

## MINUTES OF THE BRUISYARD PARISH COUNCIL MEETING HELD ON 13<sup>TH</sup> SEPTEMBER 2021 AT 7.30PM IN THE VILLAGE HALL

### 1. Attendance and apologies

#### Attendees:

Cllr Paul Church (Chair)  
Cllr Anne Smith (RFO)  
Cllr Thelma Barham  
Cllr Ray Farrar  
Cllr Albert Lain  
Cllr Chris Smith

#### Apologies for Absence:

Cllr James Ingmire (Vice Chair)  
Cllr Stephen Burroughs  
Cllr Maurice Cook

#### Also in attendance:

Maureen Philpot (Clerk)  
2 members of the public

### 2. To receive declarations of interest and to consider requests for dispensations

None received

### 3. Public Forum

#### a) Public invited to speak

The Parish Council received 3 comments from members of the public to the effect that they were not happy with the development at Lark Rise, Mill Lane. The original planning application for the double garage and accommodation above was to be used for family and friends or as office space. However, it appears that the owners have advertised this space as an Airbnb. This is breaching their planning application and the Parish Council have been in touch with the Planning Enforcement Team and voiced everyone's concerns and the Council awaits an investigation into the matter. It was stated that at least 6 people residing in Mill Lane and nearby are very unhappy about this situation.

#### b) To receive a report from Cllr Stephen Burroughs

This report was previously circulated to members of the Parish Council.

#### c) To receive a report from Cllr Maurice Cook

This report was previously circulated to members of the Parish Council.

Cllr Anne Smith wanted the Parish Council to give thanks to Cllr Maurice Cook for chasing up the planning office as to whether Bruisyard Parish Council needed planning permission for a new patio. No planning permission is needed.

### 4. Minutes of the previous meetings

#### a) To approve the minutes of the Parish Council meeting held on 12<sup>th</sup> July 2021

#### b) No matters were arising

The minutes were approved as a true and accurate record and proposed by Cllr Ray Farrar and seconded by Cllr Thelma Barham. All agreed.

#### c) To approve the minutes of the Parish Council planning meeting held on 17<sup>th</sup> August 2021.

#### d) No matters arising.

The minutes were approved as a true and accurate record and proposed by Cllr Thelma Barham and seconded by Cllr Ray Farrar. All agreed.

### 5. Finances

#### a) Review budget versus actual expenditure.

Copies of the financial report were previously circulated. Please see report at the end of the minutes.

#### b) Cheques to be signed

The RFO requested that this item should now have a heading of 'Payments to be arranged' as in future most payments will be paid online.

#### c) Report condition of village assets.

Cllr Anne Smith commented that the noticeboard on The Street was in a very poor condition and needed replacement in due course

d) Review Insurance cover.

The current insurance has a three year deal which comes to an end in September 2022. The insured value covering the Village Hall has been increased by the inflation rate.

e) Review of the external audit report (previously circulated)

The RFO read the report to the assembled Parish Councillors.

The report was proposed by Cllr Paul Church and seconded by Cllr Chris Smith. The Council was in agreement.

#### **6. Duties of a footpath warden**

Cllr Ray Farrar had previously sent out a report to the Council. The Parish Council were all in favour of the duties of a footpath warden.

#### **7. Play area inspection**

Cllr Anne Smith suggested that Norse inspect the play area in future. They charge £65 + VAT and they were much cheaper than other inspectors. Also, Simon Walker at Norse is easy to contact. It was suggested that an inspection sheet be made up and kept up to date. This was proposed by Cllr Ray Farrar and seconded by Cllr Thelma Barlow. All in agreement.

#### **8. Village Hall Committee Report**

The Village Hall Committee Chairman read out her report:-

A contract to complete the lighting upgrade has been place and carried out 10 August.

COVID restrictions were lifted 19 July but it was decided that hand sanitisers would remain, QR code signs would be retained, the wearing of facemasks would be encouraged when large numbers are in the hall. The one-way system for entry and exit would be removed and COVID cleaning after each event would end and the normal cleaning schedule would be reinstated.

The Vent-axia heat recovery system was serviced in July and is now working.

Three contractors were selected to quote for installing the terrace. We received two quotes in time for the last meeting and it was decided to accept the lower of thesem with a start date at the end of September with the advantage of them being able to supply UV stable resin.

Thanks to Maurice Cook who chased up the Planning department to rule on whether or not we need planning permission for the terrace. We do not.

A fire and security company had been consulted who gave 3 options on changing the fire door to a push pad system. Members agreed the best solution is to the modification of the existing doors into a dual push pad arrangement. A DIY solution is being considered otherwise the company will be instructed to carry out the work.

Binders have been contacted to inspect the cesspool and come up with an appropriate solution. This is ongoing and there is nothing to report at present.

Some groups who have used the hall previously have not resumed their activities as yet but it is hope they will do so.

Item d) on the agenda cannot be discussed at a PC meeting as it is a Village Hall matter.

