

Minutes of

CRETINGHAM, MONEWDEN AND HOO ANNUAL PARISH COUNCIL MEETING

Cretingham, Monewden and Hoo Parish Council held on
May 25, 2021 at Monewden Village Hall

Present: Cllrs Brian Martin; David Defoe; Alan Peat; Alister Gourlay, Richard Chenery, Michael Oliver, David Egan and Caroline Saxby (Acting Clerk). Suffolk County Councillor Elaine Bryce

Public: none present

40. To elect Chairman – Cllr Alister Gourlay was proposed by Cllr Defoe and Seconded by Cllr Egan and was elected unanimously. Cllr Gourlay signed the Declaration of Acceptance of Office

40.1 To elect Vice Chair - Cllr Alan Peat was proposed by Cllr Defoe and Seconded by Cllr Chenery and was elected unanimously. Cllr Peat signed the Declaration of Acceptance of Office

40.2. Apologies – to accept apologies for absence - Cllr Maria Whelan and District Councillor Lydia Freeman. Cllr Maria Whelan is absent due to illness and Cllr Gourlay on behalf of the council sent best wishes and hope that she would soon be on the road to recovery.

40.3. Declarations of Interest and to accept any dispensations - None

40.4 To consider confirming the Minutes of the Parish Council Meeting on 9th March 2021 – these were confirmed with the addition of Cllr Alan Peat to those present and signed by Cllr Gourlay

40.5 Matters for debate

40.5.1 To provide an update on SID and approve updated register of assets – Cllr Gourlay advised that the SID was now operational. It has 2 weeks battery life and operates above 27mph. Cllr Oliver noted that it has made a difference with half of drivers braking when they see the SID. There is a small team that moves the SID – 2 people move it each time for safety reasons.

40.5.2 To discuss Replacement road signs – Cllr Gourlay has been in contact with the County Council and they have given him a form to fill in for each sign – they want photographs to see if traffic management will be required which will increase the cost. He has sent in a couple of forms to ascertain the cost and see if it is viable. Councillor Elaine Bryce will go back to the highways department to see if she can further the investigation

40.5.3 To discuss Hillside Cretingham – East Suffolk enforcement will send someone out to look into the large extension of a garage

40.5.4 To discuss Monewden Airfield – Cllr Chenery advised that there had been a flurry of activity following lockdown. It was agreed to continue to monitor the situation over the summer.

40.5.5 Councillors reports - None

40.5.6 – To receive any reports from Councillors from SCC and East Suffolk – Cllr Elaine Bryce introduced herself as our new councillor and asked that we contact her with any issues. She is attending her first full council meeting on Thursday.

40.6 To approve audit and recommendations – SALC audit sent to councillors

Audit Recommendations –

1) Approve update to Model Financial Regulations – it was agreed to amend the footnotes as per the audit recommendation

- 2) Approve appointment of Acting Clerk as RFO – this was approved unanimously
- 3) Recommendation that bank rec is completed quarterly and checked by Councillor who is not a bank signatory – Cllr Peat agreed to do this on a quarterly basis and had carried out his first review for this meeting.
- 4) Include financial statements showing receipts and payments and budget comparison in minutes or appended to minutes
- 5) Note in minutes when items raised by auditor have been rectified
- 6) To be fully compliant the council should adopt the following policies and publish them on the website – Impact assessments, Procedures for dealing with subject access and freedom of information requests, Procedures for dealing with data breaches, Data retention policies including disposal, Website accessibility statement – Clerk will work on including these for approval during the next year

40.7 To pass resolution to opt out of external audit and approve Certificate of Exemption and Annual Governance Statement – this was proposed by Cllr Peat and Seconded by Cllr Egan and was unanimously approved

40.8 To elect Portfolio holders – these were unanimously elected as below

Highways - Cllr Defoe

Environment - Cllr Oliver

Planning - Cllr Martin

Finance - Cllr Peat

Services and Amenities – Cllr Whelan

Police/NHW - Cllr Chenery

40.9 Planning applications and Notifications

To consider any planning applications received by the date of the meeting where reasonable and practical to do so

None received

Decisions made since last meeting –

DC/21/0688/FUL – Erection of Stable Building, The Spong, Kittles Corner, Cretingham – information sent to Councillors prior to the meeting. Application permitted

DC/21/0459/FUL – Creation of new porch to the front of the property. Build up of existing study to create ensuite for master bedroom. Kitchen extension to rear of the property to include boot room – Ten Pots, Swan Lane, Cretingham. No objections. Application Withdrawn

Planning Applications since March meeting -

DC/21/1164/FUL – Construction of a Garage at East View Lodge, The Street, Cretingham, IP13 7BG. No objections. Decision pending

DC/21/1761/TCA – Tree work at Church Cottage The Street Cretingham Suffolk IP13 7BG – Council supported application. Decision pending

DC/21/1751/FUL - Retention of change of use of former managers dwelling to fitness studio and treatment rooms and change of use of land for siting of new managers residential unit (within technical definition of a caravan) Kingfishers At Cretingham Country Park Swan Lane Cretingham IP13

7BA. It was noted that the council did not have any objections to this but that the council should continue to monitor the amount of development at Kingfishers.

