

WATTISFIELD PARISH COUNCIL

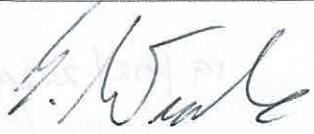
Minutes of the Parish Council held on Monday 15th January 2024 at 7:30pm at the United Chapel, Chapel Road, Wattisfield.

Present:

- Councillor Geoff Wade (GW) Chair
- Councillor Mick Elflain (ME) Vice Chair
- Councillor Rick Meyer (RM)
- Councillor David Dyer (DD)

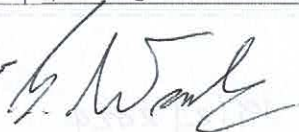
Also present: 1 member of the public and District Cllr Richard Winch.

Item	Description
1.	PUBLIC FORUM No questions from the public.
2.	REPORT FROM AND QUESTIONS TO DISTRICT AND COUNTY COUNCILLORS County Councillor Fleming has given apologies. Her report has been circulated to Councillors. Cllr Winch gave an overview of the report previously circulated to Council. RM asked if there was any indication of Council Tax rise. RW replied that there would be a small increase for the district council precept. ME – Asked about Council tax changes for empty homes if there are extended delays in sales and how this might impact on Council tax due. RW - Exceptions are in place to cover this.
3.	APOLOGIES Apologies received from Cllr's Telford and Vaugh-Williams Apologies approved and accepted. Councillor Cynthia Payne (CP) Not present, no apologies received.
4.	DECLARATIONS OF INTEREST ME declared and interest in agenda item 11a and did not wish to take part in the discussion as a land owner in the village.

Chair 

19/2/2024

5.	<p>REQUESTS FOR DISPENSATIONS</p> <p>No requests received</p>
6.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The minutes of the meeting held on the 18th December 2023 were approved subject to the amendments as indicated on the document circulated.</p>
7.	<p>MATTERS ARISING FROM MINUTES</p> <p>To consider matters arising that are not covered by subsequent agenda item.</p> <p>ME asked about the tree survey.</p>
8.	<p>WATTISFIELD VILLAGE HALL AND RECREATION GROUND</p> <p>a) Presentation of the Feasibility Study from the Wattisfield Village Hall Redevelopment Group.</p> <p>Council to consider and agree a way forward.</p> <p>RM gave an overview of the discussions from the last group meeting with the report from the feasibility study. There are some amendments required to the options and a further meeting with the architect will be held at the end of the month. The middle option is preferred by the group. It was suggested that this should be the one which is presented to the village for discussions.</p> <p>More information will hopefully be available at the February meeting.</p> <p>Once a decision has been made, we will need to look at the costings for that option.</p> <p>GW asked if a member of the public present who was on the VH committee had been kept informed of the process. The response was positive and fully inclusive.</p>
9.	<p>FINANCE & ADMINISTRATION</p> <p>a) - To confirm the issue of cheques for the following payments:</p> <p>Vch 86 – Wattisfield URC – Hire of Hall - £90.00</p> <p>Vch 87 – Purcell Architects – 3rd payment for feasibility study - £960.00</p> <p>Vch 88 – Haward Horological – Church clock service - £360.00</p> <p>Vch 89 – Prentice Ground care – Churchyard maintenance – £550.00</p> <p>Vch 90 – Prentice Ground care – Cemetery maintenance - £1630</p> <p>Vch 91 – Staff Wages – P10 (January 24) - £260.05</p> <p>Vch 92 – HMRC - PAYE P10 - £65.00</p> <p>Vch 93 – Citizens Advice Bureau - £100.00</p> <p>DM RM</p> <p>The payments listed above were approved by Council.</p> <p>b) – Bank reconciliation @ 31.12.2023 - see Appendix A</p> <p>c) – Budget Monitoring report to 16th January – Noted</p>

Chair 

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d) To agree a date for the Annual Parish Meeting for 2024.

The Clerk explained that the Annual Parish Meeting (APM) has to be held between March to June. It is good practice to hold the APM before the Annual Parish Meeting on the 20th May to allow outgoing reports before new appointments are made.

