

FC Minutes 265

**Kedington Parish Council
FINANCE COMMITTEE – 13th July 2021**

Present: Councillor Stella Wilsher (Chair of Finance Committee)
Councillor Ann Naylor
Councillor James Stranger
One vacancy for Finance Committee

In attendance: Mr John Boxall (Clerk)

Meeting held under Regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020.

		ACTION
1	Welcome and Apologies The Chairman welcomed everyone present. Cllr Wheeler had notified his absence by email earlier that day.	
2	To receive members' Declarations of Interest on agenda items in accordance with the revised Suffolk Code of Conduct (and section 106 of the LGFA 1992) and to receive any member's requests for Dispensations None.	
3	To agree as a true record the minutes of the Finance Committee meeting held on Tuesday 8th June 2021 Unanimously agreed by all Cllrs present and Cllr Wilsher signed the minutes as such.	
4	Financial Statements: Receive budget statements and any other financial reports; consider action:	
4.1	Receive budget statements effective 30 th June 2021. All having been previously emailed to Cllrs. All Cllrs in agreement with the budget statements.	
4.2	Discuss and approve adding £5.00 per month to TalkTalk to routine payments for financial year 2021/2022. Clerk advised that TalkTalk will no longer be allowing our tiscali.co.uk email address that is owned by them to be used for free as they are not also our broadband provider. Our broadband provider is Onecom. Clerk to try to find cheaper email provider, maybe ".org" or similar that is more professional. All Cllrs in agreement.	Clerk
4.3	AGAR submission received and logged. Clerk advised he had received an email on the 2 nd July 2021 confirming this and that the submission is in the queue for processing and they will advise of completion or any issues.	
4.4	VAT refund claim submitted. Clerk advised this was submitted on the on 8 th July 2021 for £1,194.66.	

4.5	Discuss and approve payment to Marion Farrant for post-retirement work. Clerk advised this will be for £157.80 for 10 hrs post retirement work and was mainly for completion of minutes. Cllr Naylor requested that following advice from SALC, this payment is made but is delayed until after Friday 16 th July 2021, when Mrs Farrant is due to attend the office (for the second time) with Cllr Wheeler to have Parish Council records deleted from her personal USB memory stick. All Cllrs in agreement.	Clerk
4.6	Discuss and approve payment to MD Landscapes for trimming "sight line" of Old School Field hedge. Clerk confirmed this work had been completed at very short notice last week i.e. the next day, to a satisfactory standard and that in fact MD Landscapes had indicated they would not invoice the Parish Council for this, despite the Clerk asking them to do so. All Cllrs in agreement.	Clerk
4.7	Discuss and approve payment to RMS Tree Services for strimming and weeding in Old School Field. Clerk confirmed this work has not been completed yet but approval of payment of £160 requested in advance and once the work has been checked to see it is of a satisfactory standard. Cllr Stranger confirmed the area by the main gate is all dead and so he imagines it has been sprayed. All Cllrs in agreement.	Clerk
4.8	Discuss and approve payment to Royal British Legion for hire of Hall. Clerk confirmed this payment is for the last two Council meetings, the Parish meeting and next week's Council meeting at a cost of £25 each, £100 total. All Cllrs in agreement.	Clerk
5	Clerk's Report	
5.1	Discuss and agree action on Clerk's Report and correspondence received	
	a. Goal nets for Old School Field. Clerk advised a pair of nets has been ordered at £77.15. Payment was required before delivery. Cllr Stranger volunteered to fit the net(s) once delivered.	Cllr Stranger
	b. Goal post for Meadow. To be ordered from Soccertackle.com as it has come to the Clerk's attention that Mortimer Contracts will not now be able to provide this. Parish Council ratification required as will be in excess of £500. All Cllrs in agreement.	Clerk
	c. Lloyds account application. Clerk advised that he contacted Lloyds last week, they have all the information they need and we can expect a call from the Business Manager this week.	
6	Street Furniture	
6.1	Any other street furniture matters	
	a. Dog litter bin on Hundon Road Clerk advised that Wayne Blackman removed the bin yesterday and, in agreement with Cllr Naylor, he will be replacing the post with supplies from Buildbase and will repair the lid. All Cllrs in agreement.	

