

BRADFIELD ST. GEORGE PARISH COUNCIL MEETING HELD
AT BRADFIELD ST GEORGE VILLAGE HALL ON WEDNESDAY 8th MAY 2024

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

The meeting opened at 7.40pm

1. ELECTION OF OFFICERS AND SIGNATURE OF DECLARATION OF ACCEPTANCE

1.1 Election of Chair PS was proposed by CC as Chair; seconded by CS. Unanimously **APPROVED**.

1.2 Election of Vice Chair CC was proposed by PS, seconded by GM. Unanimously **APPROVED**.

1.3 Proposal to sign declaration of acceptance of office (Chair and Vice Chair). Completed and **SIGNED**.

2. APOLOGIES AND APPLICATIONS FOR APPROVAL OF APOLOGIES

No apologies received.

3. PUBLIC FORUM

N/a.

4. INTERESTS

4.1 To receive Councillors' Declarations of Interest on any item in the agenda; CS, CC and GM declared an interest in items 6.3 and 9.3 as Trustees of the VHMC. PS declared an interest in item 8.4 being related to the appointed contractor for the grass cutting contract.

4.2 To consider any applications for dispensations. No dispensation applications were received.

5. MINUTES OF THE PARISH COUNCIL MEETING DATED 13th MARCH 2024. The minutes of the Council meeting held on 13th March 2024 were **UNANIMOUSLY APPROVED** and signed as a true and accurate record.

6. REPORTS

6.1 Suffolk County Council report. See SCC report referred to in the preceding annual parish meeting; copy on website.

6.2 West Suffolk Council report. See WSC report attached to minutes of the annual parish meeting which preceded the current meeting. The meeting heard that WSC has been approached for locality funding to support Bradfield nights.

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

7. PLANNING AND APPEALS

7.1 To receive planning notifications. None received.

An apparent breach of planning conditions in the village has been reported to WSC – it is not clear what action (if any) WSC will take to rectify this issue.

8. TO CONSIDER

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

8.2 Review of asset register; reviewed and **APPROVED**. Copy attached to minutes.

8.3 Review of appointments to outside bodies; none at present.

8.4 Review of arrangements with other businesses; the following arrangements were reviewed and **CONFIRMED**.

The Council has a direct debit with BT for wifi at the village hall – currently at £26.70 pcm net /£320.50 net pa. This contract was reviewed in 2023. BT raised its contract price with effect from 1 April 2024; The Council is a data controller and as such must subscribe to the ICO (£35pa);

The Council employs SALC as payroll provider (cost £38 pa);

The Council pays Suffolk.Cloud to provide the website platform – (cost £120pa);

The Council will pay JH Squirrell & Son for grass cutting in 2024– (cost £384pa plus VAT).

8.5 Confirmation of insurance cover for all insurable risks; the meeting heard that the Council's Fidelity cover of £25,000 was adequate to cover its current level of funds; the property cover of up to £6,373 for fixed street furniture (plus £948 for the apple press plus £5,000 for the defib) was also noted. It was

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AGREED that this cover was adequate to cover the existing range of fixed street furniture; the current asset register needs to be checked carefully against property cover upon renewal.

8.6 Review of Councils’ subscriptions to other bodies (SALC) It was **AGREED** to continue the Council’s subscription to SALC for training, support and news. (Cost £222.45pa).

8.7 Note current range of policies; The current suite of policies include disciplinary, sickness absence, grievance, reserves, complaints, subject access request, personal data breach, document and electronic storage (all of which can be viewed on the Council website) was **NOTED and RE-CONFIRMED**; There is also a reserves policy which is due for renewal in November 2024.

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 for a further year; the eligibility conditions are that; (i) at least 2/3 of councillors (ie five of seven) are elected rather than co-opted; (ii) the clerk is qualified; and (iii) the Council has made the appropriate resolution. On this basis s1 Localism Act 2011 rather than s137 LGA 1972 should be used to authorise any grants in the forthcoming year in relation to which it has no alternative specific powers.

8.9 Meeting dates for 2024/25

The meeting dates for 2024/25 are 8th May 2024 (with annual meeting), 10th July 2024, 11th September 2024, 13th November 2024, 8th January 2025 and 12th March 2025.

8.10 Allotments The meeting heard there had been a £5 underpayment on one allotment during the previous year.

8.11 Tree report The informal tree report attached was received. It was **AGREED** to monitor the condition of the trees annually going forward.

8.12 Dog waste collection correspondence Following an enquiry about the provision of dog waste bins from a resident, WSC has confirmed that they do not have resources at present to collect any dog waste and that residents should place such waste in their own black bins.

The meeting heard that the resident with a blocked culvert had been put in touch with professionals who can investigate and unblock drains where required.

9. FINANCES

9.1 To receive and approve draft accounts for year ending 31 March 2024 (including financial summary to 31 March 2024); reviewed and **APPROVED**.