GW explained that the APM for Wattisfield was traditionally held on the last Thursday of May.

Council agreed to hold the Annual Parish Meeting on the 30th May 2024 @7:30pm at the United Chapel, Chapel Road, Wattisfield.

e) Appointment of internal auditor for 2023/24 Audit.

The Clerk raised the need to appoint the internal auditor for the 2023/24 accounts. The previous internal auditor used was M Saunders. The Clerk noted that the Internal Auditor had completed the report for AGAR but no further recommendations had been received. The Clerk advised that SALC was able to offer internal audits and give a comprehensive report for Council of any issues highlighted during the audit.

Council agreed to appoint SALC and for the Clerk to issue the Internal Auditors letter of appointment. Proposed by GW seconded by ME all in agreement.

f) Council to consider the draft Budget for 2024/25 and decide on the precept for the next financial year.

The introduced the report submitted to Councillors. The Council discussed the options as laid out in the report.

Adjustments agreed to 2024-25 Draft Budget V3 as presented.

Reduce training by £50.00.

Reduce churchyard and cemetery by £400.00.

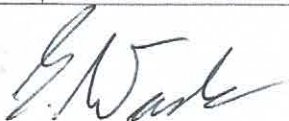
Reduce office expenses by £26.00.

Increase Church Clock by £150.00.

Hold £3,000.00 for emergency repairs to Village Hall as earmarked reserves.

These adjustments amend the precept claim to £12,384.00.

Proposed by ME seconded by RM, Council agreed to adopt 2024-25 Draft Budget V3 with the adjustments shown above. This results in an increase to Council Tax for the parish of 9.63% with Council Tax Band D increasing from £57.48 to £63.02 by setting the precept at £12384.00 for 2024/25

Chair 

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10.	<p>PLANNING MATTERS</p> <p>a). To consider any response to any planning applications notified by the District Council.</p> <p>None at time of drafting agenda</p> <p>b) – Planning Decisions for Council to note.</p> <p>None received at time of drafting agenda.</p>
11.	<p>CORRESPONDENCE RECEIVED</p> <p>To consider any correspondence previously circulated.</p> <p>a) BMSDC – Call for sties 2024/25 – Discussion could only be held for Council owned land which could be used for development. It was felt that none of the land owned by the parish would be suitable for development.</p> <p>b) Precept survey from Suffolk Constabulary – No comment.</p> <p>c) WPC Budget Enquiry from Chair of the VH Committee – correspondence discussed and noted.</p>
12.	<p>QUESTIONS TO THE CHAIRMAN</p> <p>ME - Litter pick for the Spring Clean – add to agenda for February meeting.</p> <p>RM – informed the meeting that he had started a FT education course and it's a drain to his personal time.</p>
13.	<p>DATE OF NEXT MEETING</p> <p>The date of the next Parish Council meeting was confirmed as Monday 19th February 2024 at 7.30 pm.</p>
14.	<p>To close the meeting. Meeting closed 20:45</p>


Chair



19/02/2024

Appendix A

Council name	Wattisfield Parish Council		
Bank account	Main Current Account		
Balance per bank statement at 29/12/2023			43,829.44
Uncleared Payments			
Date	Customer/Supplier	Reference	Amount
18/12/2023	HMRC	001041	-83.20
18/12/2023	Pucell Architecture	001099	-2,341.08
TOTAL			-2,424.28
TOTAL NET BANK BALANCES AT 29/12/2023			<u><u>41,405.16</u></u>
Opening_balance			30,943.35
Total receipts			32,559.42
Total payments			-22,097.61
Total transfers			
Closing balance per cash book (must equal net bank balances above)			<u><u>41,405.16</u></u>
Earmarked Reserves			
Election Fees			2000
Trees			3300
Community Transport			2000
Village Hall			3000
CIL			21990
Pride in Your Place Grant			250
Total earmarked reserves			<u><u>32,540</u></u>
General Reserves			<u><u>8,865</u></u>

Chair 

19/02/2024