

## MINUTES OF THE BRUISYARD PARISH COUNCIL VIDEOCALL MEETING HELD ON 8<sup>TH</sup> MARCH 2021 AT 7.30 PM

### 1. Attendance and Apologies

#### Attendees:

Cllr Paul Church (Chair)  
Cllr Anne Smith (RFO)  
Cllr Thelma Barham  
Cllr Ray Farrar  
Cllr James Ingmire  
Cllr Albert Lain  
Cllr Stephen Burroughes

#### Apologies:

Cllr Chris Smith (No internet)

#### Also in attendance:

Maureen Philpot (Clerk)

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

None received

### 3. Finances

a) To note the current financial position

Please see financial report at end of minutes

b) Cheques to be signed

Please see financial report at end of minutes

c) Approve financial regulations

All approved

d) Internal Control Statement

It was decided that the precept be reviewed in November and confirmed in January.

e) Approve standing orders

All approved

f) Approve code of conduct

All approved

g) Approve financial risk assessment

Cllr Ray Farrar pointed out that on page 2 there were three items that stated that reviews would be in 12. He suggested that this change to 1 per year to correspond with the rest of the statement.

Cllr James Ingmire said that he had sent the required forms to Barclays Bank for online banking but so far had received no reply.

The finances were proposed by: Cllr Paul Church and seconded by Cllr James Ingmire

**Action: The Clerk was requested to send a scanned invoice from NORSE to the RFO.**

### 4. Public Forum

a) Public invited to speak

No public in attendance

b) To receive a report from Cllr Stephen Burroughes (previously circulated)

Cllr Burroughes highlighted a portion of his report. He said that the schools had reopened and that two million vaccinations had been given in Suffolk. Both of these had been a resounding success. He also said that Freeport in Felixstowe will go ahead and it will be a great boost for the local economy. He also reported that £2 million had been given from the County Budget for drainage and flooding. He stated that Suffolk is on the up.

Cllr Anne Smith noted that the car park at the Village Hall would be a very suitable location for electric charging points as rural areas will need electric car charging in the future. Cllr Burroughes said he would take this forward. It was also reported that superfast broadband has not been delivered

everywhere in Suffolk. In particular, Cllr Albert Lain reported that the IP17 2AS postcode in the Rendham area could not receive superfast broadband and had a very poor standard broadband service (<3Mb/s download speed). Cllr Stephen Burroughes said that he will ask BT to get moving on this as it will be very important after COVID 19.

Cllr Albert Lain reported that two signs on Lintock Road and Upper Grove Road are repeatedly being knocked down by cars. It was also reported that signposts are rusting and Cllr Burroughes said that County are carrying out a review.

c) To receive a report from Cllr Maurice Cook

This report was previously circulated

### **5. Minutes of the previous meeting**

a) To approve the minutes of the Parish Council Meeting held by video conference on 18<sup>th</sup> January 2021.

Cllr Anne Smith wanted clarification in the Minutes regarding the fire doors in the main hall of the Village Hall. You need to open one door before opening the second to get out, therefore new handles are required.

Otherwise the minutes were approved as a true and accurate record and proposed by Cllr Thelma Barham and seconded by Cllr Albert Lain.

b) Matters arising

The clerk to change the wording of the above Minutes

### **6. Village Hall Committee Report**

Cllr Paul Church said that due to lockdown the Village Hall is still closed. He reported that the finances were in good order and that before the Hall opens on 12<sup>th</sup> April 2021 he will give it a thorough clean. At present the toilet light comes on and stays on in the toilet that is closed, also the emergency lighting needs to be done.

### **7. Grass cutting**

Cllr Paul Church will ask Henry Gooch to quote for grass cutting. He also said that an amount of strimming and a general tidy up needs to be carried out.

### **8. Tree and hedge planting**

Cllr Paul Church will ask Phil Jay for another quote for everything to be carried out including grass cutting. He was asked if the trees had been planted and he replied that 15-16 trees had been planted and circles had been cut with a tree in the middle to prevent damage from strimming. The wild service trees are yet to be planted. He was asked if the wild service trees would be too tall but he replied that they are of medium height and the view of the bridge will be kept clear. He was also asked about the large drop directly by the bridge and how do the council propose to keep people safe. He said that there needs to be a barrier to stop people falling in.

