

**MINUTES OF THE BRUISYARD PARISH COUNCIL MEETING HELD ON 12<sup>TH</sup>  
JULY 2021 AT 7.30 PM IN THE VILLAGE HALL**

**1. Attendance and apologies**

**Attendees:**

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

**Apologies for absence:**

Cllr Stephen Burroughes  
Cllr Maurice Cook

**Also in attendance:**

Maureen Philpot (Clerk)  
Miranda Campbell

**2. To received declaration of interest and to consider requests for dispensations**

None received

**3. Finances**

a) To review budget versus actual expenditure and approve bank reconciliation.

Copies of these finances were previously circulated. The RFO commented that although the budget looks large it covers expenditure in the future.

b) Cheques signed and to be signed

Two cheques were previously signed, one for grass cutting and one for the clerk's salary.

c) Review internal audit report.

It was recommended that The Code of Conduct be upgraded. All agreed to this motion and unanimously voted to adopt Model Councillor Code of Conduct 2020. It was also suggested that minutes of the Village Hall Committee should be posted on the website in future. This has already been implemented by the new Village Hall Secretary, Mr David Smith.

It was proposed by Cllr Paul Church and seconded by Cllr Thelma Barham to accept the internal audit report. All in agreement.

d) There has been a minor update to the 2018 standing orders so it is not a necessity to change to the 2020 version.

The finances were proposed by Cllr Paul Church and seconded by Cllr Thelma Barham. The Council all agreed.

**4. Public Forum**

a) Miranda Campbell gave a presentation on how to develop the park.

Miranda said that she works for the National Trust and therefore has a deep interest in green issues. She suggested that everyone thinks of ways to improve the park e.g. grow longer grass, start from basics including the river and trees – what kind of trees would be appropriate. Miranda would like everyone's thoughts on the park and the general village. She said that the area is encouraging Lapwings which need meadows to breed. She stated that there is no commitment and this stage, but should it go further there are grants available for this kind of project - maybe have an ecological survey done of the river or provide swift boxes. Cllr Anne Smith said that the water voles have diminished although a few have been seen. It was also stated that the river needs digging out. It was suggested that an ideal spot for the grass to grow longer would be by the basketball pitch. Miranda asked the Council how they felt if she gave a more formal talk at the next meeting and encourage villagers to give their views.

The Council thanked Miranda for attending the meeting and giving her talk.

- b) Miranda was the only public in attendance.
- c) No report was received from Cllr Stephen Burroughes.
- d) The report from Cllr Maurice Cook had been previously circulated.

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

a) To approve the minutes of the Annual Parish Council Meeting held on Monday 17<sup>th</sup> May 2021. (These had been previously adjusted)

b) No matters were arising.

The minutes were approved as a true and accurate record and proposed by Cllr Anne Smith and seconded by Cllr Paul Church.

### **6. Footpaths**

An e-mail from Ben Heather asked if there was a footpath warden. The answer was in the negative. At the moment there are no footpath wardens in the area, the nearest is in Worlingworth. Ben's project involves fitting plaques to footpath fingerposts that will probably allow a smartphone to link to the Discover Suffolk website for more information. Cllr Anne Smith informed the meeting that a map of footpaths that actually go through Bruisyard is now on the website.

It was suggested that Cllr Ray Farrar becomes the Bruisyard Footpath Warden. This was proposed by Cllr Paul Church and seconded by Cllr Anne Smith.

### **7. Village Signs**

The Chairman said that East Suffolk Council will not pay for replacing lost or damaged village road signs. It was suggested that Bruisyard Parish Council will need to approach their local County Councillor for help for funds. It was suggested that there should be more signs for the playground. The Council decided that they need to enquire how much a village road sign would cost and then they would approach Cllr Maurice Cook for a grant.

### **8. Village Hall**

Cllr Anne Smith said that the heating and ventilation systems are being serviced in preparation to reopening the Village Hall fully. The air source heat pump has been serviced and reset, it should now be more efficient. The heat exchange system is being serviced next week. The emergency lighting has been overhauled and is now up to legal standard. There will be new LED lighting installed throughout the Village Hall and it was also stated that 3 out of 4 sensors installed in the toilets were not working so these have been put back to being operated by the switch. The fire doors will be changed for larger access and a push pad operation. As yet nothing has been done about the cesspool. Cllr Anne Smith has been chasing up the planning office to see whether the Parish Council needed planning permission for a new patio. Cllr Maurice Cook got involved and the Planning department informed Cllr Anne Smith that planning permission was not needed for this application. We thank Cllr Maurice Cook for his intervention. The Council will need to agree a design for the patio and then obtain three quotes from builders. The new patio will measure a total of 87 sq. mtrs. This will measure 6m x 13m plus a pathway to meet the concrete at the other end by the kitchen door.

### **9. Correspondence**

No correspondence has been received.

**10. Questions to the Chair**

There were no questions to the Chair,

**11. To confirm the next meeting of the Bruisyard Parish Council as Monday 13<sup>th</sup> September 2021 at 7.30 pm in the Village Hall.**

This was confirmed.

There being no other business the Chairman closed the meeting at 8.25 pm.

