

BRADFIELD ST. GEORGE PARISH COUNCIL MEETING HELD
AT BRADFIELD ST GEORGE VILLAGE HALL ON THURSDAY 21st MAY 2026

Present: Cllrs P Squirrell (Chairman), A Therin, C Croot, T Wright & J Peck
C Hibbert (clerk). No members of the public. (SC Cllr and WS Cllr had attended the annual parish meeting earlier on the same date).

The meeting opened at 8.05pm

1. ELECTION OF OFFICERS AND SIGNATURE OF DECLARATION OF ACCEPTANCE

1.1 Election of Chair; PS was **UNANIMOUSLY ELECTED** as Chair (proposed by CC, seconded by JP – all agreed).

1.2 Election of Vice Chair; CC was **UNANIMOUSLY ELECTED** as Vice Chair (proposed by PS, seconded by AT – all agreed).

1.3 Proposal to sign declaration of acceptance of office (Chair and Vice Chair): the declarations of acceptance of office were signed, received and **NOTED**.

2.APOLOGIES AND APPLICATIONS FOR APPROVAL OF APOLOGIES

P Cllrs G Mulley & C Stainer. Apologies **ACCEPTED**.

3. PUBLIC FORUM

N/a.

4. INTERESTS

4.1 To receive Councillors' Declarations of Interest on any item in the agenda; CC declared an interest in items 6.3 and 9.3 as Trustee of the VHMC and supplier of email hosting platform.

5. MINUTES OF THE PARISH COUNCIL MEETING DATED 19th MARCH 2026. The minutes of the Council meeting held on 19th March 2026 were **UNANIMOUSLY APPROVED** and signed as a true and accurate record.

6. REPORTS

6.1 Suffolk County Council report. Please see minutes of annual parish meeting of the same date.

6.2 West Suffolk Council report. Please see minutes of annual parish meeting of the same date.

6.3 Village Hall report. Please see minutes of annual parish meeting of the same date.

7. PLANNING AND APPEALS

7.1 To receive planning notifications. None received.

8. TO CONSIDER

8.1 Standing Orders and Financial Regulation Orders and Code of Conduct (review and re-adoption); these documents (based upon the updated model templates 2025) were reviewed and **UNANIMOUSLY APPROVED**.

8.2 review of asset register: the asset register (copy attached) was reviewed and **UNANIMOUSLY APPROVED**.

8.3 Review of arrangements with other businesses (Vodafone /ICO/Suffolk Cloud/ SALC);

The meeting **NOTED** that the Council; (i) has a direct debit with Vodafone for wifi at the village hall – currently at £22.50 pcm or £270pa net; (ii) is a data controller and as such must subscribe to the ICO (£47pa); (iii) employs SALC as payroll provider at £38 pa; (iv) pays Suffolk.Cloud (now Pear Space Limited) to provide the website platform – cost £120pa; (v) is contracted to pay P Squirrell for grass cutting – (cost £500 plus VAT).

8.4 Review of appointments to outside bodies (none at present);

8.5 Confirmation of insurance cover for all insurable risks; the meeting **NOTED** that the Council has insurance cover (Zurich) which includes public liability up to £12m, asset cover of up to £23,000, which is adequate to cover the existing range of fixed street furniture and £250,000 Fidelity cover, which is adequate to cover the funds held by the Council.

8.6 Review of Councils subscriptions to other bodies (SALC). It was **AGREED** that the Council should renew its subscription to SALC - £241.25 pa.

8.7 Review and re confirm current range of policies; The current suite of policies, which includes disciplinary, sickness absence, grievance, complaints, subject access request, personal data breach,

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document and electronic storage, freedom of information, website accessibility statement and reserves, was reviewed and **(RE) APPROVED**. These policies can be seen on the website <https://bradfieldstgeorge-pc.gov.uk/governance/>.

8.8 General Power of Competence; The Council **RE-DECLARED** that the conditions for the general power of competence have been met; (namely that (i) at least 2/3 of councillors (ie five of seven) were elected rather than co-opted, (ii) the clerk is qualified and (iii) the Council has made the appropriate resolution). On this basis, s1 Localism Act 2011 rather than s137 LGA 1972 should be used to authorise any grants in relation to which it has no alternative specific powers.

8.9 Proposed Meeting dates for 2026/27 The following meeting dates were **AGREED**;

- Thursday 21st May 2026 7.30pm (to follow APM)
- Wednesday 15th July 7.30pm
- Thursday 17th September 2026 7.30pm
- Thursday 19th November 2026 7.30pm
- Thursday 21st January 2027 7.30pm
- Thursday 18th March 2027 7.30pm

8.10 Allotment update: the meeting heard that no response had been received from the relatives of the deceased owner of 5 x allotments, nor had any rent been paid. It was **AGREED** to write again requesting that any items of value should be removed before the relevant plots are made available for use by others. The meeting also **NOTED** that garden waste has been dumped at the allotments. It was **AGREED** to contact WSC to seek advice on next steps.

8.11 Grant request from Church: a grant request for grass cutting received from St George Church was considered together with details of their actual grass cutting costs in the last couple of years. It was **NOTED** that the law now permits parish councils to make grants to churches for churchyard maintenance. It was **AGREED** to make a grant of £400 to the Church and to ask for confirmation as to what costs had been incurred in this regard at the year end.

8.12 Table for village green: as no quote has been received it was **AGREED** to roll this item onto the next agenda.

8.13 Potholes: the meeting heard that this item had been requested to discuss a troublesome pothole in the area, but this has been recently repaired – no discussion required.