40.10 Correspondence since last meeting - circulated to Councillors by email

Consultation into CIL charging schedule
Monthly parish newsletter
Town and Parish Council Planning Forum Slides
Weekly bulletins
Calor rural community fund
Suffolk coronawatch bulletins
Reporting of anti social behaviour
Adoption of E Suffolk Council Statement of Community Involvement
Sizewell C Project newsletters
E Suffolk Joint area forum
East Anglia Community Energy Event

40.11 Financial matters and payments due:

Current Account Balance as of 6 May 2021 - £18,877.09 (including £1,737.35 for Charitylands)

To following payments were approved -

100037 ICO renewal fee - £40.00
100038 – Business Services at CAS (insurance increase for SID) £8.94
100039- Wescotec Limited (for SID) £4,080 (from CIL earmarked reserves)
100040 -Audit fee £128.40
100041 – Alister Gourlay for padlocks and hi-vis jackets £63.13
100042 – SALC Membership £192.01
100043 – Monewden Village Hall – Rent for meetings - £80.00

Receipts – 30 April 2021 Precept from East Suffolk £2,625.87

Budget and actual expenditure comparison – these were emailed to councillors for their review and are attached to the minutes together with a bank reconciliation

40.12 Items to go forward to next Agenda – road signs, monewden airfield, bridge at Swan Lane.

The meeting closed at 8.10. The next meeting is at 7.30 on 14 September 2021

Signed

Dated

| RECEIPTS | | PAYMENTS | |
|---------------------------|-------------------|-----------------------|------------------|
| Balance brought forward | £16,251.22 | Payments | |
| Precept received 30 April | £2,625.87 | Administration | |
| Rent for Charitylands | | Audit | £107.00 |
| Vat Refund | | Bank charges | £0.00 |
| | | Clerk's salary | £0.00 |
| | | IT support | £0.00 |
| | | PAYE | 0.00 |
| | | Travel | £0.00 |
| | | Training | £0.00 |
| | | Stationery/postage | £0.00 |
| | | Hall rental | £80.00 |
| | | S137 | £0.00 |
| | | Subscriptions | £232.01 |
| | | Insurance | £8.94 |
| | | Misc | £3,452.61 |
| | | Elections | £0.00 |
| | | Grants | £130.00 |
| | | VAT paid | £711.92 |
| Total Receipts | £2,625.87 | Total Payments | £4,722.48 |
| BALANCE | £14,154.61 | | |

Signed:
Chairman
Date

Signed:
RFO
Date

| Date | Legal Power | To Whom Paid | Particulars of Payment | Cheq No | TOTAL | Admin | Audit | Bank Chgs | Clk Sal | Exps | IT Spt | PAYE | Travel | Trg | Stnery Post | Hall Rental | s137 | Subs | Ins Prem | Misc | Election Chgs | Grants | VA |
|--------|---|--------------------------------|------------------------|---------|---------|-------|--------|-----------|---------|------|--------|------|--------|------|-------------|-------------|------|--------|----------|---------|---------------|--------|--------|
| May-21 | LGA 1972 s111 | Suffolk Community Foundation | Grant | 100035 | 50.00 | | | | | | | | | | | | | | | | | 50.00 | |
| May-21 | LGA 1972 s111 | Monewden Village Hall | Donation | 100036 | 80.00 | | | | | | | | | | | | | | | | | 80.00 | |
| May-21 | LGA 1972 s111 | ICO | Subscription | 100037 | 40.00 | | | | | | | | | | | | | 40.00 | | | | | |
| May-21 | LGA 1972 s142 | Business Services at CAS | Insurance | 100038 | 8.94 | | | | | | | | | | | | | | 8.94 | | | | |
| May-21 | Road Traffic Regulation Act 1984 s72(1) | Westcotec | SID | 100039 | 4080.00 | | | | | | | | | | | | | | | 3400 | | 680 | |
| May-21 | LGA 1972 s111 | SALC | Audit Fee | 100040 | 128.40 | | 107.00 | | | | | | | | | | | | | | | | 21 |
| May-21 | LGA 1972 s111 | Alister Gourlay for SID Extras | Padlocks and Jackets | 100041 | 63.13 | | | | | | | | | | | | | | | 52.61 | | | 10 |
| May-21 | LGA 1972 s111 | SALC | Subscription | 100042 | 192.01 | | | | | | | | | | | | | 192.01 | | | | | |
| May-21 | LGA 1972 s111 | Monewden Village Hall | Meeting Cost | 100043 | 80.00 | | | | | | | | | | | 80.00 | | | | | | | |
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| | | | | | 4722.48 | 0.00 | 107.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 80.00 | 0.00 | 232.01 | 8.94 | 3452.61 | 0.00 | 130.00 | 711.00 |

