

Hessett Parish Council

MINUTES

of the meeting on **Tuesday 28th May 2024 at 7.30pm** at Hessett & Beyton Village Hall

Present: Councillors Phil Barrett (Chair), Tim Elliot, Andrew Pearson, Margaret Shaw
Joined meeting after item 5: Richard Merryfield

In attendance: Michelle Fisher (Clerk to the Council)

280524/01 Election of Chairman for 2024/25

Cllr Phil Barrett was elected unanimously as Chairman. There being no other proposals Cllr Phil Barrett was elected as Chairman for Hessett Parish Council.

280524/02 Election of Vice Chair for 2024/25

Cllr Phil Barrett proposed Cllr Margaret Shaw as Vice Chairman and was elected unanimously by all Councillors. There being no other proposals Cllr Margaret Shaw was elected as Vice Chairman of Hessett Parish Council.

280524/03 Signature of Acceptance of Office Forms

The re-elected Chair and Vice Chair signed Declarations of Acceptance of Office. The Parish Councillors signed Acceptance of office declarations for 2024/25.

280524/04 Apologies for absence

All Parish Councillors in attendance. Apologies received from and accepted by the Parish Council for Cllr Penny Otton (Suffolk County Council) and Cllr Nicky Willshere (MSDC) who had tendered apologies due to prior pre-arranged commitments.

280524/05 Part 1 Declarations of Interest

- (a) There were no Disclosable Pecuniary Interests Declared
- (b) There were no other Disclosable Interests Declared

All Councillors confirmed receipt of Register of Interests forms. The clerk confirmed that these must be completed and returned to the clerk as soon as is possible, ideally by the end of the week.

Part 2 Co-Option of New Councillors – Richard Merryfield was co-opted onto the Council and signed the acceptance of Office.

All Councillors noted there were four members elected following the recent elections: with three seats available. All Councillors agreed to co-opt noting this is not a Casual Vacancy and therefore notices are not required (NALC LTN 8 paragraph 22). There was one candidate for the three positions available and after Councillors heard from the candidate, they voted unanimously to co-opt him as a Councillor for Hessett Parish Council, Richard Merryfield accepted the position of Councillor and signed the Declaration of Acceptance to Office Form before joining the meeting as Councillor. There were no Interests Declared.

280524/06

Minutes

The Minutes of the meeting of the Parish Council held on 26th March 2024 were agreed to be a true record. The Chair was authorised to sign them as such.

280524/07

Public Forum

County & Borough Councillor Reports

County Councillor Penny Otton sent apologies for not being able to attend the meeting and promised to send the Annual report. Once this has been received it will be circulated to Councillors and placed on the Hessett Parish Council website.

Councillor Nicky Willshere sent apologies via Cllr Penny Otton for not being able to attend the meeting. The Parish Council were disappointed that neither Cllr Penny Otton nor Cllr Nicky Willshere could attend the meeting due to the change of date clashing with prior commitments. No report was received from Cllr Nicky Willshere.

No Issues were raised.

There were no questions or comments from members of the public.

280524/08

Planning

Responses to planning application consultation:

DC/24/02126 – Aardvark House, Hubbards Lane, Hessett, Bury St Edmunds, Suffolk, IP30 9BG – Application to construct a balcony to main bedroom. After discussion the Council resolved to offer no objection.

280524/09

Clerk's Report & Administrative Duties

(a) The Clerk advised that no decisions had been made under delegated powers since the last meeting.

(b) The Clerk advised that she had received correspondence from SALC regarding the Clerks Salary and in response the clerk expressed that her P60 was incorrect and raised concerns. After the Clerk investigated and tried to contact HMRC regarding her concerns; namely queries over the correct reporting of her hours and Salary by the previous Clerk prior to her fully taking office and during her initial phasing into her role, and whether the hours reported by SALC had been correctly recorded to the HMRC Hessett Parish Council account. SALC were also trying to contact HMRC on Hessett Parish Council's behalf, they have confirmed that HMRC should be contacting the Clerk regarding setting up a new account, apparently Hessett Parish Council had not been registered with HMRC since 2021. SALC confirmed that HMRC had informed them that they will not hold the Clerk personally responsible. SALC and the Clerk are working together towards setting up Hessett Parish Council as an employee and tying the payments Hessett Parish Council have made in relation to Clerks salary. SALC have temporarily recommended that Hessett PC halt making payments to HMRC until this is sorted and they send corrected P30s with the new HMRC account and payment reference details. Once this is sorted the Clerk will have a better idea of any deficit in reporting and payments to HMRC and will advise accordingly.