A discussion followed as to whether it should be a wooden barrier or a live hedge. It was agreed that mixed hedging might be a good all round solution and Cllr Paul Church said he would get quotes and pass them around. He also asked the committee what they thought of planting 400 primulas in the park. Cllr Anne Smith said she would prefer native bulbs/plants. It was suggested that some of the primulas be planted in pots around the village hall. It was suggested that the pots be planted half way into the ground to reduce the maintenance. A big thank you and a round of applause was given to Cllr Paul Church for his excellent work in the Park and Village Hall. It was reported that the new build adjacent to Home Farm on Church Road was supposed to have an attenuation tank put in but water is running down the road. The Council were not sure where the tank would be draining into. The planning office will be contacted regarding this matter. It was also reported that something is seeping out from the sewage outflow behind Mill Lane. It was suggested that this could be from Rose Cottage and if it is sewage this could be a health risk.

It was noted that the residents of Upper Grove Farm are turning railway carriages into holiday lets. Cllr Albert Lane reported that he has had many meetings with the owners and he said that they were goods wagons which are smaller than railway carriages. As he is the nearest neighbour he reports that he has no problems with this development which is not very visible from the road. He also said that in the future there will be a fish wholesaler, butcher and baker.

**Action: Cllr Thelma Barham will get in touch with her nephew to see if anything is being done at Rose Cottage regarding the sewage.**

### **9. Correspondence**

A letter from Mrs Angie Hart was sent to the Parish Council thanking them for their condolences on the death of her husband.

A thank you card was sent from John and Theresa McKee for the present they received on their retirement from the Parish Council and the Village Hall Committee.

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

Cllr Albert Lain requested that it would be useful to have a list of names and addresses of Councillors.

**Action: The Clerk to prepare and send a list of names and addresses to the Councillors.**

### **11. To confirm next meeting as Monday 10<sup>th</sup> May 2021.**

It was suggested that this meeting may be delayed slightly in order to have the next meeting in the Village Hall.

There being no further business the Chair closed the meeting at 8.40 pm.

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

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

<b>BRUISYARD PARISH COUNCIL</b>		
<i>(Last)</i>	<b>Summary Receipts and Payments Account</b>	<i>(Current)</i>
<i>Year ended</i>	<b>For the Year to 4th March 2021</b>	<i>Year to</i>
<i>31st March 2020</i>		<i>4th March 2021</i>
£	<b>Receipts</b>	£
2,900.00	Precept	2,900.00
-	Agency Services/CFM	-
-	Loans/Capital Receipts	-
2,350.00	Grants	-
1,177.50	Village Hall grants	20,708.00
8,954.59	Other Receipts	639.22
596.32	VAT	1,293.02
<b>15,978.41</b>	<b>Total Receipts</b>	<b>25,540.24</b>
	<b>Payments</b>	
131.89	General Administration	109.52
950.93	Staff costs	396.24
-	S.137 Payments (excluding grants to Village Hall)	-
-	S.145 Payments	-
-	Loans/Capital spending	-
684.43	Agency/Professional Services	952.47
-	Parish Council Committee payments	-
10,014.34	Village Hall running costs	5,074.15
2,624.00	Other Payments	3,356.12
1,334.87	VAT	1,481.05
<b>15,740.46</b>	<b>Total Payments</b>	<b>11,369.55</b>
<b>BRUISYARD PARISH COUNCIL</b>		
<b>Receipts and Payments Summary</b>		
<i>(Last)</i>		<i>(Current)</i>
<i>Year ended</i>		<i>Year to</i>
<i>31st March 2020</i>		<i>4th March 2021</i>
£		£
14,535.64	Balance brought forward	14,773.59
15,978.41	Add Total Receipts	25,540.24
30,514.05		40,313.83
15,740.46	Less Total Payments	11,369.55
<b>14,773.59</b>	<b>Net bank and cash box balance</b>	<b>28,944.28</b>
271.22	Unpresented PC cheques at 4 Mar 2021	-
-	Unpresented VH cheques at 4 Mar 2021	-
15,044.81	Reconciled to bank accounts and cash box at 4 Mar 2021	28,944.28
	Bank accounts and cash box at 4 Mar 2021:	
485.05	Barclays Premium Business Account No.40779474	485.26
4,108.13	Barclays Community Account No.70212008	2,025.91
-	Parish Council petty cash	-
10,327.23	Barclays Bank Village Hall account No. 23713326 (restricted fund)	26,245.71
124.40	Village Hall cash box (restricted fund)	187.40
<b>15,044.81</b>		<b>28,944.28</b>

