

**FC Minutes 266**

**Kedington Parish Council  
FINANCE COMMITTEE – 14<sup>th</sup> September 2021**

**Present:** Councillor Stella Wilsher (Chair of Finance Committee)  
Councillor Ann Naylor  
Councillor Terence Wheeler  
One vacancy for Finance Committee

**In attendance:** Mr John Boxall (Clerk)

- |          |   |        |
|----------|---|--------|
| <b>1</b> | <b>Welcome and Apologies</b><br>The Chairman welcomed everyone present.   | ACTION |
| <b>2</b> | <b>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</b><br>None.   |        |
| <b>3</b> | <b>To agree as a true record the minutes of the Finance Committee meeting held on Tuesday 13<sup>th</sup> July 2021</b><br>A resolution was put forward by Cllr Wheeler and seconded by Cllr Naylor to agree the minutes of the meeting as a true record. There were no other resolutions; unanimously agreed. Cllr Wilsher duly signed the minutes.  |        |
| <b>4</b> | <b>Resignation of Councillor James Stranger</b><br>Cllr Naylor asked for it to be recorded in the minutes that the Finance Committee sends its thanks to former Cllr Stranger for his work on the Committee.  |        |
| <b>5</b> | <b>Financial Statements: Receive budget statements and any other financial reports; consider action:</b>  |        |
|          | 5.1 Receive budget statements effective 31 <sup>st</sup> July 2021 and 31 <sup>st</sup> August 2021<br>All Cllrs in agreement with the budget statements. Paper copies to be sent to Cllr Wheeler in the future.  | Clerk  |
|          | 5.2 Section 3 of the Annual Governance and Accountability Return for the year ended 31 March 2021 has been received from external auditors PKF Littlejohn LLP. There were no issues arising. A Notice of Conclusion of Audit has been placed on Kedington Parish Council's website and on all notice boards.  |        |
|          | 5.3 Discuss and approve adding £30.00 per month to Dazzle 'n' Shine to routine payments for financial year 2021/2022.<br>Cllrs discussed the frequency of the clean bearing in mind the Clerk worked in the office three days per week, not five, and the meeting room was used only twice each month. Cllr Naylor stated she visited frequently and used the meeting room occasionally. Cllrs discussed seeing if it could be done cheaper by any other cleaner. Cllr Wheeler suggested Ana Lopes and all agreed. Cllr Naylor confirmed it would not be a contract agreement. Frequency of the clean could be monitored. Cllr Wheeler proposed a bimonthly clean, seconded by Cllr Wilsher, opposed by Cllr Naylor. Majority in favour, motion passed. | Clerk  |
|          | 5.4 Discuss and approve the purchase of spare office keys for Dazzle 'n' Shine. Deferred pending outcome of item 5.3  |        |
|          | 5.5 VAT refund claim for £1,194.66 received into Bank Of Ireland account on 23 <sup>rd</sup> July 2021  |        |
|          | 5.6 Discuss and approve payment of Clerk's expenses for May to August 2021<br>Authorised by all present and signed by Cllr Naylor as Chair of the Parish Council.   | Clerk  |

- 5.7 Discuss and approve future payment to MD Landscapes for cutting/strimming the river area along the Cut, in Waterfield Meadow and Silver Street Park all the way down from the top of the bank to the river.

Clerk advised that the original price for just doing the Cut is £350 and that the additional work will be the same amount again. However, if it turns out not to take so long the price will be adjusted accordingly, so therefore it will cost a maximum £700. To be discussed at full Parish Council meeting as is now in excess of £500. Clerk advised that when he put it on this agenda he didn't have a quote for the additional work.

- 5.8 Employers Liability Insurance renewed 3<sup>rd</sup> September 2021

Clerk advised that last year this insurance was commenced as a three year deal, renewable each year, and that he had therefore renewed it as the second year of that deal. This was at an increased cost of £2335.15 in comparison to last year's price of £2265.68. Clerk advised this covers the Council for its employees and anybody we ask to do some work as long as there's been a risk assessment and they have the correct equipment.

