

MINUTES OF THE BRUISYARD ANNUAL PARISH MEETING AND THE BRUISYARD ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 9TH MAY 2022 AT 7PM IN THE VILLAGE HALL

1. Attendance and apologies

Attendees:

Cllr Paul Church (Chair)
Cllr James Ingmire (Vice Chair)
Cllr Anne Smith (RFO)
Cllr Albert Lain
Mr David Smith

Apologies for absence:

Cllr Thelma Barham
Cllr Chris Smith

Also in attendance:

2 Members of the public
Maureen Philpot (Clerk)

2. Bruisyard Annual Parish Meeting

a) Parish Council Chairman's report

The Chairman read out his annual report, he said that a recent planning application has been adhered to by the owners of the property. The Parish Council have no objections to a current planning application for 12 solar panels and are happy for this to go ahead.

The Jubilee Oak has been planted and Cllr Paul Church suggested that a small Jubilee park be made to plant some spare oak trees. At the moment he is taking care of them. Cllr Paul Church also pointed out that warning signs by the bridge have fallen over. He suggested that the next time Cllr Stephen Burroughs attends a meeting of the Bruisyard Parish Council he will be asked to find an answer to this problem.

A swarm of honey bees appeared in the village and they have been collected. There were some fallen trees but they have now been cleared away.

A grant of £100 has been given to the village for the Jubilee celebrations by Alde Community Council. ACC have made similar grants to Sweffling and Rendham.

The Councillors thanked the Chair for his report.

b) Village Hall Annual Report The report is attached for reference.

Cllr Paul Church thanked Cllr Anne Smith for her report.

c) The Bruisyard Social Amenities Committee Report

This report was read out and compiled by Mr David Smith. The report is attached for reference.

The Chair thanked Mr David Smith for his report.

d) Appoint Bruisyard Social Amenities Committee and confirm Chairman, Treasurer and Secretary (please see attached report). This item was proposed by Cllr Anne Smith and seconded by Cllr James Ingmire.

e) Open Forum

It was stated that the Village newsletter will cost £360pa (for 6 editions) to print and at the moment it would be difficult to predict whether there are enough funds to pay this amount. It was suggested that an effort be made to find out if the villagers of Bruisyard want a paper copy of the newsletter but it was also stated that a Black and White version would be slightly cheaper than colour. Because the next year will be financially difficult an attractive newsletter could be of value in raising funds. It was also pointed out that Rendham Parish Council fundraise for their newsletter to be printed. Cllr Paul Church suggested that holding a few coffee mornings be organised to raise funds for the newsletter. He also stated that assistance would be requested from BSAC to help organise. It was suggested that forms be available at the coffee mornings asking whether villagers would like the newsletter to be delivered online.

2. Bruisyard Parish Council Annual General Meeting

a) Elect Chairman and Vice Chairman of the Bruisyard Parish Council

Cllr Paul Church agreed to continue as Chairman of the Bruisyard Parish Council.

This was proposed by Cllr Anne Smith and seconded by Cllr James Ingmire. All agreed.

Cllr James Ingmire agreed to continue as Vice Chairman of the Bruisyard Parish Council.

This was proposed by Cllr Paul Church and seconded by Cllr Anne Smith. All agreed.

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

None received

4. County Councillor and District Council Reports

a) To receive a report from Cllr Stephen Burroughs

None received as yet.

b) To receive a report from Cllr Maurice Cook

Previously circulated

5. Minutes of the previous meetings

a) To approve the minutes of the Bruisyard Parish Council Meeting held on Monday 14th March 2022.

The minutes were approved as a true and accurate record of the above meeting and this was proposed by Cllr Anne Smith and seconded by Cllr James Ingmire. All agreed.

b) Matters arising.

None

c) To approve the minutes of the joint Parish Council, Village Hall Committee and the PCC meeting held on 28th February 2022 and 11th April 2022.

The minutes were approved as a true and accurate record of the above meetings and this was proposed by Cllr Paul Church and seconded by Cllr Anne Smith. All agreed.

d) Matters arising.

None.

The above sets of minutes were duly signed by the Chairman.