	Cllr Naylor advised that the bench on Hundon Road has also been damaged. Wayne Blackman to be asked to repair the bench. All Cllrs in agreement.	Clerk
7	Grounds Maintenance	
7.1	Any other grounds maintenance matters	
	<p>a. Two fallen trees in Old School Field Cllr Naylor advised that two trees had come over into an adjacent garden and that over time they are pulling the fence down. At the request of Cllr Naylor and the Clerk, Bob Dellar has viewed the damage and there is also some hedge that needs strimming away from the car park side. Quote to be submitted by Bob Dellar, however all Cllrs in agreement that Bob Dellar should do it as it needs doing urgently.</p>	Clerk
	<p>b. Cllr Wilsher reported that a tree on the Mill side of the Cut has been snapped in half, the tree part is no longer there. The tree is not very old and not sure if it needs replacing or not. Another tree is bent over and needs propping up. She will take some photos and send to the Clerk.</p>	Cllr Wilsher
8	Play Equipment	
8.1	Receive Monthly Play Equipment Inspection Report; agree action.	
	<p>Cllr Wilsher advised that the issue of damaged surfaces comes up every year, they are repaired but end up being the worst bit of the surface because they are only strips of the surface and they get pulled up. Cllr Naylor thought the surfacing might have a 10 year guarantee on it. Cllrs Naylor and Wilsher to search for any relevant paperwork in the Council office.</p> <p>All other work in hand.</p>	Cllrs Naylor and Wilsher
9	Outstanding estimates awaited or work ordered	
	<p>a. Gate from Old School Field onto the Cut Clerk met Ross from the Green Room two Thursdays ago at the site and agreed location of the gate. Installation of the gate is imminent.</p>	
	<p>b. Emergency lighting in Parish Council Office Daryl Bloomfield to replace two lights on 23rd July.</p>	
	<p>c. Picnic benches, yellow gate and cross-scales on Old School Field. Clerk advised Chris Mortimer on the 28th June by email that he had been offered the contract to do this work. An email reply was received on 29th June saying he will let us know when he will be starting work, but it's unlikely to be for a week or two as the grass is still growing at a very fast rate.</p>	

10 Grants

10.1 Uptake: None

10.2 Applications: None

- a. Cllr Naylor read out an application from 1st Kedington Brownies as follows "We are writing to you on behalf of 1st Kedington Brownies. Due to lockdown we have not been charging fees when we returned to face to face meetings to support families and enable more girls to continue to be able to attend Brownies. We felt as a unit we wanted to offer this support and felt it was more important than ever that the girls all had an equal opportunity to come. Consequently, our funds are running low at the moment. We are writing this letter to ask if the Parish Council could provide a grant of £250 to enable us to purchase a new pop up gazebo and giant parachute for all the girls to enjoy. We would really appreciate any support you can provide at this time." All Cllrs in agreement.

Clerk

11 New business (receive any items of new business for discussion only)

11.1. Cllr Stranger raised the issue of graffiti in the Youth Shelter. Cllr Naylor stated there has been no further graffiti in the last couple of months and if we do clear the shelter of graffiti then a blank canvas may simply invite new graffiti. Cllr Stranger to ask Russell Cannon to quote to paint the shelter in anti-graffiti paint. Cllr Wilsher suggested this then be put on the agenda for discussion at the next Parish Council meeting in September. Cllr Stranger said he could get a quote ready for next week's meeting.

Cllr
Stranger

11.2. Cllr Stranger raised the issue of the placement of a Playground sign on Mill Road. Cllr Naylor advised she has sent the Clerk an email that is going to go to Councillors regarding research into signage around the village. Clerk advised this will be circulated in time for the Council meeting next Tuesday.

Clerk

11.3. Cllr Stranger reminded that Cllr Roach had promised he could get some 20's plenty signs for the West End Lane area of Kedington where the School Crossing Patrol operates. Cllr Wilsher suggested Cllr Roach is asked about this at next week's Council meeting. Clerk advised he sent Cllr Roach an email yesterday about signage around the village as a follow up from the last meeting on 15th June.

11.4. Cllr Stranger advised that the Kedington Community Association are taking advice on the best way to proceed regarding refurbishment or complete restructure of the Community Centre. The deeds need to be examined and the original solicitors are in Haverhill, because as far as he's concerned there may be an issue with ownership and responsibility for the Community Centre and the Meadow. Cllr Naylor suggested Cllrs Stranger and Wheeler meet with Steve Brown and the KCA Chair. Cllr Wilsher suggested she will liaise with the solicitors first. Cllr Naylor asked for costings before this takes place. Cllrs Stranger and Wilsher to progress.

Cllrs
Wilsher &
Stranger

12 **Payments**

- 12.1 Ratify payments made since last meeting
All Cllrs in agreement to ratify payments.
- 12.2 New payments – ratify supplier payments as at 30th June 2021
Clerk advised there are none.

Cllr Naylor advised that the Clerk's probationary period finishes on 26th July 2021. She stated that she has done weekly reviews with the Clerk and is exceptionally pleased with where we are at the moment and likes the new systems the Clerk has set in place. Scribe is superb now, she is pleased with the minutes and the speed of financial transactions taking place. Unanimous agreement reached to increase Clerk's salary to SCP 19 £13.24 per hour, equal to £16,682.40 per annum.

Cllr Stranger advised that the Doctor's surgery in School Road was sold by the practice to the Unity Trust in August 2020. Cllr Stranger feels it will never return to being a Doctor's surgery and will be sold. He wondered whether we could apply for it to be made an asset of community value, as we have done with the Royal British Legion Hall. He suggested it could maybe be used as a Post Office or a Parish Council office. Mention was made by Cllr Naylor of car parking for it. No conclusion reached.

The meeting closed at 8.30 p.m.

Signed..... Date ...14th September 2021.....