

Cratfield Parish Council

ANNUAL PARISH MEETING

held by Zoom on

Tuesday 4th May 2021 at 8.00pm

Attended: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Peter Baker, Chris Mobbs, Gloria Steward

Clerk/Responsible Financial Officer: Sally Chapman

Also Present:

PUBLIC FORUM

A. Public Forum – for Members of the Public

None

B. County & District Councillor Reports

Cllr Stephen Burroughes sent apologies – no report because of elections.

MINUTES

1. To Receive Apologies

Cllr Oliver – apologies accepted.

2. To approve the Minutes of the Meeting held on Tuesday 14th May 2019 (*no meeting in 2020*)

The Minutes from the meeting held on Tuesday 14th May 2019 were confirmed unanimously as a true and accurate record.

3. Matters Arising

None

4. The Chair's End of Year Report

The Chair gave a verbal report, main points:

- In 2020-21, because of Covid, it meant a new way of meeting via zoom which presented a few challenges!
- In 2020-21 CPC has secured grants for play area rubber safety chippings and to renew the landscaping around the newly replaced bus/play area shelter. The landscaping should be completed this year.
- CPC was happy to give a grant to Suffolk Accident Rescue Service who supports the East of England Ambulance Service at the scenes of incidents where patients require an enhanced level of medical care before they reach hospital.
- Thanks to County & District Councillor Stephen Burroughes for his continued support.
- Thanks to Councillors for giving their voluntary time and input into the Parish Council and village.

Cratfield Parish Council

- Thanks to the Clerk and for the recent excellent Internal Audit report.

5. Responsible Financial Officer's End of Year Report *(attached)*

The RFO read out her reports – no questions.

6. District & County Councillors' Yearly Reports

None received.

7. To Receive Reports and Appoint Representatives to Village Organisations and Appoint Officers

a) Village Hall – Cllr Pritchard

8. To Receive Community Reports

a) Village Hall

No report received.

b) Town Estates Charity Trust

No report received.

c) Neighbourhood Watch

The Chair read out the following report:

I am pleased to report to the C.P.C. that during the preceding year no anti-social activity or criminal activity was noted by your neighbourhood watch co-ordinator but on three occasions the alarm in our church (St. Mary's) was activated, the central control for our alarm system alerted me and I investigated, on each occasion to establish that it was a false alarm! (possibly bats?)

No news is good news but if it is the wish of the C.P.C. I am prepared to continue in my current role.

N.P.E. - Neighbourhood Watch co-ordinator.

Cllrs were happy the Neighbourhood Watch co-ordinator wished to continue his valued role and sent thanks for his work.

