

# GREAT BRICETT PARISH COUNCIL

*Minutes of the Parish Council Meeting held on  
Tuesday 22<sup>nd</sup> March 2016 in Battisford Village Hall at 7.00pm*

Present: Cllr S Burnett, Cllr D Payne, Cllr R Craddock, Cllr A Triggs, Cllr Horne  
 In attendance: Vivienne Pratt (Clerk), Dist Cllr David Whybrow (left the meeting at 8.30pm),  
 Cty Cllr Julia Truelove, 5 members of the public  
 Apologies: Cllr B James

<b>GBPC171/0316</b>	<b>To receive Apologies for Absence</b> Apologies had been received from Cllr James (Holiday). Although not received prior to the meeting, an email with apologies was sent from Cllr Hines on the night of the meeting	
<b>GBPC172/0316</b>	<b>Public Forum</b> - A member of the public advised that the Norway Maple Tree on the Village Green is overgrown and requires pollarding as it is interfering with the Public Footpath. It was agreed that the pruning would be carried out by Cllr Horne during a routine garden maintenance session that is planned in the next few weeks. Offers of assistance were made by members of the public who will liaise with Cllr Horne.	<i>Cllr Horne</i>
<b>GBPC173/0316</b>	<b>To receive Police Report</b> – The Clerk reported that there will be no future reports from Suffolk Police and there is a new online crime map where the local area information is available to download. A Cllr queried that he believed a report would still be sent to Parish Councils and Cty Cllr Truelove advised that she had attended a meeting with the new Police Inspector the previous night and had learnt that reports would no longer be sent for regular meetings although if requested they will attempt to prepare a report for the Annual Parish Meeting.	
<b>GBPC174/0316</b>	<b>To receive Report from District Cllr Whybrow</b> – full report available on website. In addition to his report, Dist Cllr Whybrow also advised that there will be no Locality Grants awarded from MSDC during the next financial year.	
<b>GBPC175/0316</b>	<b>To receive Report from County Cllr Truelove</b> - full report to follow County Cllr Julia Truelove reported that the Devolution situation was changing almost daily and as soon as an update is prepared, it seems to be superseded. She advised that there had been a press release earlier that day to advise that Cambridgeshire had voted no to the integration with Norfolk and Suffolk. She advised that SCC had agreed a budget for Devolution but had not yet released a statement and whilst Norfolk had expressed reservations, they had also not released a statement at that time. She advised that SCC Cllrs had not been party to the decision making process and even if Devolution is implemented, it is likely to take many years. She advised that it was very much hoped that the Ipswich Park and Ride would keep running. With regard to the Fire Service consultation, she advised that it had been a very close vote at the recent CC meeting with less than one vote in it and it had been decided not to proceed with the cuts as proposed by the Cabinet and the hope was that they will reconsider their original recommendations. As mentioned earlier, Cllr Truelove had attended a meeting with the new Police Inspector for the area and the Police Force will be changing to cope with the changing types of crime. Cllr Truelove expressed her concerns at the loss of PCSOs as it is inevitable that local area knowledge will be lost and she advised that she had raised her concerns at the meeting that there had been no mention and a lack of recognition of the future of Safer Neighbourhood teams.	

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GBPC176/0316	<b>Minutes of the Parish Council Meeting held on 26<sup>th</sup> January 2016 - Decision</b> - It was proposed and resolved to accept the minutes of the meetings held on 26 <sup>th</sup> January 2016 as a true record. The Minutes were duly signed by the Vice Chair.	
GBPC177/0316	<b>To receive any pecuniary or non-pecuniary declarations of interest from Members</b> – No interests were declared.	
GBPC178/0316	<b>Matters arising from the last Minutes – Clerk's Report</b> 1. <u>Wear Something Bright Initiative</u> – The Clerk advised that she had contacted MSDC with regard to the section 106 monies allocated for Outdoor Sports and whether it might be available for this proposed Campaign (ie. jogging, walking, cycling, dog walking and/or horse riding) but the answer from MSDC was that it was not. The Clerk advised that she had been in contact with Ringshall School who are keen to get the children involved with producing an image(s) for use on literature and the website. The school are meeting to discuss whether this should be in the form of a competition for differing age groups or whether the children are just encouraged to create an image to participate in the Scheme. She also advised that it was likely that the Initiative would be ready for Autumn/Winter 2016. To be an agenda item when information received from the School. 2. <u>New Foundation Award</u> – The Clerk advised that she had chased SALC and had been advised that the award application had been received and that we will be included in the next sitting of the accreditation panel 3. <u>Meeting Dates 2016/17</u> – The dates are now published on the website, Village noticeboards and the VH has been booked 4. <u>Public Comments Book</u> – The Clerk advised that she had placed a Comments Book in the Village Hall with instructions that the Clerk should be contacted with any urgent matters and they should not be entered in the book. She advised that she had checked the book prior to the meeting and there were no comments. 5. <u>Lower Farm Road Flooding</u> – The Clerk advised that she had contacted SCC for an update but had not received a reply. She advised that Cllr Hines had reported that the ditch had been pumped out but had re-filled due to the heavy rain. 6. <u>Leaflet Holder for VH</u> – The Clerk advised that she had purchased a new leaflet holder and that it had been kindly installed by Mr Shawe-Taylor. 7. <u>Dangerous paving</u> – It was reported that the area was marked with a spray paint indicating that the work will be carried out in the near future. To be reviewed next meeting. 8. <u>Yard Complaint</u> – It was reported that Cllr James had visited the owner and that the area was looking much tidier. 9. <u>Weight Limit Sign by Business Park</u> – It was noted that it has now been repaired. 10. <u>Community Speed Watch</u> – The Clerk advised that the proposed meeting with PC Matt Brown and the other local area Clerks had not taken place. It was reported that an average of 7-10 drivers per hour are caught speeding when Speed watch is being carried out and that the additional signs that have been requested have not arrived yet.	
GBPC179/0316	<b>Planning Applications</b> i) Applications for consideration – none received. ii) Applications awaiting decision from MSDC – none outstanding iii) Decisions from MSDC – none	