## 6 Clerk's Report

- 6.1 Discuss and agree action on Clerk's Report and correspondence received

- a. Brackets for Speed Indicator Device

Clerk advised that brackets are required to fit the SID to the post in Mill Road at a cost of £129.00 including delivery. Authorised by all present.

Clerk

- b. Defibrillator

Clerk advised that Paul at the butcher's shop on Westward Deals has agreed this installation in conjunction with the Community First Responder Scheme. A defibrillator normally costs £2000 to £2500 to install that is generally funded by donations. There is £2500 remaining in the COVID-19 grant that could fund this. Cllr Naylor advised that the KCA are also thinking of moving their internal defibrillator to the outside of the Community Centre. To be discussed at next Parish Council meeting.

- c. Goal for Meadow

Clerk advised the goal has been received. Clerk has spoken to both Steve Brown of the KCA and to Ross Van de Zande and Ross has agreed to install the goal. Clerk is awaiting a costing from Ross. Cllrs agreed to fund the purchase cost (£1,142.87) and installation from the £3000 in the Recreation earmarked reserve. Goal has been added to the asset register. Insurance company to be informed.

Clerk

Clerk

- d. Goal nets for Old School Field

Clerk advised the nets have been received and Clerk will fit after purchasing cable ties.

Clerk

- e. Barclays account opening application and closure of Bank Of Ireland account

Clerk advised the account is open and available online. Each payment will need authorising by two signatories that will likely be by way of a text message. It would also seem that now the account is up and running more signatories can be added by simply attending the Haverhill branch rather than the Cambridge branch. Clerk advised that his plan is to pay the balance of the reserves currently in the Bank Of Ireland account, totalling £85,227.59, into the NatWest account by way of cheque payment. Thereby closing the Bank Of Ireland account. This is because the Clerk wants to currently keep the reserves in the NatWest account and use the Barclays account for the day to day banking from the precept. The Clerk will at some point in the future then find an account at a closer bank/building society paying some interest, into which the reserves money then held in the NatWest can be paid. Then the NatWest can be closed also.

Clerk

Clerk advised that the balance of the Bank Of Ireland account contains:-

- two VAT reclaims, £4,412.93 on 7<sup>th</sup> May 2021 and £1,194.66 on 23<sup>rd</sup> July 2021, that should have been paid into the precept money held in the NatWest account and
- the previous Clerk's gratuity, £11,634.50 on 4<sup>th</sup> June 2021, was paid from the precept money in the NatWest but should have been paid from the general reserves held in the Bank Of Ireland and
- as mentioned at 6.1.c above, the purchase of the Meadow goal, £1,142.87, was funded from the NatWest but should have been paid from the recreation reserves held in the Bank Of Ireland

The above means that in effect the Bank Of Ireland reserves account owes the NatWest precept account £18,384.96. Clerk will then transfer this and the precept balance in the NatWest account that at the moment is £34,255.16, into the new Barclays account. This will mean the balance of the reserves, £66,842.63, will be in the NatWest account pending the opening of a higher interest rate account, and the balance of the precept will be held in the new Barclays account.

Clerk

Cllr Wheeler explained and the Clerk confirmed that what is changing now is that the reserves and precept funds will be kept in two totally separate accounts. All Cllrs agreed to this arrangement, no motion required as no expenditure involved.

Cllr Wheeler confirmed that he is happy to sign the aforementioned Bank Of Ireland cheque for £85,227.59 this evening and is aware that former Cllr Simon McGuire is also happy to sign this cheque at a later date.

Clerk

## 7 Street Furniture

### 7.1 Any other street furniture matters

#### a. Damage to Calford Green and 30mph sign

Cllr Naylor had discovered that the private contractors employed by the Golf Club had caused this damage and will be remedying it. Clerk and Cllr Naylor to check on this.