280524/10

Finance

a. (i) All Councillors confirmed receipt of the finance report for the period ending 30th April 2024 as supported by bank statements. All Councillors confirmed reconciliations as presented matched the bank statements

showing total cash available of £21,541.33

(ii) Councillors accepted the reserves position as presented.

- b. Councillors note one receipt since the last meeting for the payment of the new Parish Council lawn mower, which was made by Cllr Andrew Pearson, as previously agreed. Councillors resolved that the amount of £509.99 should be paid electronically via bank transfer to Cllr Andrew Pearson to reimburse him.
- c. Councillors confirmed a full schedule of payments, supported by invoices and receipts and agreed to make the following payments by internet transfer:

PAYMENT	INVOICE/RECEIPT REF:	AMOUNT
MSDC	2009034	£63.78
Mr Andrew Pearson	Reimburse Cllr Pearson for payment of PC Lawnmower. Order ref: #200121992	£509.99
Michelle Fisher	Clerk Salary for May 2024	344.40
Michelle Fisher	Clerk Salary for June 2024 (To be paid in June but agreed today)	344.40
Information Commission	ZA211727	£80.00

Councillors reviewed Barclays mandate for both accounts and agreed to continue to for Cllr Phil Barrett, Cllr Margaret Shaw and Cllr Tim Elliot to have full access to both Barclays accounts to include setting up and authorising payments in line with the internet banking policy. .

- d. All Councillors agreed to hold the previous Clerks uncashed cheque pending any liability to hold it to him
- e. All Councillors agreed to renew the Insurance policy with BHIB (Clear Insurance Management), for an annual renewal price of £567.08.
- f. Cllr Andrew Pearson suggested that RPA not be included on the next accounts spreadsheet as we no longer have this.

280524/11

Governance

a. **AGAR** – The report on the year end process was received from the Clerk. All Councillors approved the Annual Governance Statement (AGAR) for the year ended 31/03/2024 in turn confirming the Parish Council have a sound system of internal control. It was resolved for Cllr Phil Barrett (Chair) and Michelle Fisher (Clerk/RFO) to sign section two of the AGAR with those present at the meeting as witness. Part 2 statements were read and agreed. The Council noted that Income and Expenditure were under £25,000pa and therefore resolved to authorise the chair to sign the Exemption Certificate.

The council resolved to approve the AGAR Governance Statement at Part 2, section 1 of the Annual Return and the chair and clerk were authorised to sign it. The Council resolved to approve the information provided by the clerk for the Annual Return in Section 2 part 2. The chair and clerk were authorised to sign it. All Councillors approved the Accounting Statements for the year ended 31 March 2024 as transposed on section two of the AGAR in turn confirming the statements present the financial position of Hessett Parish Council for the year ended 31 March 2024. Cllr Phil Barrett signed Section two of the AGAR at the

meeting, all Councillors witnessed the Chair and the Clerk sign.

b. CIL – Councillors received a CIL update report from the Clerk and confirmed that no CIL money had been used during the reporting year 1st April 2023 to 31st March 2024. All Councillors agreed that the CIL funding amount total was £4620.84. Councillors agreed this would be allocated as funding towards the purchase of a SID. The Clerk and Cllr Phil Barrett signed the Parish CIL Funding Form and all Councillors agreed and acted as witness.

c. All Councillors agreed to the appointment of staff to the following positions:

