

HACHESTON PARISH COUNCIL
Minutes of Meeting
of Wednesday 25th January 2023

1. Apologies for absence were received and noted from Councillor Markham (on holiday) and Councillor Leach (personal commitment). They were also received from Ward Councillor Carol Poulter and County Councillor Stephen Burroughes.

In Attendance

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

Present

Lydia Kirk (clerk)

2. There were no declarations of interest.

3. The minutes of the council meeting of 23rd November 2022 were approved as a true record of the meetings.

4. There were no matters arising.

PUBLIC FORUM

The Ward and County Councillors' Reports have been circulated and published on the village website

5. Chairman's Report

The Chair congratulated Cllr. Hurlock for serving almost 50 years on the Parish Council and thanked him for his dedication and loyalty over nearly half a century. Looking forward, the Chair noted that the current Councillors have a lot of knowledge but thinks that some younger councillors are needed if Hacheston Parish Council is to be relevant and effective. It also needs to improve its communication with residents. The Chair urged Councillors to speak to their neighbours about the role of the Council, the new website and to ask them to consider standing for the election.

The chair noted that he had been greatly supported in the last two months by the clerk who has put in a lot of effort to put the Council's financial and administrative affairs in order.

The Chair attended a recent Community Partnership meeting regarding transport options which he found useful. The Katch bus service has now finished but a new on-demand service is in the pipeline.

6. Clerk's Report

The clerk recently attended an information briefing on the elections in May and it seems that the nomination papers have been simplified this year. She has also collected an electoral role from ESC to help with completing the nomination papers.

There is only one more scheduled meeting before the financial year-end and the clerk has started preparing the annual accounts and documents for the internal auditor. She has also submitted a VAT return for the last 18 months.

The clerk and chair have produced a new residents' welcome letter and this has been delivered to all properties on the Streetfield development.

The clerk has recently taken on the position of Deputy Clerk at Framlingham Town Council but hopes to continue clerking Hacheston Parish Council. The period with increased weekly hours required to complete the internal and external audit work has now finished. *This prompted discussion on the clerk's employment and both the Council and Clerk are happy to continue as per the Contract terms with 6 hours work per week.*

The Public Right's Period has now ended and the clerk has asked the External Auditor for an update on the audit for the year-ending 31st March 2022.

The clerk can transfer funds to the deposit account when the Simple Servicing Authority has been set up, or the Chair can do it when next at the bank.

7. Financial Officer's Report

a) The following payments were approved:

Reference Number	Amount	Payee	Details
P31	£50.00	Suffolk County Council	Quiet Lanes Signage contribution
P32	£1,734.40	L. Kirk	Pay to 31.12.2023
P33	£474.60	HMRC	PAYE incl. £54.20 from previous clerk's October pay

- b) No payments have been made since the last meeting.
- c) 68 pence interest has been received since the last meeting.
- d) The bank balances as at 23.12.2022 were noted as being:
Current account £23,948.32
Deposit account £1,213.02
- e) The bank statements and bank reconciliation were reviewed by Cllr. Hurlock 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 chairman is striving to gain online access to the bank accounts. Cllr Mee should have been sent a form to complete in December but never received this. **ACTION** The Chair is to chase this form to try and progress this further.
- h) Currently the Parish Council makes a monthly standing order of £83.33 to the Village Hall. **ACTION** Cllr Hurlock will ask the Village Hall Committee if they would be in favour of receiving payments annually or 6 monthly instead.
- i) The CIL payment allocation for 2022-2023 was considered. It was agreed to limit the CIL spending to date to the petanque court improvements. **ACTION** Cllr. Hurlock will ask the Village Hall Committee for details of possible future projects that could require CIL funding.

8. **The budget for 2023-2024 was mooted.** Cllr. Revill proposed accepting the figures as discussed at the meeting. This was seconded by Cllr Mee. **ACTION** Clerk to type the agreed budget, circulate to Councillors and publicise on website. Clerk to ask former resident who cut the churchyard last year as the Council has not paid for this.

9. **The precept for 2023 was considered.** Cllr.Revill proposed asking for a precept of £8,037.73 which would result in a 0% change to the Parish Council element of the Council tax bill. This was seconded by Cllr. Hurlock and carried unanimously.

10. **The draft physical assets risk assessment circulated was considered and adopted with minor revisions.**

11. **It was agreed that creating a new digital village correspondence list would make it easier for the Council to contact residents and help to raise the profile of the Council.**

ACTION Clerk to draft a flyer to be hand-delivered to each house in the village.

12. **It was agreed to appoint Trevor Brown as the Council's Internal Auditor for the year ending 31st March 2023.** **ACTION** Clerk to make contact with Mr Brown and ask if he is willing to carry out the Audit again.

13. **There was discussion about the Annual Parish Meeting.** Historically, a good number of residents attended. It was agreed to provide refreshments, but not a guest speaker. Also to advertise the event well to encourage more residents to attend. **ACTION** Cllr Hurlock to ask the VHC if they would be willing to open the bar after the meeting. Clerk to draft a Newsletter advertising the election and Annual Meetings.

Clerk to book the Main Hall for the two Annual Meetings and the Meeting Room for the other meetings in 2023.

14. **The draft Data Protection Policy circulated was adopted.**
15. **Campsea Ashe Parish Council's letter to ESC, deferred from November's meeting, was again considered.** After discussion, it was agreed not to co-sign the letter but to encourage communications with the new leader of ESC.
16. **Correspondence received since the date of last meeting was considered.** The clerk and Chair are in continued liaison with Barclays regarding its periodic review and letters threatening to restrict the bank accounts. On another email from Barclays, the S.S.A form, to give administrative access to the accounts, from was erroneously not attached and the clerk is chasing this.
17. **Matters to be raised at the next meeting**
Councillor recruitment ahead of election
Newsletter & email list
CIL funding requests from Village Hall
18. **The date of the next meeting was confirmed as 7.30pm on Wednesday 15th March 2023.**
There being no further business, the Chair thanked everyone for attending and closed the meeting at 9.10pm.

Signed: *A Revill*

22nd March 2023

Chair

Date