6. Annual Governance and Accountability Return 2021/22 (Form 3)

a) To approve the Parish Council Accounts 2021/2022 (including the Village Hall Accounts)
Approval was proposed by Cllr James Ingmire and seconded by Cllr Paul Church. All agreed.

b) To receive and note the Annual Internal Audit Report.

This was proposed by Cllr James Ingmire and seconded by Cllr Paul Church. All agreed.

c) To approve the Annual Governance Statement (Section 1)

Cllr Paul Church read out the Annual Governance Statement for the benefit of the Councillors.

All agreed and the documents were signed by the Chairman and the Parish Clerk.

d) To approve the Accounting Statement (Section 2). The RFO had signed and dated the Accounting Statement on 3 May 2022.

Approval was proposed by Cllr Paul Church and seconded by Cllr James Ingmire. All agreed. The Chairman duly signed Section 2.

All of the above documents had previously been forwarded to each Councillor.

7. Financial Report

a) To approve the Finance Report for the period up to 4th May 2022 (see attached).

This was proposed by Cllr James Ingmire and seconded by Cllr Paul Church. All agreed. The Parish Council (excluding Village Hall) debit card payments since the previous meeting were approved.

b) To note the receipt of the yearly precept and VAT reclaim for 2021/2022

The RFO said that she had received the yearly precept and the VAT refund for 2021/22 had also been claimed.

The VAT refund due to the Village Hall had been transferred to the Village Hall account.

It was pointed out that the precept had been kept at the same level for the fifth consecutive year and due to the current financial position there may need to be an increase next year.

c) Clerk's salary

It was decided that the Clerk receive an increase of 2% on her salary. This was proposed by Cllr Anne Smith and seconded by Cllr Paul Church. All agreed.

The clerk thanked the Parish Council.

8. Wildflower Garden

Miranda Campbell needed to buy more seeds for the wildflower garden. This results in a cost of £90 spent on wildflower seeds. This will be addressed at the next Village Hall meeting.

9. Correspondence

None received

10. Questions to the Chair

It was asked how many people from the village engage with the Parish Council or Clerk. The answer was 'very few'. The clerk suggested that she should display the agenda on the public notice boards for all villagers to take note of. Improved communication of the Parish Council business should also be done through the newsletter.

11. To confirm the next Bruisyard Parish Council meeting as Monday 11th July 2022 at 7.30pm.

Confirmed

There being no other business the Chairman closed the meeting at 8.40pm.

A handwritten signature in black ink, appearing to be 'Maureen Philpot', located in the lower right quadrant of the page.

Maureen Philpot (Clerk)
clerk@bruisyard.com

Bruisyard Village Hall annual report 2021/22

The Village Hall re-opened after the Covid-19 lockdown in May 2021 and committee meetings recommenced with the first meeting held on 24 May 2021. Anne Smith agreed to be chairman on an interim basis and David Smith agreed to take on the secretary role and be responsible for managing village hall bookings. Kevin Chattell agreed to continue as treasurer and Paul Church as caretaker and be responsible for the bar. Two new committee members joined during the year; David Goode and James Ingmire.

The Village Hall received government Covid-19 grants administered through East Suffolk Council totally £10667 during the year. A grant of £2000 was also received from Bruisyard Social Amenities Committee towards the cost of the new resin-bound stone terrace.

Considerable maintenance and capital work has been carried out during the year in addition to the usual service schedules;

- Installation of a resin-bound stone terrace on the south side of the Hall which has already proved to be very popular with hirers and users of the Parish Park.
- Upgrade of the lighting to led lights. The ceiling lights in the main hall are also dimmable.
- Repair and upgrade of the underfloor heating system with new digital room thermostats.
- Repair of the Vent-axia heat recovery system
- Increase in the ground level around the cesspool manhole to inhibit water ingress.

The village hall hire charges were simplified and reset in September 2021 and the standard conditions of hire updated. Bookings and payments (card or bank transfer) are now done online through the Bruisyard website which has greatly simplified the process for both hirers and the treasurer. The village hall can now also take card payments directly using a Zettle card reader.