9. FINANCES

9.1 To receive and approve the end of year financial summary to 31 March 2026; the end of year summary to 31 March 2026 (copy attached) was received and **APPROVED**.

To receive and approve the bi-monthly financial summary for March-April 2026; received and **APPROVED**.

9.3 To approve payments to be issued; the following online payments were **APPROVED**;-

Detail	Cheque no/online authorisation	Net	VAT	Gross
VHMC*	online	20.00		20.00
Lloyds	DD	4.25		4.25
Lloyds	DD	4.25		4.25
Vodafone	DD	22.50	4.50	27.00
Vodafone	DD	22.50	4.50	27.00
Pear Space	online	30.00		30.00

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Limited				
SALC	online	241.25		241.25
SALC	online	189.00	37.80	226.80
CC – hosting services	online	36.38		36.38

9.4 To receive SALC internal audit report 25/26 and agree any actions required. The SALC audit report was received and **NOTED** and it was **AGREED** to implement any recommendations made through the course of the year.

9.5 To approve certificate of exemption AGAR 2025/26; the certificate of exemption for 2025/26 was reviewed and **APPROVED**.

9.6 To approve governance statement AGAR 2025/26; the governance statement for 2025/26 was reviewed and **APPROVED**.

9.7 To approve annual return AGAR 2025/26; the annual return for 2025/26 was reviewed and **APPROVED**.

9.8 Bank mandate. It was **AGREED** to continue with the current banking arrangements (Lloyds online for business; PS, CC and CS on bank mandate)

10. CORRESPONDENCE AND CIRCULARS The following correspondence was received and **NOTED**:-

10.1 SALC e bulletins April/May.

11. DATE OF NEXT MEETING

The next meeting is scheduled for **Wednesday 15th July 2026 at 7.30pm.**

The meeting closed at 8.30pm.

Attachment 8.2 Updated asset register

BRADFIELD ST. GEORGE ASSETS REGISTER

As at 21st May 2026 the following assets were held:-

Item	Location	Purchased	Value
Village Green	Church Road	Pre 2003	current agricultural rate £5,500 approx
Allotments	Church Road/Rougham Road	Pre 2003	current agricultural rate £4,500 approx.
Village sign	Cnr. Freewood Street	Pre 2003	£2,811
Notice Board	Freewood Street	2006	£810
Notice Board	Village Hall	2010	£340

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Replacement Coronation Seat	T junction /Rougham Road	2011	£400
Bench	Oakey Lea	2020	£345
BT phone Kiosk	Hollybush Cnr. Inc shelving		£1 + £795.70 =£796.70
5 Grit bins	1 top of Freewood Street 1 opposite VH 1 Hollybush Corner 1 Maypole Green 1 corner church lane	2012	£530x 2/3 = £353
Defibrillator and housing	Village Hall	2020	£2,140
Apple press	Village Hall	2022	£948
Wild fowl signage	Nr Smallwood Green	2022	£228
Total value			£19,171.70

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Attachment 9.1 Financial summary for the year ending 31 March 2026

BRADFIELD ST GEORGE PARISH COUNCIL
SUMMARY RECEIPTS & PAYMENTS
FOR THE YEAR ending 31/3/26

RECEIPTS	<u>2025/26</u>		Variance
	<u>Actual</u>	<u>Budgeted</u>	
	£		
Precept	5,500.00	5,500.00	0.00
Allotment rents	112.50	80.00	32.50
Misc receipts	0.00		
Grnt	0.00		
Santander interest	92.50	90.00	2.50
VAT	196.08		196.08
	<u>5,901.08</u>	<u>5,670.00</u>	<u>231.08</u>

PAYMENTS	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Misc	412.02		-412.02
Admin Misc -	273.82	100.00	-173.82
Audit fees	183.00	250.00	67.00
BT line VH	442.96	435.00	-7.96
Clerk's salary(inc tax)	2,723.68	2,775.00	51.32
Clerk expenditure	0.00	90.00	90.00
Donations	0.00	100.00	100.00
Footpaths	0.00	0.00	0.00
Grass cutting	346.00	500.00	154.00
Insurance	241.00	350.00	109.00
PCC	0.00	0.00	0.00
Repairs/maintenance	0.00	350.00	350.00
SALC Training	0.00	100.00	100.00
Payroll service	57.00	40.00	-17.00
Subscriptions	228.42	230.00	1.58
Stationery	0.00	50.00	50.00
VAT	208.82		-208.82
Vhall hire	120.00	120.00	0.00
Grants	0.00	100.00	100.00
Contingency	0.00	0.00	0.00
defib	0.00	80.00	
bin			
	<u>5,236.72</u>	<u>5,670.00</u>	<u>433.28</u>

<u>Reconciliation of R. & P. Book</u>		<u>Santander account</u>	
Balance b/f 01.04.25	£7,309.04	Balance b/f 1/4/25	£9,205.10
Receipts	£5,808.58	Receipts	£92.50
Payments	-£5,236.72	Payments	
	<u>£7,880.90</u>		<u>£9,297.60</u>
TOTAL - 2A/cs	<u>£17,178.50</u>		

Bank Reconciliation balances as at
Lloyds Balance as at 31.03.26 £7,880.90
less unrepresented cheques

Santander balance as at 31.03.2 £9,297.60

TOTAL Bank Reconciliation £17,178.50

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