Signed by the Chairman on 13 Sept 2021



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 Ended 31st March 2022</b>	<i>Year to</i>
<i>31st March 2021</i>		<i>8th July 2021</i>
£	<b>Receipts</b>	£
2,900.00	Precept	2,900.00
-	Agency Services/CFM	-
-	Loans/Capital Receipts	-
	Grants	-
20,708.00	Village Hall grants	8,000.00
730.08	Other Receipts	688.97
1,293.02	VAT	1,578.49
<b>25,631.10</b>	<b>Total Receipts</b>	<b>13,167.46</b>
	<b>Payments</b>	
109.52	General Administration	29.00
528.32	Staff costs	132.08
-	S.137 Payments (excluding grants to Village Hall)	-
-	S.145 Payments	-
-	Loans/Capital spending	-
952.47	Agency/Professional Services	162.54
-	Parish Council Committee payments	-
5,805.53	Village Hall running costs	1,992.69
3,596.72	Other Payments	370.00
1,578.49	VAT	411.24
<b>12,571.05</b>	<b>Total Payments</b>	<b>3,097.55</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 2021</i>		<i>8th July 2021</i>
£		£
14,773.59	Balance brought forward	27,833.64
25,631.10	Add Total Receipts	13,167.46
40,404.69		41,001.10
12,571.05	Less Total Payments	3,097.55
<b>27,833.64</b>	<b>Net bank and cash box balance</b>	<b>37,903.55</b>
508.58	Unpresented PC cheques at 8 July 2021	<b>132.08</b>
-	Unpresented VH cheques at 8 July 2021	-
- 142.50	Less uncleared transfer to Village Hall at 8 July 2021	-
28,199.72	Reconciled to bank accounts and cash box at 8 July 2021	38,035.63
	Bank accounts and cash box at 8 July 2021:	
485.27	Barclays Premium Business Account No.40779474	485.28
1,971.19	Barclays Community Account No.70212008	4,719.23
-	Parish Council petty cash	-
25,743.26	Barclays Bank Village Hall account No. 23713326 (restricted fund)	32,831.12
	Village Hall cash box (restricted fund)	-
<b>28,199.72</b>		<b>38,035.63</b>

**Bank reconciliation at 8 July 2021**

<b>Balance per bank statements as at 8 July 2021</b>					
<b>Account</b>	<b>Acct No</b>	<b>£</b>	<b>£</b>		
Barclays PC Community Account	70212008	4,719.23			
Barclays PC Business Premium Account	40779474	485.28			
Barclays VH Current Account	23713326	32,831.12			
Parish Council petty cash		-			
Village Hall cash box		-			
				38,035.63	
Less any un-presented cheques at 8 July 2021					
Total Parish Council cheques		132.08			
Total Village Hall cheques		-			
				132.08	
<b>Net bank and cash box balances as at 8 July 2021</b>				<b>37,903.55</b>	
<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		13,167.46			
Less: Payments in the year		3,097.55			
				37,903.55	

**Parish Council (excluding Village Hall) receipts and payments 13 May 2021 to 8 July 2021**Receipts

None

Payments

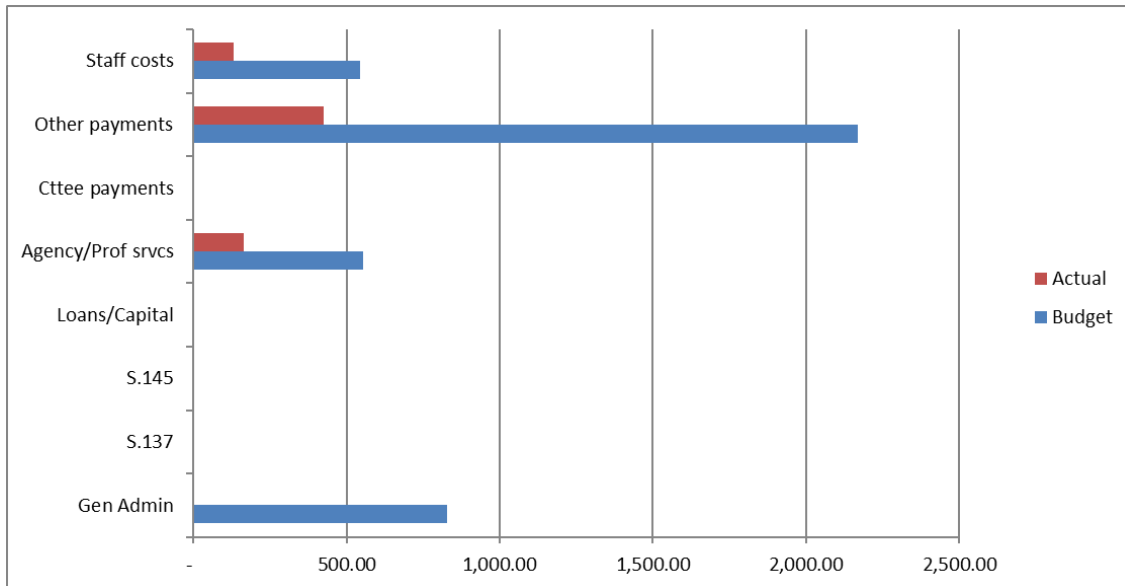
17/05/2021	SALC	Agency Svcs	Cheque	100607	143.54
17/05/2021	SALC	Agency Svcs	Cheque	100608	22.80
15/06/2021	Kindlewood	Other payments	Cheque	100609	96.00
29/06/2021	Maureen Philpot	Staff costs	Cheque	100610	132.08
07/07/2021	Kindlewood	Other payments	Cheque	100611	96.00

