

**Minutes of Poslingford Parish Council  
Meeting on 2nd March 2022 at Stansfield village hall  
at 6.30pm**

Present: Parish Cllrs Martin England, Marc Allison, Derek Nicholls, and Kathy Priestley  
County Councillor Bobby Bennett  
District Councillors Karen Richardson, Marion Rushbrook and Nick Clarke  
Chris Turner-Clerk

Apologies for absence- Annie Jones and June Mansfield

District Councillors Report- A joint report had been received and circulated to all councillors and these will be held with minutes.

County Councillors Report- Generic reports are issued monthly which are circulated. There were a couple of other issues brought up as follows:

- a) Speeding through the village. The Chair asked whether a “minute man” could be put in temporarily to see whether we had a speeding problem in the village. This measures over a period of time the speed of vehicles driving over it.
- b) Problem with water accruing on the road on the bend opposite the church. This had been reported and cleared but was now back and needs to be reported again, Clerk to deal with.
- c) Footpath cutting was still an issue and currently there is a tree across the main footpath from Clare to Bury. Marc will report on Highway’s tool on website.
- d) Quiet Lane initiative had gone very quiet lately. We are waiting further information to proceed. The initiative is on the road from Assington Green to the junction and follows on from Stansfield PC s request.

1. Minutes of our last meeting. These were accepted as in order and signed by Chair. The only outstanding matter was the allotments, and this is dealt with (see 6 below). Currently we have been unable to recruit another councillor to fill the vacancy. Hopefully we will soon be successful.

2. Financial Report- The accounts for the period to 2nd March had been circulated by e mail. The clerk would continue to be the RFO for the authority. Payments made were all by Bacs and had been correctly authorised. Payment was made in the period to the 2 charities that had been agreed. The balance on our account at 2<sup>nd</sup> March was £6767.90. The clerk had brought an up to date statement confirming this figure and this was signed by the Chair.

3. Defibrillator- This has been purchased and paid for and ready to ship. Cllr Jones has been dealing with this and she has been advised that the company are awaiting the cabinet which houses the defibrillator and will then send it. It needs to be installed into the phone box and we need to ascertain how this is done. We are unsure whether Cllr Jones has any information on this. The clerk stated that locally, a charitable organisation, Community Heartbeat Trust, can take on the management of the defibrillator and will provide parts as and when required, free of charge. They may be able to help with the installation, as may Clare PC as they have one housed in a phone box. We may need to inform BT.

4. Queens Jubilee- A party/BBQ will take place on 5<sup>th</sup> June in the grounds of the church. Funds are available from the budgets of our District Councillors and we can apply to them for financial help ( a new gazebo may be needed with bunting etc). Minimum is £100 each, and

if applied prior to 15<sup>th</sup> March he will be on their budget for the current financial year. Clerk to contact them following an impromptu meeting at the end of the official meeting. Martin will arrange for leaflets whilst Kathy will distribute these around the village.

5. Councillors Comments- We are happy to continue to use our current contractor TPO Garden Services.

6. Community Asset- It was agreed by all present that we would like to designate the allotments in the field as a "Community Asset". Clerk to contact W Suffolk DC and ascertain what we need to do. The parcel of land is registered, Title no. SK322826.

7. End of year Audit Issues-Confirmation that SALC are to be appointed as our Internal Auditors for 2021/22. The clerk/RFO stated that we needed to complete some housekeeping issues before the year end, 31<sup>st</sup> March as follows:

a) The Asset Register had been reviewed and updated to take account of the purchase of the defibrillator and the disposal of the laptop, as this is broken and not worth repairing (Clerk able to source another). This was signed by the Chair. b) No amendments to the Standing Orders and Financial Regulations c) The Financial Risk Assessment was discussed, no amendments needed and was signed by Chair and Clerk. d) the clerk had completed an Internal Control Statement for the year to 31<sup>st</sup> March, and this again was reviewed and signed. e) The Councils policies on the following subjects were reaffirmed. Code of Conduct/Complaints procedure/Electronic Comm Policy/Equal Opportunity Policy/Freedom of Information and Access Request Policy

NEXT MEETING 25<sup>th</sup> May 2022 provisionally.

Financial Report to 2<sup>nd</sup> March 2022

### **Poslingford Parish Council as at 2nd March 2022**

Financial position as at 2nd March 2022

|   |          |
|---|----------|
| Bank Account C/A balance on 1 <sup>st</sup> December 2021 | £8114.70 |
| Plus adjustment for invoice not paid                      | £20.00   |
| Total   | £8134.70 |

|  |          |
|--|----------|
| Income received in period  |          |
| 24/2/2022- Monies received from our District Councillors (towards defibrillator costs) | £1050.00 |

|       |          |
|-------|----------|
| Total | £9184.70 |
|-------|----------|

Payments made since the previous meeting(Bacs)

|          |                             |         |
|----------|-----------------------------|---------|
| 10/01/22 | Donation SARS               | £50.00  |
| Ditto    | Top Garden Services Oct/Nov | £195.00 |
| Ditto    | HMRC re PAYE                | £65.40  |
| Ditto    | Wages for clerk to 31/12/21 | £282.20 |
| Ditto    | Donation British Legion     | £50.00  |
| 26/01/22 | Top Garden Service Dec      | £105.00 |

|                         |                               |          |
|-------------------------|-------------------------------|----------|
| 31/01/22                | Wreath for Remembrance Sunday | £20.00   |
| 03/02/22                | ICO Sub                       | £40.00   |
| 07/02/22                | New Defibrillator             | £1609.20 |
| TOTAL                   | Payments for period           | £2416.80 |
| Net sum as at 1/03/2022 |                               | £6767.90 |