

HACHESTON PARISH COUNCIL
Minutes of Meeting
of Wednesday 22nd March 2023

1. Apologies for absence were received and accepted from Councillor Leach (on holiday).

Present

Cllr. Adrian Revill (Chair) Cllr. Graeme Hall Cllr. Terry Mee
 Cllr. Chris Hurlock Cllr. Nikki Markham

In Attendance

Lydia Kirk (clerk)

2. There were no declarations of interest.

3. The minutes of the Council meeting on 25th January 2023 were approved as a true record of the meeting.

4. There were no matters arising.

PUBLIC FORUM

There were no members of public present.

5. Chairman's Report

The audit of the accounts has now been completed and the accounts have been published. This process has involved a lot of work for the clerk and the Chair thanked her on behalf of the council. In the last few months the Parish Council has made some procedural changes and the Chair was confident that the council's regulatory business is now running on a sound and sustainable basis.

The auditors noted that the Parish Council's income for the year was unusually high due to payments from the Community Infrastructure Levy, money which is payable to the local council when new housing is built. It is important that these funds are spent to benefit the whole community and the Parish Council is actively seeking proposals for suitable projects.

6. Clerk's Report

The clerk has an appointment with an East Suffolk Council Election Officer on 31st March and can take any completed nomination papers that have been returned to her by then. It was reported that all forms must be hand-delivered to ESC.

The Simple Servicing Authority forms have been completed but are still being processed by Barclays.

7. Financial Officer's Report

a) The following payments were approved:

Reference Number	Amount	Payee	Details
P34	£23.60	SLCC	Share of SLCC Membership 2023
P35	£1,238.30	L. Kirk	Pay to 31.03.2023
P36	£290.20	HMRC	PAYE
P37	£22.80	SALC	Payroll services
P38	£576.00	PKF Littlejohn LLP	External audit and admin fees

b) No payments have been made since the last meeting.

c) A VAT reclaim of £1,283.40 has been received since the last meeting.

d) The bank balances as at 24.02.2023 were noted as being:
 Current account £22,125.32

Deposit account £1,213.02

- e) The bank statements and bank reconciliation were reviewed by Cllr. Markham in the absence of the Examining Councillor.
 - f) The year-to-date report on payments and receipts was noted and this was considered in line with the budget.
 - g) The Chair has been striving in vain to gain online access to the bank accounts. The clerk will chase this when she has been granted administrative access to the bank accounts. The form recently submitted to change the monthly standing order to being six monthly has been rejected as it was not wholly complete.
8. **The following planning appeal was noted, but the Council had nothing to add to its former response.** APPEAL Re Site at: Terra Cotta, Easton Lane, Hacheston, DC/22/2701/FUL
9. **Councillor recruitment ahead of election was discussed.** Cllr. Hall will display a poster in his window. Posters will also be displayed on the noticeboards, website, newsletter and Nextdoor website. Councillors were encouraged to ask any residents they see if they would like to stand.
10. **Parts of the village have been hand-delivered the flyers about the Parish Council's new digital mailing list.** Currently 20 houses have signed up. The Chair offered to deliver flyers on Easton Lane, and Cllr. Markham will deliver flyers to houses south of The Forge on The Street.
The Clerk is making good progress on the Annual Newsletter which is to be delivered to each property. In order to meet the deadline of 4th April for nomination papers to be returned to East Suffolk, the newsletter, with adverts for the election, needs finalising, printing and delivering urgently. **ACTION** The Chair and clerk will continue work on the newsletter. Councillors authorised expenditure of up to £200 to print and distribute the newsletters.
11. **Cllr. Hurlock will seek three quotations for improvement works to the entrance of the Village Hall car park before the next meeting.** The Village Hall Trustees had considered the Parish Council's suggestion for a Trim Trail, outside exercise equipment, for Fairfield Green but had expressed reservations about maintenance costs.
Cllr. Mee suggested that an EV charging point at the Village Hall might draw more people and possibly produce an income. **ACTION** The Clerk will get some prices for charging points and Cllr. Hurlock will ask the VHC if this would be of interest.
12. **There will be a 'Big Lunch' held for the Coronation on Sunday 7th May.** Cllr. Markham proposed donating up to £250 to purchase prizes and refreshments for this village event. This was seconded by Cllr. Mee and carried unanimously.
13. **There was some discussion regarding maintenance of the churchyard and hedgecutting.** The clerk will liaise further with the Church Warden in this regard and report back.
14. **Councillors considered purchasing a new noticeboard for outside the old Post Office as the current one is in poor condition.** However, with the noticeboard at the Village Hall being seen by more people and the Council now using alternative ways to communicate with residents, Councilors were minded not to spend money replacing the noticeboard.
15. **The Council adopted a Publication Scheme as required under the Freedom of Information Act.**
16. **Following several queries that have now all been answered, the External Auditor issued a Notice of Completion of Audit for 2021/22 on 9th March.** An invoice has been raised for the audit and admin fees incurred in chasing the end-of-year paperwork. Councillors noted the various issues and the Statutory

Recommendation recorded by the auditor. The clerk is confident that these issues have been mainly rectified and that the Council's next audit, for the year ending 31st March 2023, will be less problematic.

17. Other correspondence was considered.

ESC nomination papers have been received and were handed to Councillors who intend to stand again at the Parish elections in May.

Written correspondence from Wickham Market First Responders was considered. Cllr. Hurlock proposed donating £100 to this registered charity. Cllr. Mee seconded this and it was carried unanimously. (P39 22-23)

The Chair and clerk are in ongoing liaison with Barclays regarding the periodic review. Councillors agreed to apply for narcissus bulbs from the ESC East Suffolk Blooms project. If successful, these will be available for collection and planting around the village in autumn.

18. Councillor Reports

Cllr. Mee reported that he has not yet received a meaningful response to the footpath issue he reported the day after the last Parish Council meeting.

Cllr. Hurlock had nothing else to report from the Village Hall Committee meeting held last week.

19. Matters to be raised at the next meeting

Annual Meetings with policies, procedures and end-of-year documentation

20. The date of the next meeting was confirmed as being the Annual General Meeting of the Parish Council at 7pm on Friday 12th May 2023. This will be followed by the Annual Parish Meeting from approximately 7.30pm, with reports from village organisations. Refreshments will be provided and the bar will be open for people to socialise after the meeting.

There being no further business, the Chair thanked everyone for attending and closed the meeting at 9.20pm.

Signed: *N. Markham*

12th May 2023

Chair

Date