The Village Hall was granted charity status with HMRC for tax purposes when the Hall was being planned so the build could be exempt from VAT. Parish Councils cannot apply for charitable status in their own right and therefore the Village Hall has to be run by an independent management committee with separated/reserved finances and governance under its own constitution. Village Hall progress reports can of course be presented at Parish Council meetings but all decisions concerning the operation and management of the Village Hall and its finances can only be made by the Village Hall committee. Minutes of the Village Hall committee meetings are published on the bruisyard.com website.

Anne Smith – Chair Village Hall committee.

Cllr Anne Smith also invited people to join the Village Hall Committee.

### **9. Correspondence**

Two letters signed by three people had been received (as mentioned above in 3a).

### **10. Questions to the Chair**

Cllr Ray Farrar said that there were grants available for solar panels. David Smith will be asked to mention this on the website as at the moment there is no one available to produce a newsletter. He also mentioned that some finger posts have been damaged and he will get in touch with East Suffolk Council. Any expenses that the footpath warden incurs will be covered by the Parish Council. All in favour.

### **11. To confirm the next Parish Council Meeting as 8<sup>th</sup> November 2021 at 7.30pm.**

Confirmed.

Maureen Philpot (Clerk)  
[clerk@bruisyard.com](mailto:clerk@bruisyard.com)

Signed by the Chairman on 8 November 2021





**Bank reconciliation at 9 September 2021**

<b>Balance per bank statements as at 9 September 2021</b>					
<b>Account</b>		<b>Acct No</b>	<b>£</b>	<b>£</b>	
Barclays PC Community Account		70212008	4,456.15		
Barclays PC Business Premium Account		40779474	485.28		
Barclays VH Current Account		23713326	27,346.36		
Parish Council petty cash			-		
Village Hall cash box			-		
				32,287.79	
Less any un-presented cheques at 9 September 2021					
Total Parish Council cheques			-		
Total Village Hall cheques			-		
				-	
<b>Net bank and cash box balances as at 9 September 2021</b>				32,287.79	
<b><i>The net balances reconcile to the Receipts and Payments account for the year, as follows:</i></b>					
Total funds at start of year			27,833.64		
Add: Receipts in the year			13,723.46		
Less: Payments in the year			9,269.31		
				32,287.79	

**Parish Council (excluding Village Hall) receipts and payments 8 July 2021 to 9 Sept 2021**Receipts          NonePayments

10/08/2021	Kindlewood	Other payments	BACS	£96.00
09/09/2021	ICO	Agency Srvcs	Direct Debit	£35.00

Invoices to be paid online by BACS

13/09/2021	PKF Littlejohn LLP	Agency Srvcs	£240.00
13 /09/2021	Business Services at CAS Ltd	Agency Srvcs	£666.72
13/09/2021	Offroad Rovers	Other payments	£12.00
13/09/2021	Kindlewood	Other payments	£69.60

Expected Liabilities and Adjustments

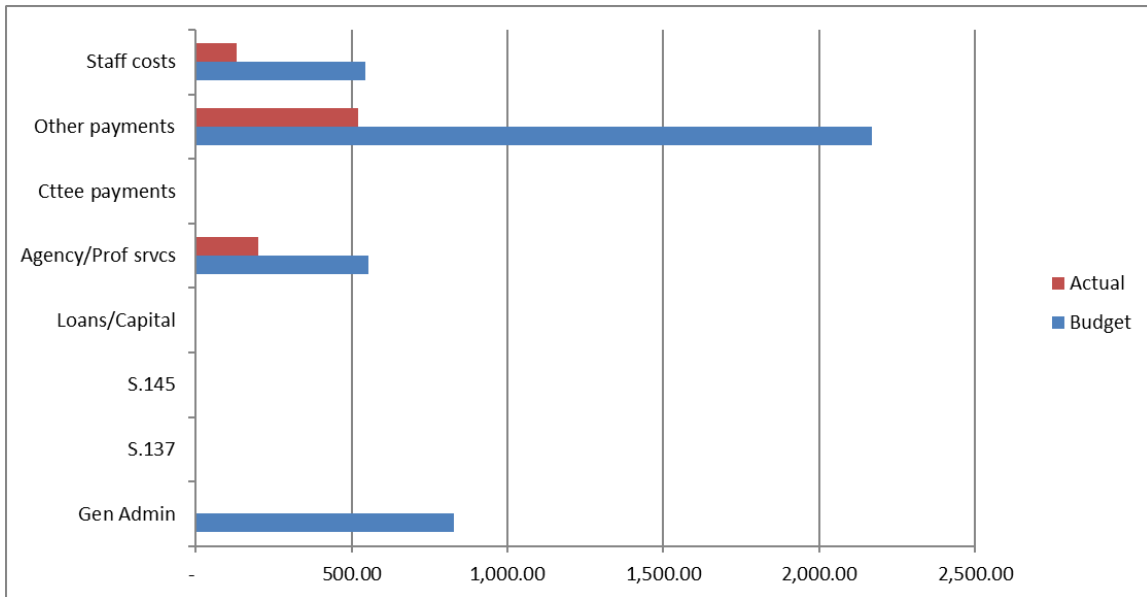
Clerk salary at end of September £132.08