Expected liabilities

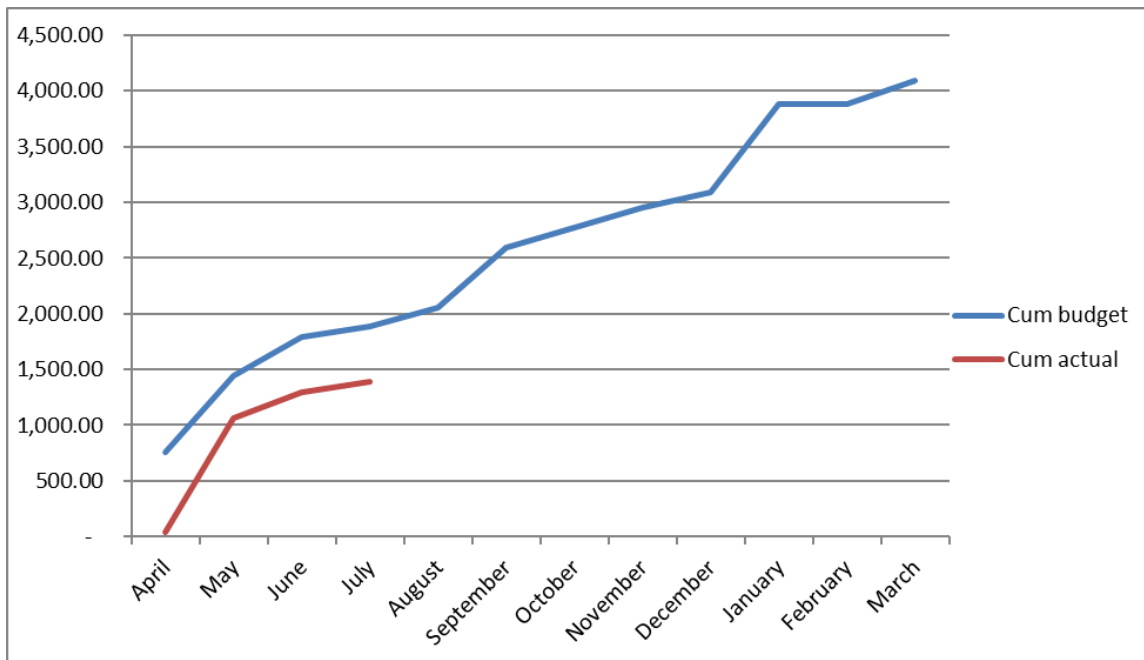
None

**Bruisyard Parish Council Precept - Budget vs Expenditure 2021-22 (1 Apr 2021 to 8 July 2021)**

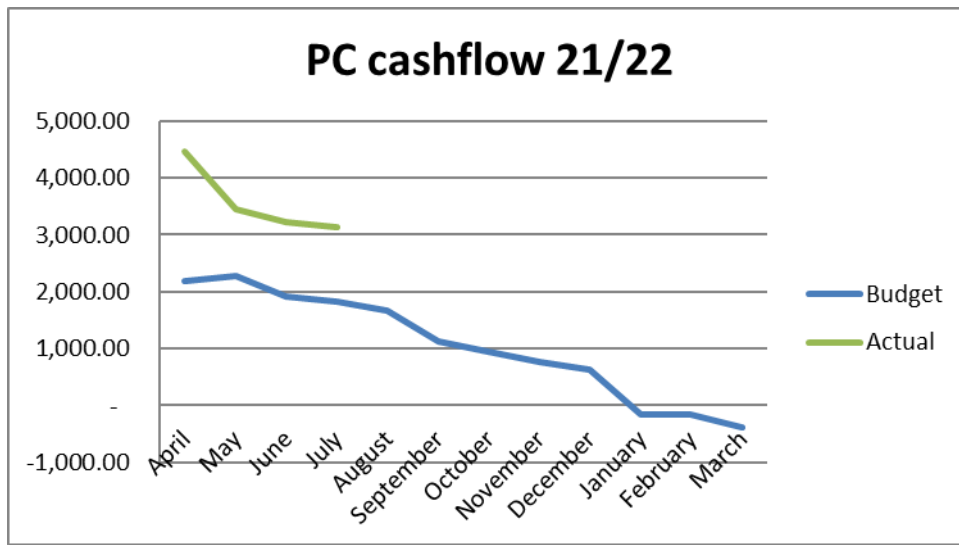
Actual spend to date vs annual budget by category



Cumulative actual spend to date vs budget



Parish Council cashflow – financial year to 8 July 2021



Village Hall income and expenditure – financial year to 8 July 2021