At the end of the financial year (31 March 2022), the bank account balance was £18,489.76 and £141 was held in cash giving a total of £18,630.76.

The major issue facing the Village Hall finances in the coming years will be the significant increase in electricity costs. The annual electricity bill is expected to rise from ~£900 to over £2500. Hire charges will need to be increased to cover the increase in electricity costs and the general inflation in other running costs.

The Village Hall committee is very grateful to Kevin Chattell who has been a committee member and treasurer for several years. Kevin decided to step down as treasurer at the end of March 2022 and leave the committee. Anne Smith will step down as chairman at the AGM and will also leave the committee. David Smith has taken over the role of treasurer from Kevin Chattell and will also continue to be responsible for village hall bookings. In taking on the treasurer role, David Smith has stepped down as secretary. The roles of chairman and secretary therefore now need to be filled.

Anne Smith

Bruisyard Social Amenities Committee annual report 2021/22

All meetings and activities were suspended over the Covid-19 lockdown period. The first meeting after the lockdown was held jointly with St Peter's PCC on 24 May 2021. David Smith agreed to act as chairman and secretary on an interim basis. Kevin Chattell agreed to continue as treasurer. New members who have joined since the Committee restarted are David Goode and James Ingmire.

The Committee decided not to organise a Harvest Supper which would have taken place in October due to the ongoing Covid-19 guidelines on social distancing and the understandable hesitancy of people attending an indoor event at the time. The Committee planned for a Twelfth Night on Saturday 8 January but this was cancelled before Christmas due to the outbreak of the Covid-19 omicron variant. On a more positive note, the Committee organised a coffee morning jointly with the PCC in the Village Hall on Saturday 19 March to raise funds for the Disasters Emergency Committee 'Ukraine Humanitarian Appeal'. This was a very enjoyable social occasion which raised an impressive amount of £660.

The Committee have also agreed the following grants during the year;

- £2000 to the Village Hall for the resin-bound stone terrace.
- £500 to the Parish Council for the Platinum Jubilee celebration to be held on 5 June 2022.

The bank account balance on 9 May 2022 was £3807.58. The grant of £500 to the Parish Council has yet to be paid. A compensation payment of £200 was received in April 2022 from Barclays Bank resulting from a complaint raised after the mandate changes authorised in January 2022 for both the BSAC and Village Hall bank accounts were mismanaged by Barclays. This has involved considerable time and effort to resolve by David Smith and the Senior Executive of Barclays Complaints office.

The Committee is very grateful to Kevin Chattell who has been a member of the Committee and treasurer for a number of years. Kevin decided to step down as treasurer and leave the committee at the end of March 2022. David Smith has agreed to take on the role of treasurer and step down as chairman and secretary. Paul Church and James Ingmire have agreed to be chairman and secretary respectively with effect from 1 April 2022.

David Smith

BRUISYARD PARISH COUNCIL		
<i>(Last)</i>	Summary Receipts and Payments Account	<i>(Current)</i>
<i>Year ended</i>	For the Year to 4th May 2022	<i>Year to</i>
<i>31st March 2022</i>		<i>4th May 2022</i>
£	Receipts	£
2,900.00	Precept	2,900.00
-	Agency Services/CFM	-
-	Loans/Capital Receipts	-
-	Grants	-
12,667.00	Village Hall grants	-
6,838.89	Other Receipts	726.70
1,578.49	VAT	1,541.28
23,984.38	Total Receipts	5,167.98
	Payments	
158.58	General Administration	-
528.32	Staff costs	-
109.17	S.137 Payments (excluding grants to Village Hall)	-
-	S.145 Payments	-
14,577.04	Loans/Capital spending	-
1,083.26	Agency/Professional Services	-
-	Parish Council Committee payments	-
10,142.38	Village Hall running costs	431.30
1,721.06	Other Payments	328.00
1,672.68	VAT	69.25
29,992.49	Total Payments	828.55
BRUISYARD PARISH COUNCIL		
Receipts and Payments Summary		
<i>(Last)</i>		<i>(Current)</i>
<i>Year ended</i>		<i>Year to</i>
<i>31st March 2022</i>		<i>4th May 2022</i>
£		£
27,833.64	Balance brought forward	21,825.53
23,984.38	Add Total Receipts	5,167.98
51,818.02		26,993.51
29,992.49	Less Total Payments	828.55
21,825.53	Net bank and cash box balance	26,164.96
-	Unpresented PC cheques at 4 May 2022	-
-	Unpresented VH cheques at 4 May 2022	-
21,825.53	Reconciled to bank accounts and cash box at 4 May 2022	26,164.96
	Bank accounts and cash box at 4 May 2022:	
485.31	Barclays Premium Business Account No.40779474	485.31
2,709.46	Barclays Community Account No.70212008	5,679.62
-	Parish Council petty cash	-
18,489.76	Barclays Bank Village Hall account No. 23713326 (restricted fund)	19,973.53
141.00	Village Hall cash box (restricted fund)	26.50
21,825.53		26,164.96