Reimbursement from Village Hall for their part of insurance cover - £666.72 - £260 = £406.72

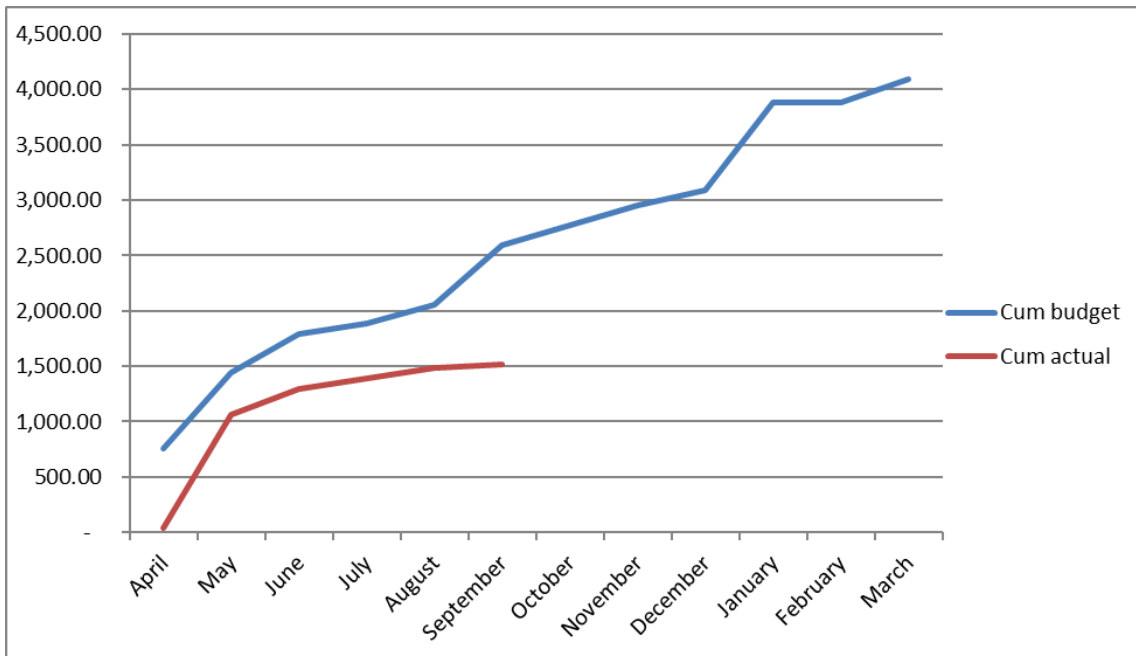
N.B. PC has a three year deal for insurance cover of £260 per annum which ends 30/9/2022

**Bruisyard Parish Council Precept - Budget vs Expenditure 2021-22 (to 9 September 2021)**

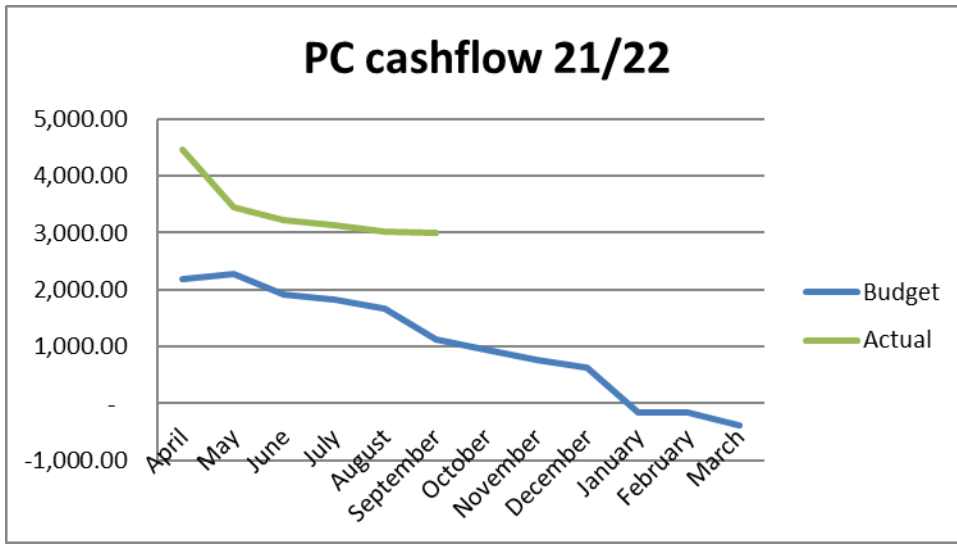
Actual spend to date vs annual budget by category



Cumulative actual spend to date vs budget



Parish Council cashflow – financial year to 9 September 2021



Village Hall income and expenditure – financial year to 9 September 2021

