

BRADFIELD ST CLARE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

HELD ON 24 MAY 2022

AT 7PM IN THE VILLAGE HALL

The following Cllrs were present: John Kirk, Paul Foster, Malcolm Hignett, Alex Duchesne and Sue Partridge, together with the Parish Clerk Nicola Sturgeon.

One member of the public attended the meeting. Borough Cllr Sara Mildmay-White and County Cllr Karen Soons were at the meeting.

1. Election of Chairman and Vice Chairman:

Cllr Kirk indicated that he would be happy to stand as Chairman again. Cllr Partridge proposed and Cllr Duchesne seconded. Motion carried.

Cllr Foster indicated that he would be happy to stand as Vice Chairman again. Cllr Hignett proposed and Cllr Duchesne seconded. Motion carried.

2. Signing of Acceptance of Office forms:

Cllr Kirk signed the Acceptance of Office of Chairman of the PC form and the Clerk countersigned the form.

Cllr Foster signed the Acceptance of Office of Vice Chairman of the PC form and the Clerk countersigned the form.

3. Apologies for absence: No apologies – all Parish Cllrs present.

4. Declarations of interest: No declarations of interest.

5. Minutes: Minutes of Parish Council Meeting on 8 February 2022 were considered. Vice Chair Cllr Foster proposed that they were a true and accurate account of the meeting. Cllr Duchesne seconded the proposal. Motion carried. Chairman Cllr Kirk signed and dated the Minutes.

6. Matters arising:

Clerk is continuing to work on all matters arising and will provide an update at the next meeting.

7. Borough and County Cllrs reports: on the website at bradfieldstclare.onesuffolk.net/

8. Public forum:

Parishioner made enquiry with the Parish Council as to whether there was anything that could be done to raise the awareness of the foodbank donations which are collected in the village. They have unfortunately become less and less in recent months which he felt could be a reflection of how increased prices and inflation are having an impact across many households that previous had spare money to buy extra food to donate but now may not be in that position. In addition, he was aware that a few items recently left in the donation box had been removed by a person unknown and that could either be someone in real need, or mindless theft. In any event he wondered whether there was anything the PC could do.

Parishioner confirmed that he would put an article into the Grapevine to see if villagers were able to donate to the foodbank box.

Signed.....

Dated.....

Clerk confirmed that she would look into whether or how the PC had any “powers” to make a monetary donation. Cllrs considered the sum of £50 if it were possible to make a donation.

Clerk will update at next meeting.

9. Correspondence (all correspondence has been forwarded to Cllrs ahead of the meeting):

- (i) Current update regarding the West Suffolk Local Plan upcoming consultation. Cllrs noted that the consultation on WSC “preferred options” local plan is from 26 May to 26 July 2022. Borough Cllr Sara Mildmay-White indicated that whilst this may not have any direct implication for Bradfield St Clare it could have indirect implications such as more traffic on the roads in rural villages if drivers are looking for different routes to avoid build up of traffic etc. *Clerk advised Cllrs to comment on the consultation directly if they do have any comments to make, and to encourage any villagers to do the same.*

10. Clerk’s report:

- (i) To consider and approve grass cutting payments for 2022/23
The PC were assisting in keeping the area in front of the Water Treatment Plant managed and as such it was agreed that they would like to try a managed wildflower area and keep around the outside edges cut every 2-4 weeks so that it looked tidy/managed as opposed to just left and overgrown. If this caused any problems then it would be reviewed in the future. Discussion regarding who to ask to do the outside edges and it was agreed that the Chairman would speak with Mr Spall to see how much he would charge to do these additional works. **Update at next meeting.**

In addition, to the above the PC approved the following annual grass cutting payments for 2022/23:

PCC - £120
M Morley - £100
A Spall - £200

- (ii) To consider and approve schedule of items awaiting authorisation

Income since last meeting:
2022-2023 Precept 3184.00

Schedule of Invoices:

SALC annual subscription	143.88	chq458	LGA1972
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All Cllrs present approved the payment.

(iii) Annual Governance and Accountability Return 2021/2022

- (a) Certificate of Exemption – Total gross income was £2660.02 and total gross expenditure was £2531.26, as agreed with the cashbook. Approved by the PC and RFO and Chairman duly signed;
- (b) Annual Internal Audit Report – Audit had been carried out ahead of the meeting on 7 May 2022 and Internal Auditor agreed the cashbook, and the internal control objectives. Approved by the PC;
- (c) Annual Governance Statement – approved by the PC and signed by the Clerk and Chairman;
- (d) Accounting Statements – PC approved the figures in the Accounting Statement which accorded with the cashbook and supporting documents. RFO and Chairman signed.

11. Annual review and approval of PC Standing Orders and Financial Orders:

Clerk confirmed that she had checked with both the SALC and NALC websites for relevant updates for Smaller Authorities and there were no relevant updates to be made.

Cllrs all agreed to keep the terms of the PC Standing Orders and Financial Orders the same as the current ones. Review in 2023.

12. Tree Warden:

Parishioner, Mr Clive Leal confirmed that he would be happy to be the parish Tree Warden. Parish Councillors all agreed it would be helpful to have a Tree Warden in the parish and thanked Mr Leal for putting himself forward for this role.

To assist Mr Leal in this role he asked if it was possible to obtain a list of the trees in the parish with a Tree Preservation Order (TPO). Clerk will contact Sara Mildmay-White to see if she can put him in contact with the WSC Officer dealing with TPOs. Mr Leal confirmed that he would like to speak with landowners in the parish who would be interested in a 'Tree Nursery' and that he would put an article about this in the Grapevine.

13. Councillors Reports:

Chairman, Cllr John Kirk enquired as to whether the donation for the Grapevine could now be reinstated, the VH Committee had been generous over the last few years and paid this but asked if it could now fall back to the PC and could it be increased to £100 per year (was £50 per year) to assist with costs.

Cllrs all agreed that the PC could restart payments for this and increase to £100 per year.

Chairman, Cllr Kirk also indicated that the Jubilee Committee were finalising plans for the Platinum Jubilee and had indicated that they may ask for a contribution from the PC. Following discussion it was agreed that the PC would wait to see if any financial contribution was required and cap any spend at £100 if required.

14. Date of next meeting: 12th July 2022 at 7pm in the Village Hall

Signed.....

Dated.....

Signed.....

Dated.....