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GBPC180/0316

**Cesspit** – The Clerk advised that the Village Hall Cesspit obviously has a serious problem as it had recently been emptied of 10,000 litres but had immediately refilled despite only having used 150 litres in the VH. The Clerk advised that the VHMC had been forced to take the difficult decision to close the VH as there are no water or toilet facilities, hence this meeting had taken place in Battisford Village Hall. She advised that from the advice received, the existing tank is huge and is estimated at approx. 12' deep and 16' wide. It also transpires that it is highly unlikely that a hole in the Cesspit could be adequately repaired and therefore a replacement is the most likely outcome. She advised that she has had numerous communications and arranged several meetings on site and a brief overview is –

**Binders** – The company who have previously emptied the tank had met on site and advised that, although there appeared to be a hole in the cesspit, there was no serious issue and to monitor the levels over the next year. The situation however escalated after that meeting and they had advised that a repair was not financially viable and although they had been asked to supply a quotation for a new tank, a response had not been received.

**Mandair** – A Cesspit supplier and/or converter to a Bio mass treatment unit. The Clerk advised that she had contacted them twice but had received no reply.

**Environment Agency** – The Clerk advised that she had been in contact with the EA who had advised that there is no tolerance for any untreated waste to be pumped into the previously used ditch and therefore the PC or VHMC cannot reinstate the previously used pump

**Insurance Company** – The Clerk advised that she had contacted Zurich and had initiated an Insurance Claim. The Insurance Company had instructed an independent drainage company who had met her to carry out investigations on site. She advised that she had been asked to have the Cesspit emptied entirely on the morning of their visit and she had no choice but to agree to the cost using the Clerk's delegated powers. This had been carried out at 7am on the morning of their visit and the estimate received was approximately £200 but the invoice received was £255, due to the amount of liquid removed. Whilst on site, camera equipment had been used both in the pipes and cesspit and the Clerk advised that a tree root was clearly visible in the pipes as was a collapse of the pipe where it meets the Cesspit. She also advised that although there had been a gentle trickle of water at the beginning of the meeting (approx. 9am), 90 minutes later the water was cascading in (which was apparent without the technical equipment) which the Clerk had recorded and subsequently played during the meeting. The Clerk had called the Insurers for an update the day of the meeting and had been advised that they have requested a further inspection of the damage by the drainage company as an estimate had been received for a replacement cesspit at £15,000 - £18,000. The drainage company are being instructed by the Insurers to re-visit site and replace the damaged 2 metre section of pipe and to carry out further excavations on the outside of the cesspit to establish the cause of the damage. The Insurers have confirmed that if the damage has been caused by tree roots, it will be covered by Insurance, however, if it transpires that it has been caused by natural settlement, it will not be and the future repair work will be invoiced to the PC.

At this point, the Vice Chair asked the members of the VHMC present to speak and the PC were given a breakdown of the loss of takings and impact of the financial revenue stream and future bookings. Due to the cost of emptying the cesspit (approx. £200 for two loads) and the fact that

