 Suffolk County Council report.** Please see minutes of annual meeting of 10 May 2023.

**6.2 West Suffolk Council report.** Please see minutes of annual meeting of 10 May 2023. Cllr SMW also thanked those who have given her support over the recent district election and said her focus would remain the support of the rural communities which she serves. She said *'It is always a pleasure canvassing and talking to many of our residents. Sadly, the weather was not kind this year and standing on the doorstep in a gale or driving rain was not conducive to a long conversation, so I didn't see as many people as I would have liked to. I was delighted to be returned as your councillor for West Suffolk. I was elected with 455 votes against the Labour candidate with 233. The turnout for Rougham Ward was 38%. The turnout for West Suffolk District Council elections 2023 was 30.44%. The makeup of the new Council is as follows: Independent 10, Labour Party 17, Liberal Democrat 1, Conservative 26, Green Party 1, West Suffolk Independents 9. So an interesting Council with no party having overall control and plenty of discussions to be had.'*

The Council thanked Cllr SMW for her support over the previous term.

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

**7. PLANNING AND APPEALS**

**7.1 To receive planning notifications.** No notifications received.

**7.2 DC/23/0579/FUL Planning application - temporary dwelling for workers Location Maypole Green Farm Felsham Road Bradfield St George Suffolk IP30 0AA.**

*The meeting recessed for public forum.*

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PS, as applicant for planning permission at item 7.2, set out some details about the proposal, including that the proposal would enable the next generation of the family to work on the farm with livestock. PS then left the meeting room.

*Public forum closed and CC took over as chair.* The following issues were discussed; (i) need for consistency of approach; (ii) siting and size of the proposal and whether it would be better located behind the farm buildings; (iii) need for appearance to be in keeping with the village location; (iv) business ‘need’. Following discussion the Council, noting its support for the principle of the proposals, agreed unanimously to **SUPPORT** the proposals.

*PS re-entered the meeting room and took over as Chair.*

## **8 TO CONSIDER**

### **8.1 Standing Orders and Financial Regulation Orders and Code of Conduct (review and re-adoption);**

The Standing Orders, Financial Regulation Orders and Code of Conduct were reviewed and unanimously **APPROVED**.

### **8.2 Review of asset register;** The asset register (updated to 31 March 2023) was **NOTED and APPROVED**.

### **8.3 Review of appointments to outside bodies (none at present);** None at present.

### **8.4 Review of arrangements with other businesses (Plusnet/ICO/Suffolk Cloud/ SALC);** The following arrangements were **NOTED and APPROVED** for a further year:

The PC has a direct debit with Plusnet for wifi at the village hall – currently at £22.96 pcm net /£275 net pa. This contract was reviewed in 2022; The PC is a data controller and as such must subscribe to the ICO (£35pa); The PC employs SALC as payroll provider at £38 pa; The PC pays Suffolk.Cloud to provide the website platform – cost £120pa

It was **NOTED** that arrangements with Plusnet need further review at the end of the fixed term two year contract.

**8.5 Confirmation of insurance cover for all insurable risks;** The meeting heard that the Council’s insurance provides asset cover of up to £10,000; the asset cover (excluding the property value for the allotments and green – ie just the street furniture) of £5288 is inadequate for the current range of assets (recently increased by renovation of phone kiosk/ new road signs) and this has been brought to the attention of the insurers for rectification; please note that £25,000 Fidelity cover is provided which is adequate to cover the funds held by the Council.

**8.6 Review of Councils’ subscriptions to other bodies (SALC)** The Council subscribes to SALC for training, support and news. Cost £207.46pa. It was **AGREED** to continue this subscription.

**8.7 Note current range of policies;** The current policies include disciplinary, sickness absence, grievance, reserves, complaints, subject access request, personal data breach, document and electronic storage; these were unanimously reviewed and **RE-CONFIRMED**.

**8.8 Review of expenditure under s137 Local Authority Act 1972/Declaration of General Power of Competence;** The Council **DECLARED** that the conditions for the general power of competence have been met, namely that at least two thirds of the Council were returned by election and the Clerk has the appropriate CILCA qualification.

**8.9 Meeting dates for 2023/24** The following meeting dates were **NOTED**:-

10<sup>th</sup> May 2023, 12<sup>th</sup> July 2023, 13<sup>th</sup> September 2023, 8<sup>th</sup> November 2023, 10<sup>th</sup> January 2024 and 13<sup>th</sup> March 2024.

### **8.10 Allotments**

The meeting heard that; (i) the connection cost for a water supply would be £3631.20 incl Vat plus the cost of providing a tank/water pipe to the highway edge and any associated equipment; (ii) SALC/NALC has advised that whilst an allotment must be used primarily for the production of fruit and veg for the tenant, there is nothing to prevent the tenant from having help in tending the allotment...so long as the produce is used primarily for the tenant and their family...(iii) Councils can accept gifts of property under s139LGA 1972; (iv) tenants have been consulted about the proposal to install a water supply and the impact this might have on allotments rents; The Council discussed the feedback received from allotment tenants which included a variety of views. It was **AGREED** that the Council was keen to continue to progress securing such connection, subject to funding and; (1) would write to Wood Monkey to see whether they were agreeable to make a donation to the Council to cover the connection cost plus the initial supply costs; (2)

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approach KS and SMW for locality grant; (3) subject to funding for the connection cost, to increase the allotment rent upon review to cover estimated supply costs for the year ahead, with such costs to be allocated between tenants in accordance with the size of their landholding; (4) whilst there would be no objection to Wood Monkey ‘clients’ working on the allotments (within the spirit of the standard allotment rules) the relevant plot(s) would need to be let to an individual resident and not to the charity itself .