**Bank reconciliation at 4 March 2021**

<b>Balance per bank statements as at 4 March 2021</b>						
<b>Account</b>		<b>Acct No</b>	<b>£</b>	<b>£</b>		
Barclays PC Community Account		70212008	2,025.91			
Barclays PC Business Premium Account		40779474	485.26			
Barclays VH Current Account		23713326	26,245.71			
Parish Council petty cash			-			
Village Hall cash box			187.40			
					28,944.28	
<b>Less any un-presented cheques at 4 March 2021</b>						
Total Parish Council cheques			-			
Total Village Hall cheques			-			
					-	
<b>Net bank and cash box balances as at 4 March 2021</b>					28,944.28	
<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			14,773.59			
Add: Receipts in the year			25,540.24			
Less: Payments in the year			11,369.55			
					28,944.28	

**Parish Council (excluding Village Hall) receipts and payments 14 Jan 2021 to 4 Mar 2021**Receipts

None

Payments

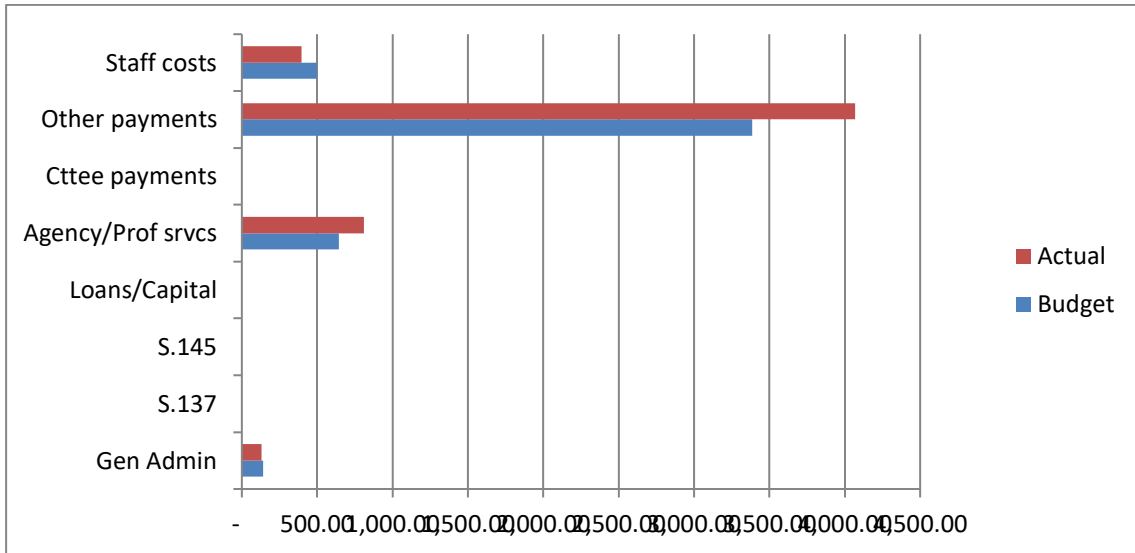
26/01/2021	Kindlewood	Other payments	Cheque	100599	£558.00
22/02/2021	Anne Smith/ Maureen Philpot	Staff costs	Cheque	100598	£132.08