	<p>it is immediately re-filling, it was reported that the cost per booking does not cover the emptying and it is therefore very frustrating and difficult for the VHMC to plan any future events.</p> <p>It was agreed that no timescale for repair or replacement can be considered at the present time but that it should become clearer within the next few weeks when the repair report has been received and the Insurers have considered whether cover is provided or not. Cty Cllr Truelove provided the Clerk with contact details for a member of the grant team at SCC who may be able to assist with funding resources and recommendations should the Insurance claim not proceed.</p>	
<b>GBPC181/0316</b>	<p><b>Wattisham Base</b> – The Clerk advised that this agenda item had been at the request of Cllr Hines who had reported hearing about the potential closure of the Base. Both the Dist or Cty Cllr reported not hearing anything in connection with this and Dist Cllr Whybrow advised that he had met with Retd Col Silk in November where he was advised that the regiments are to stay. It was agreed to revisit this at the next meeting</p>	<i>Clerk</i>
<b>GBPC182/0316</b>	<p><b>General &amp; Earmarked Reserves 2016-17</b> – This item was deferred from the last meeting and the Clerk had circulated a revised draft version prior to the meeting. The new draft included ring fencing the £2000 Locality Award Grant received from Cllr Truelove for a new defibrillator as well as an amount for the Cesspit and new Street light.</p> <p><b>Decision</b> – The revised earmarked and general reserved funds document was unanimously agreed and will be reported with the year end figures.</p>	
<b>GBPC183/0316</b>	<p><b>New Policies for Adoption</b> – The Clerk had prepared and circulated prior to the meeting a new policy combining the Financial Risk Assessment with an Internal Statement of Control.</p> <p><b>Decision</b> – It was unanimously agreed to adopt the Financial Risk Assessment and Internal Statement of Control policy which was duly signed by the Chair. Clerk to upload to website.</p>	<i>Clerk</i>
<b>GBPC184/0316</b>	<p><b>Policies for Annual Review</b> – The Clerk had circulated revisions required to the Model Standing Orders and Financial Regulations as notified by SALC. The Clerk advised that this was the only change and was required due to new EU regulations and the requirement that any purchase in excess of £25,000 is required to be uploaded to a Council Contracts Finder website.</p> <p><b>Decision</b> – it was unanimously agreed that the following policies had been reviewed and that they would remain in place for 2016/17 –  Standing Orders  Financial Regulations  Effectiveness of Internal Audit  Internal Audit Plan 2016/17</p> <p>Clerk to upload to website</p>	<i>Clerk</i>
<b>GBPC185/0316</b>	<p><b>Appointment of Internal Auditors</b> – In light of above decision (minute no. GBPC184/0316), it was unanimously agreed to retain the services of Heelis &amp; Lodge Internal Auditors.</p>	
<b>GBPC186/0316</b>	<p><b>Defibrillator</b> - The Clerk advised that the generous Locality Award Grant from Cllr Truelove had been received and now formed part of the reported bank account balance. She advised that she had been in contact with Martin Render of Community Heartbeat Trust again to discuss the new unit and he had suggested that the unit supplied by them would be a newer version than the unit supplied by BHF and that it might be prudent to install their unit in the position where it is most likely to be used. The Clerk advised that she had been in contact with Tingdene, the owners of</p>	

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	<p>Wixfield Park, several times regarding installing a unit on the exterior of the Management office but she had received no response and they were now refusing to take her calls. The Clerk also advised that there were many routine checks required once the defibrillator is installed and a person would need to be nominated to take on this responsibility. At this point, a member of the public advised that she was AED and first aid trained and that she would be happy to take on the responsibility for the AED at the Village Hall. Cllr Truelove reminded the PC that Community Heartbeat will also arrange training free of charge and that consideration should be given to setting a date for this, once the Village Hall is re-opened. A Cllr and Wixfield Park resident advised that there is a new Manager taking post at Wixfield Park within the next few weeks.</p> <p><b>Decision</b> – It was unanimously agreed to wait until the new Park manager is in post to discuss the siting and implication of the second defibrillator. It was decided that the Clerk would purchase the new AED and that information be obtained to make the final decisions at the next meeting.</p>	Clerk
GBPC187/0316	<p><b>Five Year Action Plan</b> – A review was required as the policy has been in place for six months.</p> <p><b>Decision</b> – It was agreed that the document be amended by the Clerk to reflect the actions and be submitted at the next meeting</p>	Clerk
GBPC188/0316	<p><b>Queen's 90<sup>th</sup> Birthday Celebrations</b> – The Clerk had received an email from the VHMC and circulated it prior to the meeting. The Chair invited the VHMC representative to speak and the PC were advised that a street party style event is being planned for Sunday 12<sup>th</sup> June on the Village Green. It is to be a ticketed but non-chargeable event and numbers are required in advance for catering purposes. The event will be open to all and will be advertised on the Village website, Four Parish magazine, noticeboards, the Mace Shop and there will be a leaflet drop to ensure as great a coverage as possible. The estimated attendance is between 75-100 which is based on the numbers for the Jubilee event. The VHMC are looking for a contribution from the PC to fully fund the event at an approximate cost of £565. Cty Cllr Truelove advised that she is prepared to contribute £200 towards the cost of the Queen's birthday celebrations – subject to the formal application for funds from the PC.</p> <p><b>Decision</b> – It was unanimously agreed that the PC would be delighted to contribute £400 from their Special Events budget and to gratefully accept the generous offer of £200 from Cty Cllr Truelove. The Clerk will formally apply for the £200 with Cllr Truelove</p>	Clerk
GBPC189/0316	<p><b>Donation Request from East Anglia Children's Hospital</b> – Prior to the meeting, the Clerk had circulated a letter requesting a donation to the East Anglia Children's Hospital.</p> <p><b>Decision</b> – It was unanimously agreed that a donation could not be committed to at this stage due to budgetary constraints and prior commitments, however, the letter will be re-visited towards the end of the next financial year.</p>	Clerk
GBPC190/0316	<p><b>Annual Parish Meeting</b> – The invitees and refreshments required were discussed for the Annual meeting of the Parish to be held on Tuesday 24<sup>th</sup> May 2016 at 7pm.</p> <p><b>Decision</b> – The list of invitees were agreed and it was decided for the Clerk to purchase tea, coffee and biscuits to serve during/after the meeting.</p>	Clerk