## 9. FINANCES

**9.1 To receive and approve draft accounts for year ending 31 March 2023 (namely the financial summary to 31 March 2023 – copy attached); received and APPROVED.**

**9.2 To receive and approve the bi-monthly financial summary for March-April 2023; received and APPROVED.**

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

Detail	Cheque no/online authorisation				
1.	Plusnet	DD	22.96	4.59	27.55
2.	Plusnet	DD	22.96	4.59	27.55
3.	VHMC –room hire	online	40.00		0
4.	SALC - sub	online	207.46		207.46
5.	ICO	DD	35.00		35.00
6.	CC – exps email admin	online	40.00		40.00

**9.4 To approve certificate of exemption AGAR 2022/23; reviewed and APPROVED**

**9.5 To approve governance statement AGAR 2022/23; reviewed and APPROVED**

**9.6 To approve annual return AGAR 2022/23; reviewed and APPROVED**

**9.7 Bank mandate; arrangements for online banking RE-APPROVED.**

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

**10.1** SALC e bulletins April/May;

**10.2** 04.05.23 - Announcement from the Leader, West Suffolk Council

**10.3** Babergh and Mid Suffolk District Councils Joint Local Plan Modifications Consultation 2023. REF: MOD/2223/CR- consultation

## 11. DATE OF NEXT MEETING

The date of the next meeting is Wednesday 12<sup>th</sup> July 2023 at 7.30pm.

*The meeting closed at 9.00pm.*

## Attachment to item 6.3

### Bradfield St George Village Hall Management Committee Chair’s Report to the Parish Council May 2023

Since the last report there have been a variety of events in the village hall:

- 1 Bradfield Night (later than usual due to Good Friday),
- 2 quiz evenings,
- live streaming of Rugby matches,
- various private bookings inc, the local election
- and a very successful Coronation Tea Party on the afternoon of the coronation itself. The latter being very well attended by many villagers as well as a few from neighbouring ones. There was a good number of children who were somewhat disappointed as time on the Bouncy Castle was curtailed by the weather! There were generous donations of food for tea as well as some monetary ones.

I am pleased to report that the wash hand basin in the ladies’ toilet has now successfully been repaired!

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We are now awaiting the installation of some new LED lighting and we are beginning to look into refurbishing the bar.

CS - BSGVHMC Chair

**Attachment to item 8.2**

**BRADFIELD ST. GEORGE ASSETS REGISTER**

As at 1<sup>st</sup> April 2023 the following assets were held:-

Item	Location	Purchased	Value
Village Green	Church Road	Pre 2003	current agricultural rate £5,500 approx
Allotments	Church Road/Rougham Road	Pre 2003	current agricultural rate £4,500 approx.
Village sign	Cnr. Freewood Street	Pre 2003	£2,811
Notice Board	Freewood Street	2006	£810
Notice Board	Village Hall	2010	£340
Replacement Coronation Seat	T junction /Rougham Road	2011	£400
Bench	Oakey Lea	2020	£345
BT phone Kiosk	Hollybush Cnr. Inc shelving		£1 + £795.70 =£796.70
4 Grit bins	1 Top of Freewood Street 1 in storage 1 Hollybush Corner 1 Maypole Green	2012	£530x 2/3 = £353
Defibrillator and housing	Village Hall	2020	£2,140
Apple press	Village Hall	2022	£948
Wild fowl signage	Nr Smallwood Green	2022	£228
<b>Total value</b>			<b>£19,171.70</b>

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Attachment 9.1

**SUMMARY RECEIPTS & PAYMENTS  
 FOR THE YEAR ending 31/3/23**

<u>RECEIPTS</u>	<u>2022/23</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budgeted</u>	
	£		
Precept	5,500.00	5,500.00	0.00
Allotment rents	120.00	35.00	85.00
Misc receipts	520.00		
Gmt	0.00		
Santander interest	18.80	1.00	17.80
VAT	693.29		693.29
	<u>6,852.09</u>	<u>5,536.00</u>	<u>796.09</u>

<u>PAYMENTS</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Misc	439.36		-439.36
Admin Misc -	155.00	100.00	-55.00
Audit fees	161.00	250.00	89.00
BT line VH	275.33	700.00	424.67
Clerk's salary(inc tax)	2,460.16	2,350.00	-110.16
Clerk expenditure	0.00	150.00	150.00
Donations		100.00	100.00
Footpaths		0.00	0.00
Grass cutting	236.25	300.00	63.75
Insurance	323.75	200.00	-123.75
PCC		0.00	0.00
Repairs/maintenance	795.70	400.00	-395.70
SALC Training	52.00	50.00	-2.00
Payroll service	38.00	100.00	62.00
Subscriptions	191.06	300.00	108.94
Stationery	0.00	100.00	100.00
VAT	193.12		-193.12
Vhall hire	140.00	250.00	110.00
Grants	0.00	120.00	120.00
Contingency		0.00	0.00
defib	0.00	66.00	
bin			
	<u>5,460.73</u>	<u>5,536.00</u>	<u>75.27</u>

<u>Reconciliation of R. &amp; P. Book</u>		<u>Santander account</u>	
Balance b/f 01.04.22	£4,086.07	Balance b/f 1/4/22	£8,957.58
Receipts	£6,833.29	Receipts	£18.80
Payments	-£5,460.73	Payments	£0.00
	<u>£5,458.63</u>		<u>£8,976.38</u>
<b>TOTAL - 2A/cs</b>	<b><u>£14,435.01</u></b>		

<u>Bank Reconciliation balances as at</u>	
Lloyds Balance as at 31.03.23	£5,458.63
<b>less unrepresented cheques as at</b>	<b>£0.00</b>
	<u>£5,458.63</u>

Santander balance as at 07.03.2     £8,976.38

**TOTAL Bank Reconciliation     £14,435.01**

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