

BRADFIELD ST. GEORGE PARISH COUNCIL MEETING HELD
AT BRADFIELD ST GEORGE VILLAGE HALL ON WEDNESDAY 13th NOVEMBER 2024

Present: Cllrs P Squirrell (Chairman), T Wright, A Therin, J Peck & G Mulley
C Hibbert (clerk). WSC Cllr S Mildmay-White.
No members of the public.

The meeting opened at 7.30pm

1. APOLOGIES AND APPLICATIONS FOR APPROVAL OF APOLOGIES

P Cllrs C Stainer & C Croot; C Cllr K Soons.

2. PUBLIC FORUM

N/a.

3. INTERESTS

3.1 To receive Councillors' Declarations of Interest on any item in the agenda; GM declared an interest in items 5.3 and 8.3 as Trustee of the VHMC. PS declared an interest in item 8.3 (payments).

4. MINUTES OF THE PARISH COUNCIL MEETING DATED 11 SEPTEMBER 2024. The minutes of the Council meeting held on 11th September 2024 were **UNANIMOUSLY APPROVED** and signed as a true and accurate record.

5. REPORTS

5.1 Suffolk County Council report. In the absence of SC Cllr Soons, her report was received and will be uploaded onto website.

5.2 West Suffolk Council report. WS Cllr Mildmay-White delivered her report. She highlighted the current status of the Local Plan review and there was discussion about parking standards and housing targets.

5.3 Village Hall report. A copy of the VHMC was received and is attached to these minutes.

5.4 Police report. Received and **NOTED**.

6. PLANNING AND APPEALS

6.1 To receive planning notifications. No notifications received.

7. TO CONSIDER

7.1 Allotment Rent review The Council discussed the following; current rent is (and has been for many years) £10pa for a full plot and £5 for a half plot; there is no water. Projected allotment rent this year is £90; last year it was necessary for the first time to pay £100 for some grass cutting at the allotments. Current rent on other allotments was considered (comparison details attached). Following discussion, it was **AGREED** to increase the allotment rent to £15 per full plot and £7.50 per half plot in line with charges elsewhere and overheads and to review the rent again annually.

7.2 Response (if any) to Local Transport Plan for Suffolk 2040 It was agreed that Councillors would respond to this consultation individually should they choose to do so.

7.3 To consider options in light of introduction of Lloyds Bank charges; it was **AGREED** to monitor whether other high street banks are likely to introduce similar charges before any change is made.

7.4 To agree spec for grass cutting 24/25 It was **AGREED** to amend the grass cut spec to include the common parts of the allotment areas (cut up to 2x pa as required) and to put the work out to tender to the same list of contractors as for last year. It was **NOTED** that the height of the hedge along the road may need attention.

7.5 To review information on fire braziers Quotes are being collated for fire braziers. Discussion followed about fire risk/health and safety, installation, location etc and it was agreed to review this proposal further at the next meeting.

8. FINANCES

8.1 To receive and approve the financial summary to 30 September 2024; received and **APPROVED**

8.2 To receive and approve the bi-monthly financial summary for Sept-Oct 24; received and **APPROVED**.

8.3 To approve payments to be issued; the following online payments were **APPROVED**.

Detail	Cheque no/online authorisation	Payment	Net	VAT	Gross
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Signature.....

1.	BT	DD	26.71	5.34	32.05
2.	BT	DD	26.71	5.34	32.05
3	SALC payroll	online	19.00	3.80	22.80
4	VHMC	online	20.00		20.00
5	JH Squirrell	online	57.00	11.40	68.40

8.4 To approve budget for 25/26; the budget attached was discussed and **APPROVED**.

8.5 To approve precept request for 25/26; the precept request for 25/26 in the sum of £5,500 was **APPROVED**.

8.6 To approve reserves policy; the reserves policy attached was reviewed and **APPROVED**

8.7 To note and accept National Pay award for 24/25. The Council noted and **APPROVED** the pay award insofar as it affects the clerk's agreed rate of pay.

Internal controls check to 31 August 2024. The completed report was received and **NOTED**.

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

9.1 SALC e bulletins Oct/Nov;

9.2 Info re Promoting Safer Communities with Police & Neighbourhood Watch;

9.3 Invitation to Civic service;

9.4 Info from SCC on honouring Suffolk;

9.5 West Suffolk Parish and Town forum info;

9.6 Info on calculation of precept;

9.7 CAS info on rural housing event;

9.8 Communities Capital Grant Fund information;

9.9 Air quality update to town and parish councils in West Suffolk;

9.10 WSC info on new electric vehicle chargers with car parks;

9.11 Consultation on the West Suffolk Local Council Tax Reduction Scheme .

DATE OF NEXT MEETING

The date of the next meeting is **Wednesday 8th January 2024 at 7.30pm**.

The meeting closed at 8.30pm.