GBPC191/0316	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) The Clerk advised that the Locality Award for £2000 towards a new defibrillator had been received from Cty Cllr Truelove</li> <li>b) The Clerk advised that she had received a goodwill gesture of £70 from Barclays Bank due to the problems encountered trying to set up on line banking (still not achieved)</li> <li>c) Clerk's Finance Report - The Clerk reported on the Council's current Financial and budget position and movements since last meeting. Total funds held @ 18<sup>th</sup> March were £18,284.05 The Bank Statements were verified and signed by Cllr Burnett.</li> <li>d) HMRC receipt made to GBPC in error – The Clerk advised that despite making a VAT claim for £1159.21 in the name of her other Council, HMRC had searched by her post code and had paid directly into the GBPC bank account in error. As soon as this became apparent, she had requested two cheque signatories to sign a cheque to Framsdon Parish Council as HMRC could not recall the payment and the GBPC online banking facility is still not in place.</li> <li>e) Approval of Payments – The Clerk presented payments for authorisation. <b>Decision</b> - Payments totalling £2688.26 were authorised (includes £1159.21 already paid to FPC) - Clerk to action.</li> </ul>	Clerk
GBPC192/0316	<p><b>Village Hall Management Committee Report</b> – a report had been received prior to the meeting. The Chair invited the VHMC Chairman to speak who advised that the VHMC are increasing the number of events and each event is being well attended with the audience increasing. She advised that the average annual income over the last 5 years is £1901 against an average spend of £1870 and they currently have approx. £2500 in the bank. The planned ceiling &amp; lighting refurbishments at a cost of £4000 has been put on hold due to the lack of sec 106 monies. A Cllr mentioned that during a recent repair on the floor, it was found there is a patch of wet rot that requires further investigation. It was also discussed that the VH is scheduled for use as a polling station at several upcoming elections and that this will not be possible if the hall remains without waste water facilities or toilets</p>	
GBPC193/0316	<p><b>Clerks Update re. urgent decisions since the last meeting</b> – The Clerk has purchased 10 copies of the 2016 edition of the Good Councillor Guide from SALC @ £2.25 a copy. As already mentioned, the Cesspit emptying was a requirement of the Insurance investigation and the invoice received was £255</p>	
GBPC194/0316	<p><b>Correspondence for Information</b> - The Information Folder for Councillors to read, sign and return was circulated containing -</p> <ul style="list-style-type: none"> <li>1) Letter from Barclays re. change to way interest is paid</li> <li>2) Letter to Julia Truelove regarding Locality Grant/Defibrillator funding</li> <li>3) Letter &amp; Email from MSDC re. Suffolk year of walking</li> <li>4) Email from SCC re. outdoor activities project</li> <li>5) Email from Marina Ford re. speed limit changes</li> <li>6) Letter to David Windle re. grass &amp; hedge cutting contract</li> <li>7) Letter from Clerks insurers confirming insurance cover for home working</li> <li>8) Letter from SALC re. subscription increases</li> <li>9) Email from Suffolk Police re. Neighbourhood watch AGM 15<sup>th</sup> April</li> <li>10) Two updates regarding new External audit proposals</li> <li>11) Local Councillor Magazine Jan 16 edition (published by SALC)</li> <li>12) The Clerk magazine Jan 16 edition (published by SLCC)</li> </ul> <p>The folder from the last meeting was returned to the Clerk.</p>	Cllrs