Expected liabilities

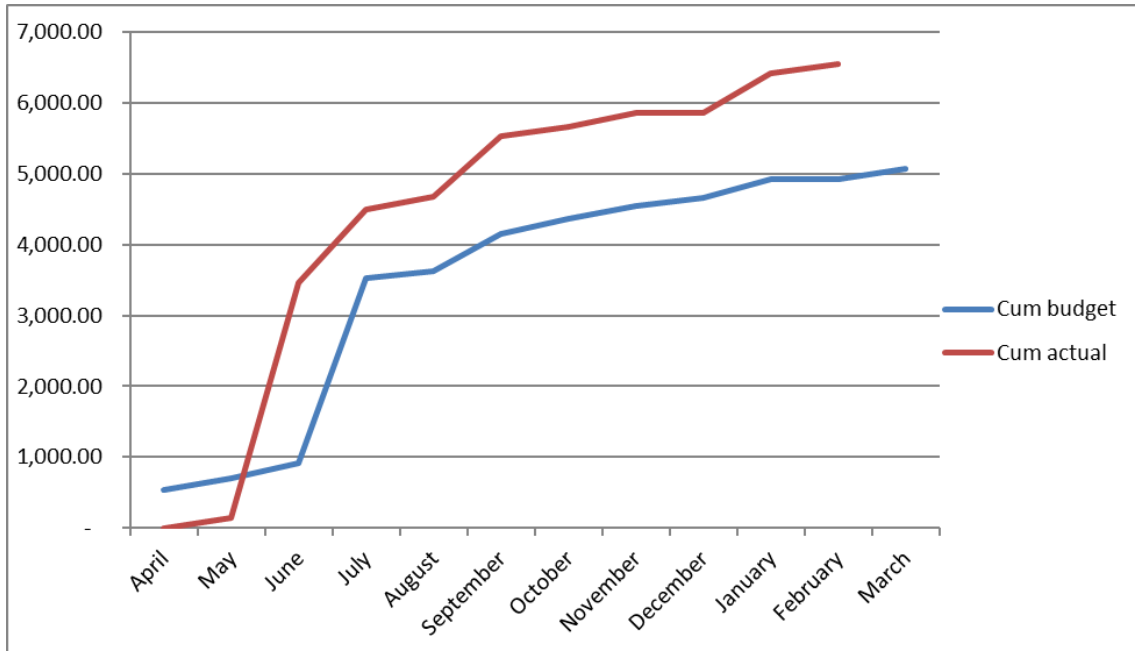
31/03/2021	MS Office 365	General Admin	Debit card	£54.72
31/03/2021	SALC Payroll service	Agency Srvcs		£22.80
31/03/2021	Hedge Cutting - 50%	Other payments		£95.00
31/03/2021	Transfer to VH for grass cutting	Other payments		£48.00
31/03/2021	Dog Litter Bin	Other payments		£195.00
31/03/2021	Clerk Salary	Staff costs		£132.08

**Bruisyard Parish Council Precept - Budget vs Expenditure 2020-21 (1 Apr 2020 to 4 Mar 2021)**

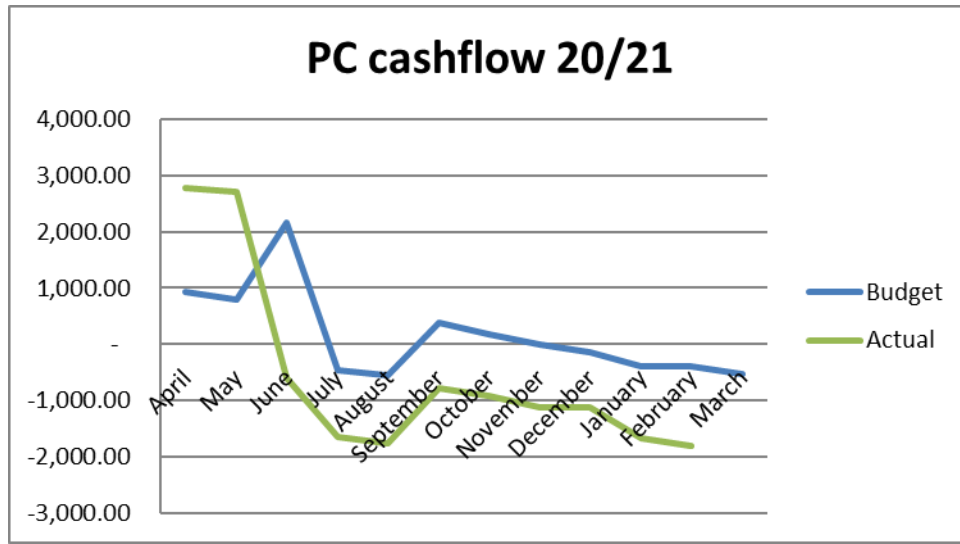
Actual spend to date vs annual budget by category



Cumulative actual spend to date vs budget



Parish Council cashflow – financial year to 4 March 2021



Village Hall income and expenditure – financial year to 4 March 2021