Attachment to item 5.3

Bradfield St George Village Hall Management Committee

Chairperson's report to Parish Council November 2024

The Bradfield Night in October was not a huge success as the food was not up to the standard expected and numbers were down. For the December BN we are going to try a new caterer Casper's Catering who is very locally based. Some of the BN regulars have eaten his food elsewhere and were extremely impressed. We need to regain our reputation, or else BN will die a death!

November's BN was the annual fireworks event which, as usual, was a huge success. The food sold out by 7.15 and the bar was almost drunk dry! Once again there were many people from outside the village as well as many residents. The committee were supported by volunteers from the village as we are too small to stage these large events without extra help.

Private bookings continue being mainly children's parties and the occasional wake. Ramblers form Newmarket parked here today in return for a small donation.

Rugby matches are currently being live streamed.

Signature.....

The committee are considering what to do about Quiz nights in the new year as attendance has dropped of late. There is the possibility of holding just 1 or 2 a year but do these take the place of a BN or as an extra?

There are no maintenance issues to report apart from the new carpet trim.

Attachment to item 7.1 - Comparison of allotment charges elsewhere

Leiston	£21.50pa	water
Cockfield	£20pa	water
Bury St Edmunds	£52pa	Water and maintenance
Barrow	£15-£40pa depending on size	? water
Sudbury	£25-50pa depending on size	water
Stowupland	£18.75pa (large plot)	No water
Walsham	£20-£102 pa depending upon plot size	Water and shed included

Attachment to item 7.4 Grass cutting spec for 2025

Bradfield St George Parish Council

TO

Dear

Grass cutting tender 2025

The Parish Council is seeking tenders for maintenance of its village green and you are invited to tender. Please can you return the completed tender to me no later than Friday 3rd January 2025.

Please find enclosed the following:

- Plan
- Tender form
- Conditions
- Contractor's details

If you would like to discuss anything in further detail or have a preliminary site visit please contact Catherine Hibbert on 07765 831803.

We look forward to hearing from you.

Signature.....

BRADFIELD ST GEORGE PARISH COUNCIL
TENDER FOR MAINTENANCE OF THE GREEN 2025

Please see Conditions

Work	Cost
<p><u>Specification of works</u> Mow the Green (area bounded by blue line on attached plan) up to 8 times May-September 2025 (as required). Strim edges marked edged yellow on attached plan up to four times May-September 2025 (as required). Cut the walkways/access (so far as accessible) in the allotments adjoining the village green up to twice May-September 2025 (as required)</p>	
<p>Total price of work</p>	
<p>V.A.T.</p>	
<p>Total Cost</p>	
<p>If you are awarded the tender please advise what equipment you would use (noting that there are some manhole covers on the green) and provide details of when you would undertake this work.</p>	

Signature.....

Bradfield St George Parish Council

CONDITIONS

1 Equipment

- a) The Contractor shall provide all equipment necessary for the satisfactory completion of the work.
- b) The Contractor shall provide all safety clothing, goggles and other safety equipment necessary to comply with the requirements of the Health and Safety at Work regulations.
- c) Bradfield St George PC will not accept responsibility for any damage caused to the Contractor's machinery or other equipment caused by stone or other debris.

2 Insurance

- a) The Contractor shall provide evidence of adequate insurance cover against public liability claims, including injury to persons and damage to third party property including cars.

Leaving site tidy

- 3.
 - a) The contractor shall remove all arisings/ debris unless otherwise agreed and leave the site neat and tidy.

Signature.....

Attachment to item 8.1 Quarterly summary to 30 September 2024

**SUMMARY RECEIPTS & PAYMENTS
FOR THE YEAR ending 31/3/25**

<u>RECEIPTS</u>	<u>2024/25</u>		<u>Variance</u>
	<u>Actual</u>	<u>Budgeted</u>	
	£		
Precept	5,500.00	5,500.00	0.00
Allotment rents	10.00	50.00	-40.00
Misc receipts	0.00		
Grnt	0.00		
Santander interest	39.90	90.00	-50.10
VAT	119.54		119.54
	<u>5,669.44</u>	<u>5,640.00</u>	<u>29.44</u>

<u>PAYMENTS</u>	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Misc	0.00		0.00
Admin Misc -	79.44	100.00	20.56
Audit fees	177.00	250.00	73.00
BT line VH	160.26	440.00	279.74
Clerk's salary(inc tax)	1,277.60	2,500.00	1,222.40
Clerk expenditure	0.00	150.00	150.00
Donations		100.00	100.00
Footpaths		0.00	0.00
Grass cutting	388.00	500.00	112.00
Insurance	318.81	300.00	-18.81
PCC		0.00	0.00
Repairs/maintenance	0.00	400.00	400.00
SALC Training	0.00	100.00	100.00
Payroll service	19.00	50.00	31.00
Subscriptions	222.45	250.00	27.55
Stationery	0.00	50.00	50.00
VAT	148.84		-148.84
Vhall hire	60.00	120.00	60.00
Grants	0.00	250.00	250.00
Contingency		0.00	0.00
defib	0.00	80.00	
bin			
	<u>2,851.40</u>	<u>5,640.00</u>	<u>2,788.60</u>

<u>Reconciliation of R. & P. Book</u>		<u>Santander account</u>	
Balance b/f 01.04.24	£6,352.01	Balance b/f 1/4/24	£9,117.74
Receipts	£5,629.54	Receipts	£39.90
Payments	-£2,851.40	Payments	
inter a/c tfr		inter a/c tfr	
	<u>£9,130.15</u>		<u>£9,157.64</u>
TOTAL - 2A/cs	<u>£18,287.79</u>		

Bank Reconciliation balances as at
Lloyds Balance as at 30.09.24 £9,130.15
less unrepresented cheques

Santander balance as at 30.9.24 £9,157.64

TOTAL Bank Reconciliation £18,287.79

Signature.....