GBPC195/0316	<p><b>To consider the exclusion of the public and press in the public interest for consideration of the following items: <i>none</i></b></p>	
GBPC196/0316	<p><b>Matters to be brought to the attention of the Council</b></p> <ul style="list-style-type: none"> <li><b>i. Carters Lane</b> – It was reported that there has been considerable damage caused to the road surface which the Clerk has reported using the Highways on-line reporting tool. It was discussed that this had undoubtedly been made worse because of the diversions due to the Barking Road closure but it was also noted that there appears to be an unusually high number of HGVs using the Lane. Cllr Truelove was asked whether she could look into the possibility of placing a weight restriction on the road.</li> <li><b>ii. Fence Repair/Horses escaping</b> – It was reported that the fence is broken behind Riverside Cottage and the horses escaped and caused damage to a garden. Concerns were raised due to the locations proximity to The Street and the busy B1078 road.</li> <li><b>iii. SALCs new Legal Assistance</b> – The Clerk advised that she had attended a recent training day at SALC where she had learnt of a new Legal alliance SALC has formed with an Ipswich based law firm that were offering Parish Councils reduced hourly rates</li> <li><b>iv. Webmaster</b> – The Clerk asked whether anyone knowing the Village’s webmaster could ask him to contact her please as he has not returned several emails and as he has ownership of the website, she is unable to access many of the pages</li> <li><b>v. Jo Churchill MP</b> – The Clerk advised that she had received an introductory letter from the new MP for Bury St Edmunds who was advising that she now lives in the constituency and is intending to visit some of the Parish Council meetings during the summer recess. It was agreed for the Clerk to contact her and provide future meeting dates.</li> <li><b>vi. Risk Assessment for Great Bricett</b> – The Clerk advised that after her last Cesspit meeting, she had taken the opportunity to carry out the annual Risk Assessment of the Village Hall. She advised that she had picked up on two areas for concern. The brick wall separating the VH garden and the neighbouring property is severely cracked and unstable. The external steps from the rear of the VH leading to the garden are crumbling and are slippery due to moss. The report will be formally submitted next meeting but the garden is not open to the public or included in any hire but care should be taken by any Cllrs or VHMC members who need to enter the garden.</li> <li><b>vii. Additional Street Light in Great Bricett</b> – As per the Five Year action plan and budget/earmarked reserves, the Clerk advised that she has contacted SCC to establish the action required should GBPC decide to purchase their own Street Light in the village. To be added to next agenda.</li> </ul>	<p style="text-align: center;"><i>Cllr Truelove</i></p> <p style="text-align: center;"><i>Clerk</i></p>
	<p><b>Date of Next Meeting</b> The date and time of the next meeting is Tuesday 24<sup>th</sup> May 2016 commencing at 7.00pm with the Annual meeting of the Parish followed by the Annual Parish Council Meeting.</p>	
	<p><i>Meeting closed at 9.20pm</i></p>	

Chairman ..... *A. Tappin* .....  
Date ..... *24.5.16* .....

**Fixed Asset Register as of 31/3/2016 – Great Bricett Parish Council**

Item	Original cost price & Purchase Date	Replacement Value 2013	Audit 31/3/2014 31/3/2015	Audit 1/4/2016 31/3/2017	Insurance Sum Assured as of 31/3/2016
Clerks Laptop, printer & home office equipment	Laptop June 15 £400, Printer Aug 15 £70				£2500
Notice Board – Parish	March 2010 - £1030	1100	1030	1030	£1030
Defibrillator & Cabinet (to be insured when installed)	BHF Grant - £0 Value 2016 - £2500				
Notice Board – Village Hall	March 2010 - £670	700	670	670	£670
Dog waste bins x 2 @ £150	2006 - u/k 2015 - £150	400	300	300	£300
Fibreglass Flag Pole & Flags - Flags – 1 x St Georges Day, Union Flag & Armed Forces Day	AFD - £15.86	8 metre pole £200	200	200	£200
Street Light x 1	Unknown	Replacement cost £750 - £1,000	£750 - £1,000	£750 - £1,000	£1,000
Village Sign	£700 in 2001	Approx. £1,000	£600	£600	£600
Floodlights and associated cabling	Unknown	2 @ £50 plus cabling @ £150	£150	£150	£150
Jubilee Bench (outside VH)	Unknown	£500	£300	£300	£300
Village Green (approx. 1 acre - common land)	Nominal £1	Approx £2,500 per acre	Approx £2,500 per acre	Approx £2,500 per acre	Approx £2,500 per acre
Diamond Jubilee Bench	10/4/2013 - £500	£500	£500	£500	£500
Chestnut Avenue – litter bin	Adopted 28/7/2015 -£0				£0
Great Bricett Village Hall	Unknown	£134,324.40	£134,324.40	£134,324.40	£160,390.35
VH Contents – VH Policy					£6542.92
60 Upholstered Chairs	1/5/2012 - £2084.40	£2084.40	£2084.40	£2084.40	
10 folding tables	1/5/2012 - £744	£744	£744	£744	
1 Low hanging trolley	1/5/2012	£294	£294	£294	
<b>Total Value</b>		<b>144,696.80</b>	<b>144,696.80</b>	<b>144,696.80</b>	