9.2 To receive and approve the bi-monthly financial summary for March-April 2024; received and **APPROVED**.

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

Detail	Cheque no/online authorisation	Payment	Net	VAT	Gross
1.	BT	DD - TBC	26.71	5.34	32.05
2.	BT	DD -TBC	26.71	5.34	32.05
3.	VHMC room hire	online	20.00		20.00
4.	SALC payroll	online	19.00	3.80	22.80
5.	SALC sub	online	222.45		222.45

9.4 To approve certificate of exemption AGAR 2023/24; reviewed and **APPROVED**

9.5 To approve governance statement AGAR 2023/24; reviewed and **APPROVED**

9.6 To approve annual return AGAR 2023/24; reviewed and **APPROVED**.

9.7 Bank mandate It was **AGREED** to continue arrangements for internet banking.
JP left the meeting.

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

- 10.1 SALC e bulletins April/May;
- 10.2 Email from local police confirming her availability/role
- 10.3 Crime stats Feb 24
- 10.4 Dog waste bin enquiry from resident

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10.5 Parish and Town Forum information

10.6 SALC West Suffolk invitation - drop in session for SALC Constitution

10.7 SALC AGM info- Monday 1st July

11. DATE OF NEXT MEETING

The date of the next meeting is **Wednesday 9th July 2024 at 7.30pm.**

The meeting closed at 9.10pm.

Attachment to item 6.3 Bradfield St George Village Hall Management Committee -Chair's Report to the Parish Council March 2024

- Bradfield nights continue very much as before with the only difference being who is cooking the food.
- For the May BN The Bennett Arms again provided the food, which was generally well received, apart from 1 or 2 comments regarding portion size. The BN volunteers are all new to this and we are still finding our feet, so we hope that punters will bear with us. It was reasonably well attended but, unfortunately, not as many as the previous month.
- Attendance at The April quiz night was better than the previous few and it was an enjoyable evening, the pizza van was in attendance for both quizzers and others.
- Regular bookings and private one-off bookings continue and the election for Police and Crime Commissioner took place recently.

Christine Stainer- Chair -May 2024

Attachment 8.2 BRADFIELD ST. GEORGE ASSETS REGISTER

As at 08th May 2024 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
5 Grit bins	1 top of Freewood Street 1 opposite VH 1 Hollybush Corner 1 Maypole Green	2012	£530x 2/3 = £353

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	1 corner church lane		
Defibrillator and housing	Village Hall	2020	£2,140
Apple press	Village Hall	2022	£948
Wild fowl signage	Nr Smallwood Green	2022	£228
Total value			£19,171.70

Attachment to item 8.11 Informal Tree Report from SB – May 2024

I have viewed the trees on the green and carried out a visual inspection from the ground. This is not a tree survey and if the parish council is looking for guarantees of the trees safety Haydens will be able to provide you with this.

There are some points to consider.

There is a horse chestnut approx 4 trees in from the road that is in poor condition, this needs pollarding to remove all dead and damaged branches. However the trees along this edge of the green are surrounded by dense bramble and scrub so people are unlikely to be close to the tree therefore you may or may not consider its current condition a danger to the public.

The other trees to consider are the oaks at the top of the green along the boundary with the bungalow named the nuttery.

The main points to consider are the excessive length of some lateral branches. Reducing their length will make them less likely to fail.

A significant amount of work has been carried out to reduce the overhang of these oaks into the nuttery. The result of this has created an unbalanced form to the crown with a significant weight bias towards the green. Work to the crowns of these trees could be considered to create balanced crowns ,again improving the overall stability of the trees.

Perhaps you could pass the above comments on the councillors and if they wanted me to quote for works let me know and I will provide you with costings.

Signature.....

Attachment to item 9.1

**SUMMARY RECEIPTS & PAYMENTS
FOR THE YEAR ending 31/3/24**

RECEIPTS	2023/24		Variance
	Actual	Budgeted	
	£		
Precept	5,500.00	5,500.00	0.00
Allotment rents	85.00	50.00	35.00
Misc receipts	0.00		
Grnt	0.00		
Santander interest	91.36	6.00	85.36
VAT	193.12		193.12
	<u>5,869.48</u>	<u>5,556.00</u>	<u>313.48</u>

PAYMENTS	Actual	Budgeted	Variance
Misc	190.86		-190.86
Admin Misc -	195.00	100.00	-95.00
Audit fees	169.00	200.00	31.00
BT line VH	298.10	350.00	51.90
Clerk's salary(inc tax)	2,555.20	2,500.00	-55.20
Clerk expenditure	0.00	100.00	100.00
Donations		150.00	150.00
Footpaths		0.00	0.00
Grass cutting	437.25	350.00	-87.25
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	19.00	60.00	41.00
Subscriptions	207.46	250.00	42.54
Stationery	0.00	100.00	100.00
VAT	119.54		-119.54
Vhall hire	130.00	120.00	-10.00
Grants	220.00	250.00	30.00
Contingency		0.00	0.00
defib	0.00	76.00	
bin			
	<u>4,834.74</u>	<u>5,556.00</u>	<u>721.26</u>

<u>Reconciliation of R. & 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	£5,778.12	Receipts	£91.36
Payments	-£4,834.74	Payments	£0.00
inter a/c tfr	-£50.00	inter a/c tfr	£50.00
	<u>£6,352.01</u>		<u>£9,117.74</u>
TOTAL - 2A/cs	<u>£15,469.75</u>		

<u>Bank Reconciliation balances as at</u>	
Lloyds Balance as at 31.03.24	£6,352.01
less unrepresented cheques	
	£0.00
	<u>£6,352.01</u>
Santander balance as at 31.03.2	£9,117.74
TOTAL Bank Reconciliation	<u>£15,469.75</u>

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