9. To Receive Public Questions

None

The meeting ended at 8.19pm

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Cratfield Parish Council - Budget 2020/21					
INCOME					
ACTUAL		Budget	ACTUAL	Projected	Notes
2019/20.		2020/21	2020/21	End of Year	
3,200.00	Precept	3500.00	3,500.00	3,500.00	
110.66	Wayleave	62.00	0.00	0.00	No further payments will be received
675.87	Allotment & Land Rents	675.00	740.62	740.62	Four new allotments
3,986.53	Total Budgeted Income	4237.00	4,240.62	4,240.62	
Non-Budgeted Income					
0.00	CIL Receipt	0.00	52.23	52.23	
191.06	VAT Reclaim	57.08	88.23	88.23	from 2019-2020
4,925.00	HHCFT Grant	0.00	0.00	0.00	
0.00	ESC Grant - Rubber Chippings	0.00	1,155.60	1,155.60	
0.00	ESC Grant - Bus Shelter Landscaping	0.00	1,586.00	1,586.00	
10.38	Business Saver Interest	10.00	4.68	4.68	
20.00	Petty Cash	0.00	0.00	0.00	
5,132.97	Total Income	4304.08	7,127.36	7,127.36	
EXPENDITURE					
2157.00	Clerk's Salary	2221.44	2350.54	2,350.54	Salary incorrectly calculated
120.00	Clerk's Office Costs	120.00	120.00	120.00	
21.21	Clerk's Expenses	60.00	30.87	30.87	Stationery, stamps, 2 x plastic folder boxes,
42.00	Hall Rent & Zoom	140.00	67.20	67.20	Their error £42.00 missing from 2019-20 Invoice. Zoom (£3.60 pcm)
35.00	ICO - Data Protection Registration	35.00	35.00	35.00	
299.78	Insurance	325.00	299.78	299.78	3 year term 2019-21
107.20	Internal Audit Fee	120.00	110.00	110.00	
103.94	Maintenance	150.00	70.00	70.00	MM signs
64.97	Miscellaneous	50.00	0.00	0.00	Added to Elections reserve
131.00	Play Area Maintenance	400.00	243.94	243.94	
80.00	Play Area Inspection Fee	80.00	80.00	80.00	
300.00	S137 Grants/Donations	300.00	100.00	100.00	£200 added to Grant Reserve
179.42	Subscriptions	180.00	184.63	184.63	
0.00	Training	50.00	0.00	0.00	Only free on-line training this year.
50.00	Website Fee	50.00	50.00	50.00	
3,691.52	Total Budgeted Expenditure	4,281.44	3,741.96	3,741.96	
295.01	Budget Variance	-44.44	498.66	498.66	
Non-Budgeted Expenditure					
88.23	Vat to reclaim	57.08	250.49	250.49	Will add to Elections reserve when claimed
81.71	HHCFT Grant	0.00	0.00	0.00	
0.00	Play Area - Rubber Chippings	0.00	956.26	956.26	Grant received last year.
0.00	Play Area - Bus Shelter	0.00	4,925.00	4,925.00	Grant received last year.
76.16	ESC Election Fees	0.00	0.00	0.00	
3,937.61	Total Expenditure	4,338.52	9,873.71	9,873.71	
5,195.36	Overall Variance	-34.44	(2,746.35)	-2,746.35	
Reserves			Restricted Reserves		
General Reserves (should be approx. 50% of precept)			1,710.51	Bell Fund	68.60
Restricted Reserves			6,361.58	Defibrillator Fund	242.76
Total			£ 8,072.09	Jubilee Fund	308.57
				Play Area Equipment/Maintenance	1,171.26
				Village Maintenance	700.00
				Village Sign	520.16
				HHCFT Grants (Bus Shelter)	1,462.00
				ESC Bus Shelter Landscaping Grant	1,586.00
				Election Reserves	50.00
				Grant Reserve	200.00
				CIL Money to be spent before 2026	52.23
				Total	£ 6,361.58

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Year ended 31st March 2021			
	Receipts and Payments		
2019/20		2020/21	
£	Receipts	£	
3,200.00	Precept	3,500.00	
110.66	Wayleave	-	
675.87	Allotment Rents	740.62	
191.06	VAT reclaim	88.23	
4,925.00	HHCFT Grant/ Litterpick	-	
-	Various Grants/CIL	2,793.83	
10.38	Business Saver Interest	4.68	
20.00	Petty cash	-	
9,132.97		7,127.36	
	Payments		
2,157.00	Clerk's Salary	2,350.54	
120.00	Clerk's Office Costs (overpaid £20.00 in 2018/19)	120.00	
21.21	Clerk's Expenses	30.87	
42.00	Hall Rent	67.20	
35.00	ICO - Data Protection Registration	35.00	
299.78	Insurance	299.78	
107.20	Internal Audit Fee	110.00	
103.94	Maintenance	70.00	
64.97	Miscellaneous	0.00	
131.00	Play Area Maintenance	1,200.20	
80.00	Play Area Inspection Fee	80.00	
300.00	S137 Grants/Donations	100.00	
179.42	Subscriptions	184.63	
0.00	Training	0.00	
50.00	Website Fee	50.00	
0.00	Defibrillator Package	0.00	
0.00	HHCFT Grant for Village Hall	0.00	
0.00	SCDC Grant	0.00	
88.23	VAT on payments	250.49	
81.71	HHCFT Grant	4,925.00	
76.16	ESC Election Fees	0.00	
3,937.61		9,873.71	
5,195.36	Surplus income over expenditure	(2,746.35)	
5,623.08	Balance b/f	10,818.44	
-	Transfer to reserves	-	
10,818.44	Balance c/f	8,072.09	
	Balance Sheet		
	Cash at Bank		
504.97	Current Account	2,496.94	
10,555.47	Business Saving Account	5,635.15	
-	Petty Cash	-	
(242.00)	Uncleared cheques	60.00	
-	Uncleared receipts	-	
10,818.44		8,072.09	
1,120.09	General Reserves	1,710.51	
9,698.35	Earmarked Reserves	6,361.58	
10,818.44		8,072.09	

The above statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its receipts and payments during the year.

Signed	Charlotte Barbour - Chair		