V Pratt, Clerk & RFO  
1/3/2016

**Great Bricett Parish Council - Earmarked reserves for 2016-17 - DRAFT**

	Estimated requirement	Proposed annual amount to build up reserves	Fund per budget - 2015-16		Proposed earmarked reserves 2016-17
Half Precept (2016-17 £9500)	£4,750.00	£0.00	£4,000.00	Earmarked within general fund - at least 50% of precept but recommended between 50-150% of precept	£4,750.00
Election Fund (opt 1)	£1,230.00	£0.00	£1,230.00	Earmarked within reserve fund as Contingency for contested election (casual vacancy) £1,140. Plus uncontested election £87.50.	£1,230.00
Footway Fund	£0.00	£0.00	£3,000.00	Earmarked in reserve fund towards the cost of the new footway along The Street in the future.	£0.00
Referendum grant	£0.00	£0.00	£1,046.42	Referendum Grant to make up difference after changes to Band D properties. 2016-17 last year of grant.	£0.00
Defibrillator	£0.00	£100.00	£0.00	Now have two fully funded units - per annum amount to cover batteries & pads	£2,000.00
Signage	£700.00	£150.00	£0.00	Earmark £150 per annum to build up funds for 3 year plan	£150.00
Street Light Fund	£2,000.00	£200.00	£0.00	To build fund for second street light in The Street	£2,000.00
Staffing reserve	£1,326.00	£300.00	£0.00	Contingency being built up to cover potential staff sickness cost - 6 mths pay.	£300.00
Village Hall major works	£20,000.00	£1,000.00	£0.00	Earmark £1000 per annum to build up funds to cover any future major structural repairs - roof, kitchen, acoustics, lighting, sound	£2,000.00
Cesspit	£10,000.00	£1,000.00	£0.00	To build fund for replacement cesspit if not repaired through insurance claim	£3,000.00
Drain improvement programme	£10,000.00	£0.00	£0.00	Earmark £ per annum to build up funds for 3 year plan	£0.00
New car parking	£25,000.00	£0.00	£0.00	Earmark £ per annum to build up funds for 3 year plan	£0.00
<b>Total required reserves</b>	<b>£70,256.00</b>	<b>£2,750.00</b>	<b>£9,276.42</b>		<b>£15,400.00</b>



Ms Pratt  
Great Bricett Parish Council  
Willow Tree Cottage, Barking Tye  
Ipswich  
IP6 8HU

29 FEB 2016



25<sup>th</sup> February 2016

Dear Ms Pratt

I hope you don't mind my contacting you. East Anglia's Children's Hospices is very fortunate to be supported by its local community, whether it be through community fundraising, regular donations or through our fundraising events.

We have been providing support for families and caring for children with life-threatening conditions for over twenty years. Our care and support is tailored for the needs of all family members and delivered where the families wish – in their own home, at hospital, in the community or at one of three hospices in Ipswich (Treehouse), Milton and Quidenham. For both families accessing care, and those who have been bereaved, EACH is a lifeline at an unimaginably difficult time.


Currently, we are caring for more than 700 children, young people and family members. In Suffolk we are supporting over 106 children and a further 110 family members. It is not unlikely that there is one such family in your own parish.

We rely on voluntary donations for the majority of our income and each year need to raise more than £5 million from fundraising and £2.5 million from our shops. I am writing to ask if you would consider supporting EACH. This may be through any local community fundraising or if the Parish Council chooses one charity for the civic year. I would be delighted to visit you and deliver a presentation about our work or show you around one of our hospices so you can learn more about EACH.

Alternatively we are always in need of new volunteers that are able to offer us some of their time to help us fundraise and raise awareness of EACH. If you would like to know more please contact me on 01473 276193 or visit our website [www.each.org.uk](http://www.each.org.uk).

Thank you so much for taking the time to read this letter.

Kindest Regards

  
**Hannah Walker**  
Community Fundraiser

MILTON • QUIDENHAM • THE TREEHOUSE

[www.each.org.uk](http://www.each.org.uk)

facebook.com/EACHhospices

twitter.com/EACH\_hospices

Registered in England No. 03550187 Registered Charity No. 1069284  
Registered Office: EACH, Milton, Cambridge, CB24 6AB VAT No. 216 8793 76

Royal Patron: HRH The Duchess of Cambridge

The CHARITIES FORUM

Founded by The Duke and Duchess of Cambridge and Prince Harry

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**From:** [maggieasingleton](mailto:maggieasingleton)  
**Sent:** 18 March 2016 17:43  
**To:** [vivvyp5@gmail.com](mailto:vivvyp5@gmail.com)  
**Cc:**  
**Subject:** RE: Queens 90th Birthday Celebrations

Dear Viv, The village hall management committee met on Tuesday  
We are proposing the following (in outline)  
A garden party on Sunday 12 June on the green outside the church/Hall  
A marquee incase of rain and to cover the food tables  
A (judged) fancy dress competition  
A raffle  
A master of ceremonies (toast master)  
Afternoon tea to comprise sandwiches cakes and either pre-prepared snacks (all to be brought in and not prepared in the village hall)  
Hot and cold (non alcoholic) drinks.  
We will advertise this as a free event requiring a ticket (for catering purposes)  
Since this is a bank holiday weekend with the addition of Friday 10 June as a special bank holiday - and since there will be other events in the district, we anticipate numbers to be around 75 with a max of 100.  
We believe we will have sufficient tables and chairs and will invite people to bring their own deckchair and picnic blanket. Attendees may also like to contribute additional food (cakes I expect) to share. Rather like an old fashioned Street Party.  
We would welcome a contribution of £5 per head for 75 people (£375)  
Plus a contribution for raffle prizes of £75  
Plus a contribution towards the cost (£46.50) of a PPL licence for playing recorded music - this to cover the village hall for all events where recorded music is recorded. £25.  
If the cess pit issue remains unresolved and it requires emptying of ground water prior to this event in order to make the toilets available for use on the day, we would be looking for £90 to cover the cost of this. However the management committee is hopeful that the PC will have found a permanent solution to the broken pit by then.  
We would therefore be seeking a contribution of £565 towards the costs of Queen Elizabeth II 90th Birthday Celebration.  
Should there be a surplus of funds for the event, the Committee would return the surplus to contribute towards the PC's cost of resolving the cess pit issue.  
We will attend the PC meeting and look forward to a favourable response.  
Thanks  
Maggie Singleton