(i) Asset Management – Cllr Andrew Pearson

(ii) Flooding – Cllr Phil Barrett

(iii) Play Equipment & Village Green – Cllr Margaret Shaw

(iv) Allotments & Heath – Cllr Andrew Pearson

(v) Risk Assessment & Policies – Cllr Margaret Shaw

(vi) Road Safety – Cllr Phil Barrett

(vii) Footpath Officer – Hessett PC do not have one & no volunteers

(viii) Defibrillator equipment – Cllr Tim Elliott

d. All Councillors agreed to appoint Cllr Andrew Pearson as the Parish Council Representative to Hessett & Beyton Village Hall.

e. All Councillors agreed the continuation of the Parish Council subscription to the external body, the Suffolk Association of Local Councils (SALC: an annual paid subscription)

f. The Clerk updated the Parish Councillors on the Financial Regulations which the National Association of Local Councils (NALC) had recently released. All Councillors noted the new model and agreed to adopt these in draft form to allow time for the Councillors to renew them.

280524/12

Speeding

Following the recent correspondence received from Suffolk County Council regarding the issues surrounding the placement of posts, the clerk explained that ultimately it is up to the Parish Council to decide. The options are as follows: Option 1 – The Parish Council could decide to choose the original sites. The Councillors would be accepting that the over hanging trees may make solar charging on its own problematic. The Councillors would need to monitor the SID and when necessary, electronically charge them. The cost of charging the Camera being minimal.

Option 2 – Purchase a SID that is battery charge operated.

Option 3 – Continue to look for sites other than those already suggested and not recommended or rejected by Suffolk County Council.

All Councillors decided to adopt Option 1. The Clerk to update Suffolk County Council to arrange installation of VASIGN posts.

280524/13

Telephone Kiosk

Cllr Margaret Shaw updated the Parish Council on the progress with the Telephone Kiosk. Cllr Shaw will be looking into finalising the best map for the kiosk and having it printed. Councillors agreed to write a short paragraph for the base of the map as follows:

- Cllr Tim Elliott regarding the church.
- Cllr Andrew Pearson on the Heath.
- Cllr Phil Barrett on the village.

The Clerk agreed to try to source Tourist information leaflets, despite emailing and leaving telephone messages at the Tourist Information Centre based in Bury St Edmunds in the APEX, they have failed to respond. Michelle agreed to try and visit the Apex to see if that may precipitate a response.

The Clerk has already received leaflets on Child and teenage mental health but will order some adult mental health leaflets from Mind once the Telephone Kiosk is ready for them.

280524/14 Playground

The Clerk has been unsuccessful in finding a cheaper quote for the Playground repairs that were suggested on the annual report. All Councillors agreed that the Clerk should continue to collect quotes and investigate a funding application for woodchip and matting.

280524/15 The Heath

Cllr Andrew Pearson confirmed that he had mowed some paths so residents could enjoy the Heath whilst preserving its natural beauty. Cllr Andrew Pearson was looking at setting up a Facebook page for the Heath. All Councillors thanked Cllr Pearson for his work and agreed a page for the Heath would be a good idea. The Parish Council are still looking for volunteers' keen on becoming more involved with an Environmental Group for the Heath and other areas of the village.

280524/16 Flooding

Councillors agreed that a survey should be carried out in Hessel and are looking for volunteers to help look at the Flood risks and collate information to submit to Suffolk County Council. Councillors agreed that the Clerk should ask for clarification from Beyton Parish Council Flood working group to see how to conduct the survey exactly. The Clerk asked to contact Suffolk County Council to ask them for any further progress since their visit.

280524/17 Meeting Dates for 2024/2025:

The council resolved to ratify the following meeting dates:

- **23rd July 2024**
- **1st October 2024**
- **26th November 2024**
- **14th January 2025**
- **18th March 2025**
- **20th May 2025 (Parish Annual Meeting & Parish Council Annual Meeting)**

160523/18 Councillors' Reports and Items for Future Agendas

The Council agreed the following items should be added to the next meeting Agenda

- **Speeding**
- **Telephone Kiosk**
- **Flood Update**
- **Church Walk**
- **Grass Contractor**

The Chairman closed the meeting at 9.45pm

Signed as a true record by authority of the Council

**Chair
Date**