Clerk/Cllr  
Naylor

## 8 Grounds Maintenance

### 8.1 Any other grounds maintenance matters

Cllr Wheeler asked if the hedge in Mill Road that has recently had the front facing side cut back by West Suffolk Council, could now have to top lowered because it is Dogwood that he thinks will have red branches in the winter rather than brown, if it is trimmed. Agreement reached to ask MD Landscapes to do this when they cut the hedge around Old School Field, taking the Dogwood hedge down to about 1.5m in height.

Clerk

## 9 Play Equipment

### 9.1 Receive Monthly Play Equipment Inspection Report; agree action

Clerk advised that Mortimer Contracts will be commencing their work on the picnic benches, cross scales and playground gate this week or next.

### 9.2 Basket swing on Old School Field

Cllr Naylor advised that the chains for this had been damaged by the basket being twisted over and over. This has been repaired free of charge by a man who visits his girlfriend in the village. Letter of thanks to be sent.

Cllr Naylor

## 10 Outstanding estimates awaited or work ordered

### 10.1 Picnic benches, yellow gate and cross-scales on Old School Field.

As item 9.1

### 10.2 Cutting OSF hedge

Clerk advised that MD Landscapes will be cutting the hedge in October. MD to be asked to

- give the road facing sides on both Mill Road and School Road a proper good trim back, especially either side of the entrance gate on School Road
- not take too much off the top. Clerk has previously had a conversation with Trevor in which he said he usually cuts the top down to help it grow back thicker as a bit of a noise barrier assistance. Clerk is to let him that we're not so concerned about that, now that the noisy centre box in the skate park has been removed.
- just give the Old School Field sides a prune as it doesn't restrict anyone's access or sight line etc.

Clerk

Clerk

### 10.3 Cutting/trimming the river area along the Cut, in Waterfield Meadow and Silver Street Park

SW

As item 5.7 above

**11 Grants**

- 11.1 Uptake: None
- 11.2 Applications: None

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

Cllr Wheeler reported that the grit bin on West End Lane had been knocked and turned round. Clerk advised he's taken some photos of it earlier today and one of the top corners has a big split in it and it looks like it's been turned round by about 90 degrees. Wayne Blackman to be asked to repair and replace.

Clerk

Do we need to ask West Suffolk Council to replenish the grit bins. Don't need the one in the Community Centre car park topping up as another recycling bin is going to replace it. Grit bins are located at the top of Kings Hill, two on the Westward Deals, one on Hundon Road and one at the top of Mill Road.

Clerk

Cllr Naylor advised that she would like to apply for a Locality Grant of £500 at the next Parish Council meeting regarding the Womens Tour of Britain cycling event on Saturday 9<sup>th</sup> October 2021 that is passing through Kedington. This is to be used in conjunction with the British Legion.

Cllr Naylor  
and Cllr  
Wheeler

Cllr Naylor would like to hire the British Legion hall and supply food and drinks and decorations. Cllr Wheeler to get the thoughts of the British Legion at their meeting on Thursday 16<sup>th</sup> September.

**13 Payments**

13.1 Ratify payments made since last meeting

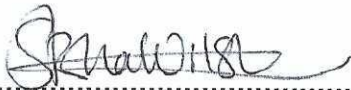
- a. £360.00 to PKF Littlejohn LLP on 27<sup>th</sup> August 2021 for reviewing the Annual Governance & Accountability Return.
- b. £30.00 to Dazzle 'n' Shine on 19<sup>th</sup> August 2021 for cleaning the Parish Council office
- c. £30.00 to Doxbond on 16<sup>th</sup> August for confidential shredding

All Cllrs in agreement to ratify payments.

13.2 New payments – ratify supplier payments as at 31<sup>st</sup> August 2021

All Cllrs in agreement to ratify payments.

The meeting closed at 8.00 p.m.

Signed.....

Date .....12<sup>th</sup> October 2021.....