(Marina can you forward to others as appropriate. Thanks. )

# Great Bricett Parish Council

## Clerks Finance Report - 26.01.16

Total Funds prior to Meeting - £18,284.05

Clerks report on the Councils current financial position and movements since the last report

Bank Bal	Minute No.	Date	Chq No.	Payee	Desc	Amount	Power to Pay
<b>Community Account (Current)</b>							
<u>Payments agreed at last meeting</u>							
<b>£3,679.21</b>	<b>Balance as of last meeting</b>						
	GBPC116/15	26/01/2016	100901	Vivienne Pratt	Part reimbursement of approx from transparency fund grant & VAT	£434.31	LGA 1972 S111
	GBPC166/0116		100902		Chq destroyed - written in error	£0.00	
	GBPC166/0116	26/01/2016	100906	SALC (chq total £162)	Clerk Website training	£24.00	LGA 1972 S111
	GBPC166/0116	26/01/2016	100906	SALC (chq total £162)	Clerk Info Day	£18.00	LGA 1972 S111
	GBPC166/0116	26/01/2016	100906	SALC (chq total £162)	New Clerk training	£120.00	LGA 1972 S111
	GBPC166/0116	26/01/2016	100903	David Windle	Grass & Hedge cutting	£215.00	Public Health Act 1875 S164
	GBPC166/0116	26/01/2016	100904	Vivienne Pratt	Clerk Dec salary & training	£229.00	LGA 1972 S111 & 112
	GBPC166/0116	26/01/2016	100905	Vivienne Pratt	Clerk expenses Dec 15	£43.29	LGA 1972 S111
	GBPC166/0116	26/01/2016	100907	Suffolk County Council	Street light electricity charge 15/16	£44.66	Parish Council Act 1957 S3, Highways Act 1980 S301
	GBPC166/0116	26/01/2016	100908	Vivienne Pratt	Clerk Jan salary & training	£225.00	LGA 1972 S111 & 112
	GBPC166/0116	26/01/2016	100909	Vivienne Pratt	Clerk expenses Jan 16	£39.66	LGA 1972 S111
<b>£2,286.29</b>	<b>Balance after last meeting</b>					<b>Payments total</b>	<b>£1,392.92</b>
<u>Payments for approval this meeting</u>							
							<b>Power to Pay</b>
		Payment made 01/03/2016	100910	Framsden Parish Council (VAT refund paid to GBPC by HMRC in error)	VAT refund paid to GBPC in error by HMRC	£1,159.21	
		22/03/2016	100911	Vivienne Pratt - chq total £797.29	Clerk Feb Salary & Training	£260.00	LGA 1972 S111 & 112
		22/03/2016	100911	Vivienne Pratt - chq total £797.29	Clerk Feb expenses	£49.07	LGA 1972 S111
		22/03/2016	100912	Community Action Suffolk	VH Renewal 2016/17	£356.76	LGA 1972 S111
		22/03/2016	100913	Four Parish	Printing Contribution 16/17	£45.00	LGA 1972 S137
		22/03/2016	100914	SALC (half to be reimbursed by FPC)	Good Councillor guide	£45.00	LGA 1972 S111
		22/03/2016	100911	Vivienne Pratt - chq total £797.29	Clerk Mar Salary, Training & Holiday pay	£380.00	LGA 1972 S111 & 112
		22/03/2016	100911	Vivienne Pratt - chq total £797.29	Clerk Mar expenses & Year end expenses	£108.22	LGA 1972 S111
		22/03/2016	100912	A K Services	Cesspit emptying for Insurance inspection	£255.00	LGA 1972 S133
		22/03/2016	100913	Battisford Village Hall Committee	Hire of Hall for PC meeting as GB hall closed	£30.00	LGA 1972 S111
					<b>Total Payments</b>	<b>£2,688.26</b>	
<u>Receipts since last meeting</u>							
		29.01.16		HMRC	Vat Refund - claim submitted 29/12/15	£186.89	
		22/02/2016		HMRC (issued to GBPC in error)	Framsden PC vat refund	£1,159.21	
		01/03/2016		Barclays = 1 x £50 and 1 x £20	Goodwill gesture	£70.00	
		14/03/2016		MSDC	Cllr Truelove Locality Grant (defibrillator)	£2,000.00	
					<b>Total Receipts since last meeting</b>	<b>£3,416.10</b>	
<b>£3,014.13</b>	<b>New current account balance if payments approved</b>						
<u>Active Saver</u>							
<u>Receipts Summary</u>							
		31/12/2015		Barclays	Interest for period 30/12/14-31/12/15	£48.79	
					<b>Total Receipts</b>	<b>£48.79</b>	
<b>£12,581.66</b>	<b>Balance as of 20.03.16</b>						
Prepared by - Vivienne Pratt 18.03.16							
Clerk & Responsible Finance Officer							