Attachment to item 8.4 Approved budget for 25/26

		Year End 2020/21	Budget 2020/21	Year End 2021/2022	Budget 2021/2022	Year end 2022/23	Budget 2022/23	Year End 2023/24	Budget 2023/24	YTD 2024/25	Budget 2024/2025	Var 2024/2025	BUDGET 2025/2026
Income													
Electoral roll		x £7.86	x £8.32										
Precept		5,400.00	5,400.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	0.00	5500
Local Council Tax Support Grant													
Interest		11.70	4.00	0.82	10.00	18.80	1.00	91.36	6.00	39.9	90	50.10	80
VAT		293.64		771.40		693.29		193.12		119.54		-119.54	
Wayleaves													
Allotments		0.00	35.00	120.00	35.00	120.00	35.00	85.00	50.00	10	50	40	90
Support Grant													
Misc Receipts				462.72		520.00							
Consolidated stock													
Sub total		5,705.34	5,439.00	6,854.94	5,545.00	6,852.09	5,536.00	5,869.48	5,556.00	5,669.44	5,640.00	29.44	5670
Expenditure													
Admin/ Misc		2608.88	100	135	100	155.00	100	385.86	100	79.44	100	20.56	100
Audit fees		155	300	158	300	161.00	250	169.00	200	177	250	73	250
BT Line VH		660	550	665.54	550	275.33	700	298.10	350	160.26	440	279.74	435
Chairman's allowances			0							0	0		
Clerk's Salary/HMRC payments		2,211.76	2,300.00	2,218.24	2,350.00	2,460.16	2,350.00	2,555.20	2,500.00	1277.6	2,500.00	1,222.40	2775
Clerk's expenses			400.00		150.00		150.00		100.00	0	150	150	90
Contingency										0	0		
Donations	S137/14		50.00		100.00		100.00		150.00	0	100		100
Footpaths etc.			150.00		150.00		0.00		0.00	0	0		
Grass cutting & Tree work		575.00	300.00	1360.00	300.00	236.25	300.00	437.25	350.00	388	500	112	500
Insurance		186.73	200.00	186.73	200.00	323.75	200.00	293.33	350.00	318.81	300	-18.81	350
PCC - Churchyard upkeep			400.00		0.00		0.00	0.00	0.00	0	0		
Repairs & maintenance		273.00	100.00	531.30	200.00	795.70	400.00	0.00	500.00	0	400	400	350
Payroll Service		56.00	80.00	38.00	50.00	38.00	50.00	19.00	60.00	19	50.00	31.00	40
SALC Training			100.00	100.00	100.00	52.00	100.00	0.00	100.00	0	100.00	100.00	100
Subscriptions/ SALC		186.62	300.00	191.27	300.00	191.06	300.00	207.46	250.00	222.45	250.00	27.55	230
Stationery		0.00	120.00		100.00		100.00		100.00	0	50.00	50.00	50
VAT		771.80		693.29		193.12		119.54		148.84		-148.84	
Village Hall grant- upkeep	S133		400.00		250.00		250.00	0.00		0	250.00	250.00	100
Village hall hire		20.00	120.00	120.00	100.00	140.00	120.00	130.00	120.00	60	120.00	60.00	120
Grant GPOC	S 1 LA 2011					439.36		220.00		250			
bin					180					0			
defib					65		66	0.00	76	0	80	80	80
Cap purchase				1176.13						0			
Bank charges													55
Sub Total		7,704.79	5,970.00	7,573.50	5,545.00	5,460.73	5536	4,834.74	5556	2851.4	5640	2788.6	5670

Attachment to item 8.6 Reserves policy

BRADFIELD ST GEORGE PARISH COUNCIL

RESERVES POLICY

APPROVED: 13 November 2024

REVIEW DATE: Nov 2025

The reserves of Bradfield St George Parish Council are held for the purposes of one or more of the following:-

- i. improving the quality of the Parish's amenities;
- ii. promoting the village and encouraging visitors by the use of all forms of communication;
- iii. strengthening and encouraging community cohesion; and/or
- iv. Optimising the Council's administrative costs, assets and income from assets;

and shall be allocated as follows:-

General reserves: Up to £5,500 being the level of the precept for the forthcoming year.

Village Projects Fund: £10,500.

Defib earmarked Fund £188

Signature.....