| CRETINGHAM, MONEWDEN & HOO PARISH COUNCIL | | | | | | | | | | | | |
|--|---------|---------|---------|---------|------------|---------|---------|---------|----------|---------|---------|---------|
| BUDGET VS ACTUAL | | | | | | | | | | | | |
| 2021-22 | | | | | | | | | | | | |
| | 2021-22 | to date | 2020-21 | to date | 2019-20 | to date | 2018-19 | actual | 2017/18 | actual | 2016-17 | actual |
| | | | | | 21/01/2020 | | | | | | | |
| Administration | 60 | | 60 | 60 | 1800 | 60 | 1800 | 746.32 | 1260 | 1336.88 | 1200 | 1468.42 |
| General Expenses | 783 | 347.95 | 783 | 621 | 680 | 767.43 | 680 | 955 | 790 | 490 | 805 | 133.7 |
| CIL Expenditure | 3400 | 3452.61 | 3400 | | | | | | | | | |
| £137 Local Government Act 1972 | | | 50 | | 50 | 0 | 50 | 0 | 50 | 0 | 50 | 0 |
| Grants & Contributions | 50 | 130 | 50 | 50 | 50 | 0 | 50 | 50 | 50 | 196 | 50 | 541.1 |
| Contingency/Reserves | | | | | | | | | | | 0 | |
| Total budget expenditure | | | 4343 | 731 | 2580 | 827.43 | 2580 | 1751.32 | 2150 | 2022.88 | 2105 | 2143 |
| Total - Precept request - grant - with 0% increase | 2607.41 | 2625.87 | 2607.41 | | 2483.25 | | 2365 | | 2150 | | 2000 | |
| TOTAL - PRECEPT - | 2607.41 | | 2607 | | 2483.25 | | 2365 | | 2150 | | 2021.2 | |
| | | | | | 2019/20 | | 2018/19 | | 2017/18 | | 2016-17 | |
| Administration | | | | | | | | | | | | |
| Clerk's Salary | 0 | | 0 | | 1530 | 0 | 1530 | 637.5 | 1000 | 1224 | 960 | 1082.65 |
| Office Excs/Allowances | 0 | | 0 | | 100 | 0 | 100 | 58.82 | 70 | 100 | 100 | 50 |
| Postage | 0 | | 0 | | 0 | 0 | 0 | | 20 | 0 | 20 | 0 |
| Stationery | 0 | | 0 | | 20 | 0 | 20 | | 20 | 0 | 20 | 0 |
| Travelling Expenses | 0 | | 0 | | 50 | 0 | 50 | | 50 | 12.88 | 100 | 72.75 |
| Website | 60 | | 60 | 60 | 100 | 60 | 100 | 50 | 60 | 100 | 0 | 0 |
| TOTAL : | | | 60 | 60 | 1800 | 60 | 1800 | 746.32 | £1,220 | £1,437 | £1,200 | £1,205 |
| General Expenses | | | | | | | | | | | | |
| Insurance | 218 | 8.94 | 218 | 209 | 218 | 218 | 200 | 218 | 168 | 168 | 200 | 165 |
| Subscriptions | 230 | 232.01 | 230 | 226 | 100 | 220.94 | 100 | 130 | 300 | 100 | 250 | 198.77 |
| Audit Fee | 105 | 107 | 105 | 186 | 150 | 98 | 150 | | 60 | 112 | 150 | 42 |
| Cost of Meetings | 80 | | 80 | 0 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 |
| Election Costs | 25 | | 25 | 0 | 25 | 87 | 25 | | 25 | 0 | 25 | 0 |
| Training | 125 | | 125 | 0 | 125 | 46 | 125 | 502 | 125 | 30 | 100 | 20 |
| PAYE | 0 | | 0 | 0 | 50 | 0 | | 25 | | | | |
| Publication | 0 | | 0 | 0 | 0 | 17.49 | | | | | | |
| TOTAL : | 783 | 347.95 | 783 | 621 | 748 | 767.43 | 680 | 955 | £758 | £490 | £805 | £506 |
| CIL Expenditure | | | | | | | | | | | | |
| SID | | 3400 | 3400 | | | | | | | | | |
| Other | | 52.61 | | | | | | | | | | |
| Note - CIL income was £7,277.58 and we have spent £3,452.61 | | | | | | | | | | | | |
| Current Account Balance as of 7/5/21 - £18877.09 Incl Charitylands £1,737.35 | | | | | | | | | | | | |
| Outstanding cheques total £4,642.48 - Total £14,234.61 | | | | | | | | | | | | |
| Signed: | | | | | | | | | Chairman | | | date |
| | | | | | | | | | RFO | | | date |
| Info - The minimum recommended weekly hours for a clerk is 4. A paid clerk would cost approx £2,200 plus expenses making total expenditure for council of £3,200 | | | | | | | | | | | | |
| Looking to increase the precept to allow for this in future years | | | | | | | | | | | | |