Great Bricett Parish Council - Spend against budget as of 16.03.16

Year to date payments	Admin - wages	Admin - exp.	Subs.	Training	Emergency Plan	CSW	Chair All	(s.137)/GPC Donations	Elections	Lighting	grounds maint	footway fund	street light fund	Main/MISC	Ing.	Audit	Legal Fees	Total sp
Spend	£3,298.52	£796.41	£212.00	£272.50	£0.00	£100.99	£0.00	£62.00	£87.50	£37.21	£475.00	£0.00	£0.00	£2,849.45	£594.53	£66.00	£600.00	£9,352.
Budget	£1,101.00	£730.00	£192.00	£300.00	£30.00	£50.00	£20.00	£112.00	£1,130.00	£77.00	£660.00	£0.00	£0.00	£2,000.00	£350.00	£240.00	£1,000.00	£9,323.
Difference	£2,197.52	£64.41	£20.00	£27.50	£0.00	£50.99	£0.00	£50.00	£1,942.50	£40.21	£115.00	£0.00	£0.00	£849.45	£244.53	£174.00	£400.00	£229.

Receipts year to date

Date	From	Details	Amount
09/04/2015	MSDC (payment totalled £4124.17)	discretionary grant	£142.17
09/04/2015	MSDC (payment £4124.17)	precept	£3,982.00
24/07/2015	HMRC	vat refund	£282.21
22/06/2015	Berclays	Goodwill gesture	£30.00
10/09/2015	MSDC	precept	£3,982.00
19/11/2015	SALC	grant	£648.00
29/01/2016	HMRC	VAT refund	£186.89
22/02/2016	HMRC (issued to GBPC in error)	Framden PC vat refund	£1,159.21
01/03/2016	Berclays = 1 x £50 and 1 x £20	Goodwill gesture	£70.00
14/03/2016	MSDC	Locality Grant (defibrillator)	£2,000.00
<b>Total ytd receipts</b>			<b>£32,466.48</b>

**Great Bricett Village Hall Management Committee  
Report to the Parish Meeting – 22 March 2016**

**Trustees:**

<b>Marina Ford</b> - Chair	<b>Angie McGonnell</b> - Vice Chair
<b>Arland Shawe</b> - Taylor – Treasurer	<b>Christina Morley</b> - Secretary
<b>Steven Hines</b> - Rep Parish Council	<b>Lesley Kelly</b> - Rep Meadow Valley
<b>Maggie Singleton</b> - Rep Wixfield Park	<b>Nigel Ford</b>
<b>Richard Levers</b>	

1. The Village Hall Management Committee is elected at the AGM with volunteers and representatives from local organisations. This has grown over the last year but we would obviously welcome anyone else wishing to join us. Our AGM is in October or November of each year and meetings are held every 8 weeks.
2. The VHMC is a registered charity and the principle duties of the Trustees are to ensure that the Village Hall is kept in good order for the benefit of all residents and users. We operate under the regulations of the Charity Commission to whom we submit an annual financial statement.
3. The Parish Council as the owner of the building is responsible for major works, which comes from the Parish precept. They pay for insurance and help with any large purchases.
4. The VHMC is responsible for the day to day running and expenses of the Hall. This includes utility bills, the servicing of the boiler and fire extinguishers, etc. Over the last five years the average income has been £1901 with an average expenditure of £1870. Currently we have in the bank £2446.

Last year we were hoping to be able to progress with re-decoration of the hall, including potentially a false ceiling with energy efficient lighting that will not only improve the acoustics of the space but improve the lighting to adapt to differing needs benefiting all that use the hall, also saving on heating. After seeing the works that have been completed at Nedging with Naughton Hall and the improvement it has made to the ambiance of the space we hope that we can do this in the near future.

The problem with the cess pit has left us in limbo. We have had to cancel all the events that were planned in March, reducing our potential income. If we have to close permanently whilst this issue is resolved we stand to lose revenue for the whole year that contributes to the maintenance of the hall.

We have a good few money making events planned for this year but this all hangs in the balance.

**April – December (break for summer Holidays)**

We have the regular bookings of the Coffee Morning (first Saturday) and Art Club (each Monday)

**April** We have two Events – Quiz Night and 1920s Dance Evening

Plus two bookings from Wixfield Park Residents Association

**May** Local Elections and a Wedding Booking

**June** EU Referendum **plus Queens Birthday Celebrations** – Whilst not necessarily bringing in income we need use of the facilities for the general public

**July** – Wedding Booking

**September** – 1950s Dance Night

**October** – Race Night

**November** – Quiz Night

We of the committee are all volunteers we do what we do for the community we live in and to bring the community together, we work very hard on organising these events. Over the last year not only have we increased events we have increased attendance, making it a true hub of the community.

Marina Ford  
Chair VHMC  
March 2016