Bank reconciliation at 4 May 2022

Balance per bank statements at 4 May 2022					
Account	Acct No	£	£		
Barclays PC Community Account	70212008	5,679.62			
Barclays PC Business Premium Account	40779474	485.31			
Barclays VH Current Account	23713326	19,973.53			
Parish Council petty cash		-			
Village Hall cash box		26.50			
				26,164.96	
Less any un-presented cheques at 4 May 2022					
Total Parish Council cheques		-			
Total Village Hall cheques		-			
				-	
Net bank and cash box balances at 4 May 2022					
				26,164.96	
The net balances reconcile to the Receipts and Payments account for the year, as follows:					
Total funds at start of year		21,825.53			
Add: Receipts in the year		5,167.98			
Less: Payments in the year		828.55			
				26,164.96	

Cash reconciliation on 4 May 2022 Amount: £26.50


PARISH COUNCIL (excl VH)	
Summary Receipts and Payments Account	(Current)
For the Year to 4th May 2022	Year to
	4th May 2022
Receipts	£
Precept	2,900.00
Agency Services/CFM	-
Loans/Capital Receipts	-
Grants	-
Other Receipts	32.96
Transfer from Village Hall	-
VAT	1,541.28
Total Receipts	4,474.24
Payments	
General Administration	-
Staff costs	-
S.137 Payments (excluding grants to Village Hall)	-
S.145 Payments	-
Loans/Capital spending	-
Agency/Professional Services	-
Parish Council Committee payments	-
Other Payments	193.00
Transfer to Village Hall	1,284.08
VAT	27.00
Total Payments	1,504.08

Parish Council (excluding Village Hall) receipts and payments 11 Mar 2022 to 4 May 2022

Receipts

22/04/2022	UK Power Networks plc	Other receipts	Cheque	32.96
29/04/2022	Suffolk Coast DC	Precept	BACS	2,900.00
14/04/2022	HMRC VTR	Recovered VAT	BACS	1,541.28

Payments

16/03/2022	Dash UK	Other payments	Online BACS	354.00
27/03/2022	Microsoft 365	General admin	Anne's debit card	64.80
31/03/2022	Maureen Phipot	Staff costs	Online BACS	132.08

01/04/2022	Leiston Press	Other payments	Online BACS	58.00
11/04/2022	Kindlewood	Other payments	Online BACS	54.00
01/05/2022	Kindlewood	Other payments	Online BACS	108.00
02/05/2022	Bruisyard Villahe Hall	Transfer to VH	Online BACS	1,284.08

Invoices to be paid

SALC- Payroll services	Agency Srvcs	Online BACS	£22.80
SALC- Membership subs	Agency Srvcs	Online BACS	£143.40
Athelington Hall - hog roast balance	Section 137	Online BACS	£450.00

Expected receipts

Alde Community Council	Grant	BACS	£100
Bruisyard Social Amenity Committee	Grant	BACS	£500

Parish Council (excluding Village Hall debit card payments (for approval)

Anne Smith/RFO debit card

7 March 2022: Callendars - Flowers for Elsie Clerk, £35

27 March 2022: Microsoft – Office 365 annual fee £64.80.